eSourcing Suite – Supplier Guidance

1. Introduction

1.1 This document provides guidance to suppliers about Crown Commercial Service's eSourcing Suite.

1.2 The eSourcing Suite is an online system providing a wide range of eSourcing functionality for Crown Commercial Service, our customers and our suppliers. The eSourcing Suite supports end-to-end procurement activity including: early-market engagement, issuing Invitation to Tender, online evaluation and post award contract and supplier management. Access to the eSourcing Suite is available to registered organisations using the link:

https://crowncommercialservice.bravosolution.co.uk

1.3 Please note that this guidance is for suppliers or potential providers to Government. Suppliers requiring support should call our Service Desk on 0345 010 3503.

2. Overview of the eSourcing Suite

2.1 To participate successfully in a procurement event via the eSourcing Suite, there are a number of steps to be followed:

- Register for the use of the eSourcing Suite – Register your organisation for access to the eSourcing Suite by accessing the portal, https://crowncommercialservice.bravosolution.co.uk , click on I am a New Supplier User.
- If you already have logon details, simply logon to the sytem.
- View the supplier dashboard to access the ITT's.
- View the buyers attachment page to view all the attachments available for that procurement.
- You can send or receive messages during an ITT. Suppliers may send messages to Crown Commercial Service (such as to ask clarification questions). Suppliers might also receive messages from Crown Commercial Service, informing them of issues or developments.
- Submitting your Response – One you are satisfied with your submission for a tender or further competition **you must press the Submit Response button.** All bids are in draft form until this is completed, and

are not visible to Crown Commercial Service as they have not been submitted.

3.   Technical Requirements

3.1   The eSourcing Suite is accessed over the internet and should operate using any standard web-browser.

3.2   Sharing login credentials or multiple users working in the same user account from different web browser sessions or devices can lead to issues and is strongly NOT ADVISED. This can create a concurrency error when the two users are making changes at the same time and the updates may not be saved.