



Improving health and wellbeing

# Supplier guide to registering on the Attain eProcurement Portal

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Jaggaer / Bravo Solutions

April 2022

# Getting started



All procurements being run by Attain will be implemented on the Attain eProcurement Portal:

<https://attain.bravosolution.co.uk>

Where a Contract Finder Notice and / or a Contract Notice is issued on the Find a Tender Service it will direct you to register at the above portal to obtain the tender documents for the relevant procurement. You must register your organisation if not already registered.

## Typical types of tender issued in the eProcurement Portal include:

- **Selection Questionnaire (SQ)** (including for Market Engagement Events and appointment to a Framework Agreement or Dynamic Purchasing System)
  - ✓ Usually contains a Qualification Envelope and potentially a Technical Envelope
- **Open or 'One-Stage' Invitation to Tender (ITT)**
  - ✓ Usually contains a Qualification Envelope, a Technical Envelope and a Commercial Envelope
- **Restricted or 'Two-Stage' Invitation to Tender (ITT)**
  - ✓ Contains an SQ Stage (Qualification and potentially Technical Envelopes)
  - ✓ Contains an ITT Stage (Technical Envelope and Commercial Envelope)



# Registration



Go to the eProcurement Portal: <https://attain.bravosolution.co.uk> and click 'Register'

A screenshot of the Attain eProcurement Portal registration page. The page features a blue header with the Attain logo and tagline "Improving health and wellbeing". Below the header is a navigation bar with the text "Working in partnership with the NHS to improve people's health and wellbeing" and a "More about Attain" button. The main content area is divided into three columns: "Login" with fields for Username and Password, a "Registration" section with a link to register for suppliers, "Opportunities and notices" with a list of links, and "Help Desk" with contact information for assistance. The "Links" section includes: Attain Home, Contracts Finder, Find a Tender, NHS England, Crown Commercial Services (CCS), and CIPS.

The eProcurement Portal is transitioning from Bravo Solutions to Jaggaer One, following an acquisition. The 'Bravo' URL will be updated in due course by Jaggaer, when they update globally.

The logo for Jaggaer One, featuring the word "JAGGAER" in red and "ONE" in blue, with a red arrow pointing from the end of "JAGGAER" to "ONE".

# Registration

Scroll through and then accept the Terms and Conditions of the **User Agreement** then click **'Next'**



## USER AGREEMENT

### 1. Introduction

1.1. This User Agreement between <BUYER ORGANISATION> (the Buyer) and the Supplier governs the access and use of the eSourcing System (the System) by the Supplier to respond to an invitation from the Buyer to participate in a procurement exercise.

1.2. A procurement exercise may include a Pre-Qualification Questionnaire (PQQ), a Request for Information (RFI), an Invitation to Tender (ITT), an Invitation to Negotiate (ITN), an Invitation to Participate in Dialogue (ITPD), an Invitation to Submit Final Offer (ITSFO), Invitation to Submit Final Tender (ITSFT), a Best And Final Offer (BAFO), a Request for Proposal (RFP), a Request for Quotation (RFQ); an electronic Auction or an electronic Contract. This above list of individual procurement exercise processes is indicative and a non-exhaustive representation of commonly used terminology. Buyer Organisations may have their own, unique terminology to be applied on a case by case basis.

1.3. The System is provided by BravoSolution UK Ltd and operated by the Buyer. This User Agreement applies to the Supplier's and its Supplier Users' access to and use of the System. The Supplier acknowledges that by a Supplier User accessing the System using the user ID and password provided by, or on behalf of the Buyer, the Supplier agrees to be bound by this User Agreement.

1.4. The Supplier shall only use the System to respond to an invitation to participate in a procurement exercise in accordance with this User Agreement and any further rules expressed and presented in the System. In the event that there is any conflict between this User Agreement and any such further rules, then the provisions of such further rules shall take precedence over this User Agreement.

