

## **Procurement Portal Registration**

Tender documentation will be issued via the Ministry's e-Tendering system (located at <u>https://dclg.bravosolution.co.uk</u>), so in order to receive and place bids you will need to be registered.

If you are not already registered please follow the instructions below to do so:

## Register your company on the eSourcing portal (this is only required once)

- Browse to the eSourcing Portal
- Click the "Click here to register" link
- Accept the terms and conditions and click "continue"
- Enter your correct business and user details
- Note the username you chose and click "Save" when complete

- You will shortly receive an email with your unique password (please keep this secure).

Registration is free and you will then be able to access full details of the tender and download all the accompanying documentation.