I AGREE

I DO NOT AGREE

Next

# Registration



Complete the basic details for your organisation then click **'Save'**



## Registration Data



Close

Save

### Organisation Details

\* Organisation Name

Test Supplier 4

### User Details

\* First Name

Jo

\* Last Name

Bloggs

\* Username *(please do not forget your username)*

Ts4

\* Email **IMPORTANT:** This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ";" (semicolon) to separate multiple addresses.

amy.wilson@attain.co.uk

\* Preferred Language

English (UK)



# Registration



Search for and select the most appropriate category representing your business / organisation and then click **'Confirm'**

Begin Vendor Registration

Cancel

Confirm

✓ Registration Data

2 My Category Selection

3 Registration Confirmation

Health

Search or Navigate the Tree

Selected Items: 0

Categories

45000000-7 - Construction work

45200000-9 - Works for complete or part construction and civil engineering work

45210000-2 - Building construction work

45215000-7 - Construction work for buildings relating to health and social services, for crematoriums and public conveniences

66000000-0 - Financial and insurance services

66500000-5 - Insurance and pension services

66510000-8 - Insurance services

66512000-2 - Accident and health insurance services

# Registration



The registration process is now complete and your account is activated. You will receive an email with a temporary password to use to log in. The system will direct you to choose a new password the first time you log – in.

✓ Registration Data

✓ My Category Selection

3 Registration Confirmation

✓ The Registration Process is complete. Your account has been activated and an email sent to confirm this.

Log in with your Username and Password to access the platform.

If for any reason you cannot access your account, for example, you lose your password, there is a link under the log-in details on the Home Screen. Click 'I cannot access my account' and follow the onscreen instructions.

**In order to prevent eProcurement Portal emails from being quarantined by your organisation fire wall or spam filter, you are advised to instruct your IT team to accept all emails from a ".bravosolution.com"; ".bravosolution.co.uk" and ".jaggaer.com" address. Please also review the Junk Email settings of your email client software to avoid accidental message deletion.**

# Home screen



Once logged in, you will see your Home Screen, where you can access all the SQs and ITTs that you have been invited to or have registered interest in. Return here using the 'Home' icon

The screenshot shows the Attain Home Screen dashboard. At the top left, a red box highlights the 'Home' icon in the navigation sidebar. The header includes the 'JAGGER ONE' logo, the time '13:19 WET - Western Europe Time DST', and a welcome message 'Welcome Jo Bloggs'. The main content area is divided into several sections:

- CONTRACTS IN NEGOTIATION:** A message box stating 'No Contracts to display'.
- NEW MESSAGES (LAST 30 DAYS):** A message box stating 'No Unread Messages'.
- OPEN AND PENDING AUCTIONS:** A message box stating 'No Auctions to display'.
- MY RUNNING SURVEYS:** A message box with a warning icon stating 'You are not allowed to access the content of this Portlet'.
- MY SQS WITH PENDING RESPONSES:** A message box stating 'No SQs to display'.
- QUICK LINKS:** A list of links including 'My Auctions', 'My Contracts', 'Projects', 'My SQs', 'My ITTs', 'Directories', 'Organisation Profile', 'My Categories', and 'Published Opportunities'.
- SQS/ITTS OPEN TO ALL SUPPLIERS:** A table with columns 'CURRENTLY OPEN' and 'NEXT CLOSING DATE'. The first row shows 'SQ' with '0' under 'CURRENTLY OPEN' and '-' under 'NEXT CLOSING DATE'.
- MY ITTS WITH PENDING RESPONSES:** A message box stating 'No ITTs to display'.



# Accessing SQs and ITTs



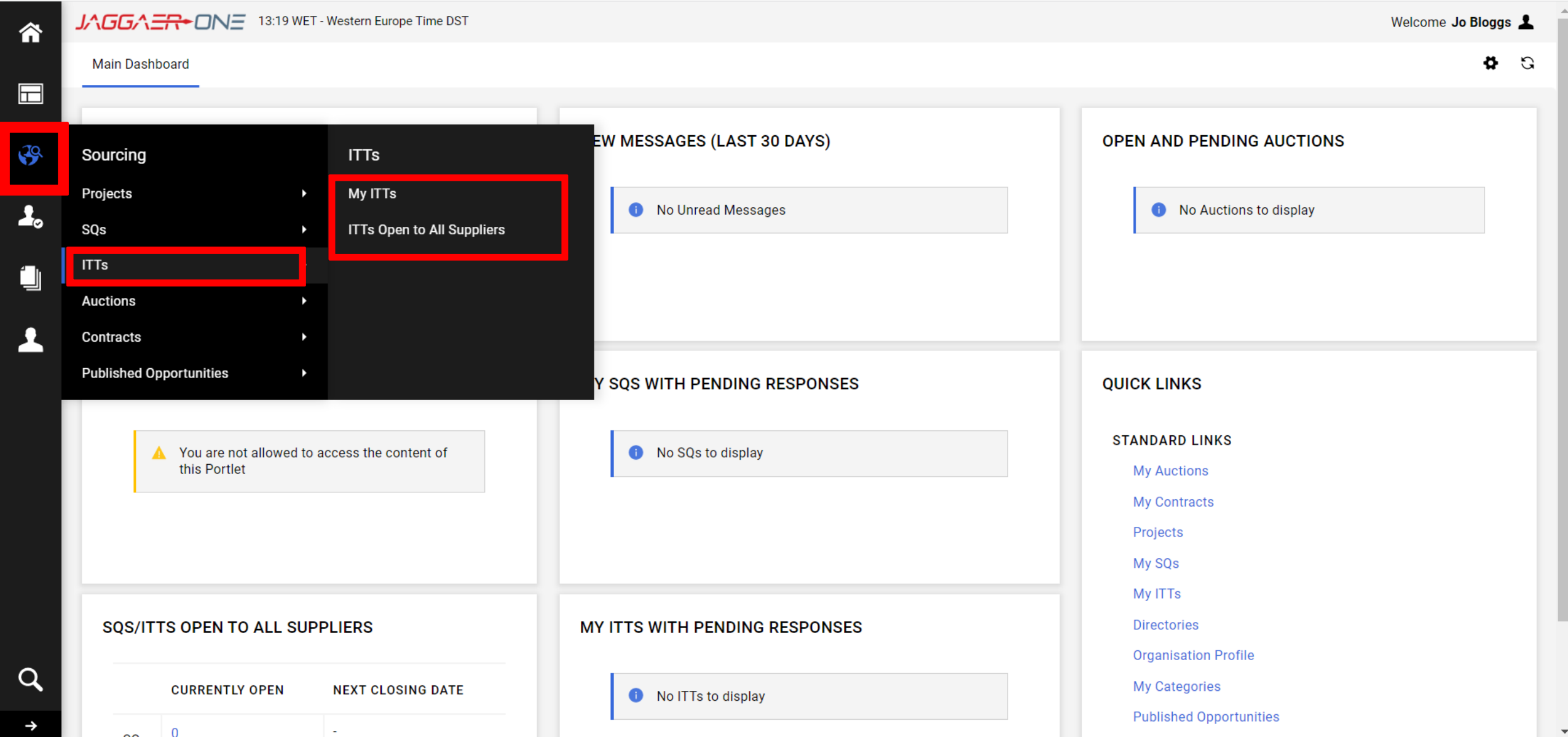
To access tenders, navigate to SQs / ITTs that are Open to All Suppliers, using Published Opportunities. Once you have expressed interest in a tender or started a response to one, you will also see it appear in your 'MY SQs' or 'My ITTs' on your main dashboard, for easy future access.

The screenshot shows the JAGGAER ONE dashboard interface. At the top, the logo and time '13:19 WET - Western Europe Time DST' are visible on the left, and 'Welcome Jo Bloggs' with a user icon on the right. The dashboard is divided into several sections:

- Top Row:** Three informational boxes with blue borders and information icons: 'No Contracts to display', 'No Unread Messages', and 'No Auctions to display'.
- Second Row:**
  - MY RUNNING SURVEYS:** A yellow warning box stating 'You are not allowed to access the content of this Portlet'.
  - MY SQS WITH PENDING RESPONSES:** An informational box stating 'No SQs to display'.
  - QUICK LINKS:** A list of links including 'My Auctions', 'My Contracts', 'Projects', 'My SQs', 'My ITTs', 'Directories', 'Organisation Profile', and 'My Categories'.
- Third Row:**
  - SQS/ITTS OPEN TO ALL SUPPLIERS:** A table with columns 'CURRENTLY OPEN' and 'NEXT CLOSING DATE'. The 'CURRENTLY OPEN' column shows '0' for 'SQ'.
  - MY ITTS WITH PENDING RESPONSES:** An informational box stating 'No ITTs to display'.
  - QUICK LINKS (continued):** The 'Published Opportunities' link is highlighted with a red rectangular box.

# Accessing SQs and ITTs

You can also navigate to SQs and ITT's by clicking on the 'Globe' icon as below



The screenshot shows the Attain JAGGAER ONE dashboard. The top navigation bar includes the logo, time (13:19 WET - Western Europe Time DST), and user information (Welcome Jo Bloggs). The main dashboard area is divided into several sections:

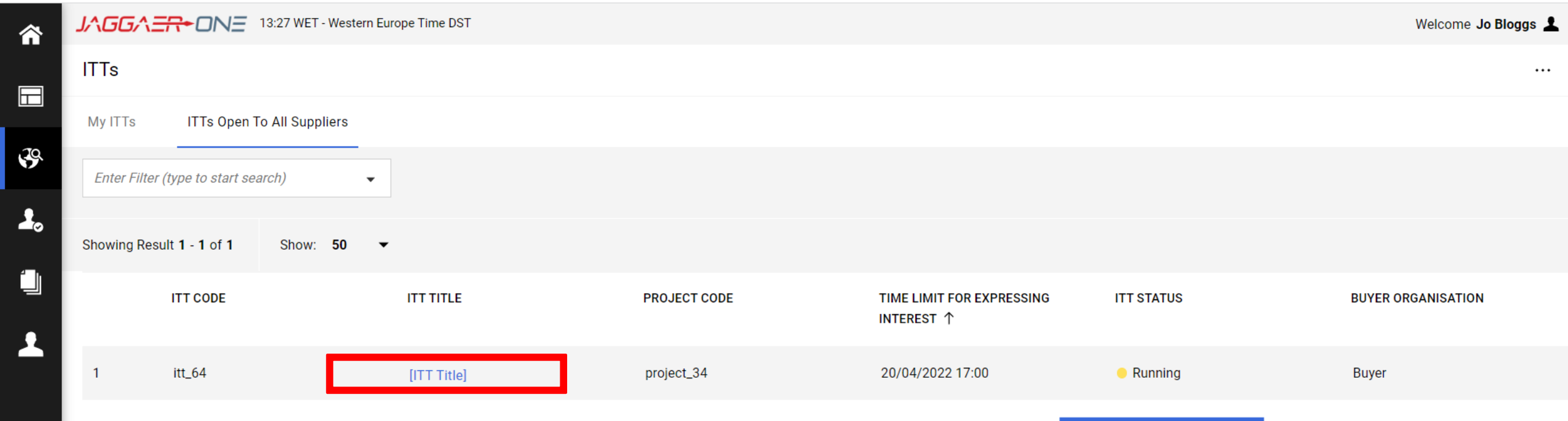
- NEW MESSAGES (LAST 30 DAYS):** No Unread Messages.
- OPEN AND PENDING AUCTIONS:** No Auctions to display.
- MY SQS WITH PENDING RESPONSES:** No SQs to display.
- MY ITTS WITH PENDING RESPONSES:** No ITTs to display.
- SQS/ITTS OPEN TO ALL SUPPLIERS:** A table with columns for CURRENTLY OPEN and NEXT CLOSING DATE.

A navigation menu is open on the left side, highlighting the 'Globe' icon and the 'ITTs' section. The 'ITTs' section is further divided into 'My ITTs' and 'ITTs Open to All Suppliers'.

CURRENTLY OPEN	NEXT CLOSING DATE
0	-

# Expressing and Interest in a tender

To **Express Interest** in a tender, click on the name of the tender you wish to access in the list



JAGGAER ONE 13:27 WET - Western Europe Time DST

Welcome Jo Bloggs

## ITTs

My ITTs ITTs Open To All Suppliers

Enter Filter (type to start search)

Showing Result 1 - 1 of 1 Show: 50

	ITT CODE	ITT TITLE	PROJECT CODE	TIME LIMIT FOR EXPRESSING INTEREST ↑	ITT STATUS	BUYER ORGANISATION
1	itt_64	[ITT Title]	project_34	20/04/2022 17:00	Running	Buyer

Express Interest

10. On the next screen you will see the details of the SQ or ITT. Click on

11. You may see a pop up notification. Click **'OK'**



# Accessing Buyer Attachments

Warning: [You have unread Buyer Attachments \(1\). Click here to read the files before Submitting your Response.](#) ← 1 / 2 → X

JAGGER ONE 13:28 WET - Western Europe Time DST

Welcome Jo Bloggs

← ITT: itt\_64 - [ITT Title] ● Running

- ITT Details
- Messages (Unread 0)
- Buyer Attachments (1)**
- My Response
- Associated Users

→| Response Status

Response Status  
Response Not Submitted To Buyer

Overview

ITT Code  
itt\_64

ITT Description

Event Currency  
GBP

Buyer Organisation  
Buyer

Allow Bidding Group Response  
Yes

Categories  
85323000-9 - Community health services

ITT Title  
[ITT Title]

Supplier Access  
ITT Open to All Suppliers

Test ITT  
No

Buyer Name  
Training Buyer 1

Date & Time Information

You can access Buyer Attachments by clicking on the 'Buyer Attachment' tab, or on the link in the warning at the top of the page.

# Mass Download Buyer Attachments



Click on 'Mass Download' and on the next screen select the file(s) you wish to download and click 'Download Selected Files'

← ITT: itt\_64 - [ITT Title] ● Running

ITT Details Messages (Unread 0)

Settings Buyer Attachments (1) My Response Associated Users

→| Folders and Files List Top Level > Mass Download

Enter Filter (type to start search) ▾

Showing Result 1 - 1 of 1 Show: 50 ▾

	FOLDER/FILE NAME ↑	DESCRIPTION	LAST MODIFICATION DATE	
1	Test Document.docx		20/04/2022 12:38:38	

← ITT: itt\_64 - [ITT Title] ● Running

ITT Details Messages (Unread 0)

Settings Buyer Attachments (1) My Response Associated Users

→| Mass Download List

Your files will download into a .zip file that you need to double click to open.

Showing Result 1 - 1 of 1

Cancel Download Selected Files

	<input type="checkbox"/>	FOLDER/FILE NAME	SIZE
1	<input checked="" style="border: 1px solid red;" type="checkbox"/>	Event _ itt_64 - [ITT Title]/ Test Document.docx	12 KB

Total Files Selected: 1

Download Selected Files

# Expressing an interest in a tender



Warning: [You have unread Buyer Attachments \(1\). Click here to read the files before Submitting your Response.](#) ← 1 / 2 → X

JAGGER ONE 13:28 WET - Western Europe Time DST Welcome Jo Bloggs

← ITT: itt\_64 - [ITT Title] ● Running

ITT Details Messages (Unread 0)

Settings Buyer Attachments (1) **My Response** Associated Users

→| Response Status

Response Status  
Response Not Submitted To Buyer

Overview

ITT Code itt_64	ITT Title [ITT Title]
ITT Description	Supplier Access ITT Open to All Suppliers
Event Currency GBP	Test ITT No
Buyer Organisation Buyer	Buyer Name Training Buyer 1
Allow Bidding Group Response Yes	
Categories 85323000-9 - Community health services	

→| Date & Time Information

In order to express an interest in bidding, from the SQ/ITT 'Details' tab, select 'My Response'

# Decline to Respond



You can choose to click on either 'Decline to Respond' or 'Intend to Respond' using the buttons in the top right hand corner.

The screenshot shows the JAGGAER ONE interface for an ITT (ITT: itt\_64 - [ITT Title]). The status is 'Running'. In the top right corner, there are two buttons: 'Decline To Respond' (highlighted with a red box) and 'Intend To Respond' (highlighted with a blue box). The main content area shows the 'My Response' tab selected, with a dropdown menu for 'Respond as a Single Organisation or Bidding Group: My Organisation Only (No consortium)'. Below this, there are sections for '1. Qualification Response (Questions: 2)' and '1.1 HEADING A - QUESTION SECTION'. A table lists questions with columns for 'QUESTION', 'DESCRIPTION', and 'RESPONSE'. The first row shows question 1.1.1 with a 'Pass / Fail' status and a description '\* Question ABC.....'. Below this is section '1.2 HEADING B - QUESTION SECTION' with a similar table row for question 1.2.1 with a 'Pass / Fail' status and a description '\* Question XYZ.....'. A modal dialog box is open over the table, titled 'Enter Decline to Respond Reason Details', containing the text: 'If you Decline, you will be asked to give a reason and then click 'Decline to Respond' again.' The dialog also shows 'Characters available 512'.

13:40 WET - Western Europe Time DST

Welcome Jo Bloggs

ITT: itt\_64 - [ITT Title] Running

ITT Details Messages (Unread 0)

Settings Buyer Attachments (1) My Response Associated Users

Respond as a Single Organisation or Bidding Group: My Organisation Only (No consortium)

Currency: GBP

1. Qualification Response (Questions: 2)

1.1 HEADING A - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
1.1.1	Pass / Fail * Question ABC.....	

1.2 HEADING B - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
1.2.1	Pass / Fail * Question XYZ.....	

Enter Decline to Respond Reason Details

If you Decline, you will be asked to give a reason and then click 'Decline to Respond' again.

Characters available 512

# Intend to Respond



After clicking 'Intend to Respond' a pop up message will appear to ask if you are bidding as a Single Organisation or in a Bidding Group. Tick the relevant response and click 'Save'.

The screenshot shows the JAGGAER ONE application interface. At the top, the user is logged in as 'Jo Bloggs'. The main navigation bar includes 'ITT: itt\_64 - [ITT Title]' with a 'Running' status, and buttons for 'Online Questionnaire In Excel' and 'Submit Response'. Below this, there are tabs for 'ITT Details', 'Messages (Unread 0)', 'Settings', 'Buyer Attachments (1)', 'My Response', and 'Associated Users'. The 'My Response' tab is active, showing a summary of the response. A dialog box is open in the center, titled 'Respond as a Single Organisation or Bidding Group:'. The dialog contains a message: 'Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response''. Below this, it asks to 'Select Response Type' with two options: 'My Organisation Only (No consortium)' (selected) and 'Consortium (unspecified / other type)'. At the bottom of the dialog are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted in red. The background shows a table with columns for 'ENVELOPE', 'QUESTION', 'DESCRIPTION', and 'RESPONSE'. The table has three rows: '1. Qualification Response', '2. Technical Response', and '3. Commercial Response'. The '1. Qualification Response' row is expanded to show a question section '1.1 HEADING A - QUESTION SECTION'.

13:44 WET - Western Europe Time DST

Welcome Jo Bloggs

← ITT: itt\_64 - [ITT Title] Running

Online Questionnaire In Excel Submit Response

ITT Details Messages (Unread 0)

Settings Buyer Attachments (1) My Response Associated Users

Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

My Response Summary

ENVELOPE

ENVELOPE	DESCRIPTION	RESPONSE
1. Qualification Response		
2. Technical Response		
3. Commercial Response		0

Respond as a Single Organisation or Bidding Group: My Organisation Only (No consortium)

Currency: GBP

1. Qualification Response (Questions: 2)

1.1 HEADING A - QUESTION SECTION

QUESTION DESCRIPTION RESPONSE



# Accessing the envelopes

You can access each envelope within the SQ/ITT that you are bidding for by clicking on each of the links below (Qualification, Technical, Commercial) from the SQ/ITT 'Details' Tab.



ITT Details Messages (Unread 0)

Settings Buyer Attachments (1) My Response Associated Users

→| My Response Summary

ENVELOPE	QUESTION INFORMATION	
1. <a href="#">Qualification Response</a>	All questions answered	
2. <a href="#">Technical Response</a>	All questions answered	
3. <a href="#">Commercial Response</a>	All quoted items completed	
<b>Total Price (excluding optional sections)</b>		<b>1,000</b>

Respond as a Single Organisation or Bidding Group: My Organisation Only (No consortium)

Currency: GBP

1. Qualification Response (Questions: 2)



# Responding to the questions (1)



Once you have clicked into an envelope, you will be able to respond to the questions contained. As demonstrated below, some will be single choice options, some may be free text response type, some may require a numerical figure, and some may require an attachment.

Complete your responses for each question in each envelope and click 'Save and exit Response' when finished.

ITT: itt\_64 - [ITT Title] ● Running Cancel Save Changes Save And Exit Response

→ ⓘ Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response' Validate Response

1. Qualification Response (Questions: 2)

1.1 HEADING A - QUESTION SECTION

	QUESTION	DESCRIPTION	RESPONSE
1.1.1	Pass / Fail	* Question ABC.....	<input type="text" value="--"/> Yes No

1.2 HEADING B - QUESTION SECTION

	QUESTION	DESCRIPTION	RESPONSE
1.2.1	Pass / Fail	* Question XYZ.....	<input type="text" value="--"/>

# Responding to the questions (2)



To attach a file, click on the '+ Attach File' icon next to each question. A pop up screen will appear allowing you to search for your file, and or drag and drop it in the relevant zone. Then click 'Confirm.' **You can attach multiple documents to a single attachment question using a .zip file.**

ITT: itt\_64 - [ITT Title]

● Running

Cancel

Save Changes



Save And Exit Response

→ **Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'**

Validate Response

## 2. Technical Response (Questions: 2 )

### 2.1 [SECTION HEADING 1] - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
2.1.1 Written response via attachment Max [XXXX] words  Weighting [XX]% Scored 0-5	* [Question 1]	Test Document.docx (12 KB)  

### 2.2 [SECTION HEADING 2] - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
2.2.1 Written response via attachment Max [XXXX] words  Weighting [XX]% Scored 0-5	* [Question 2]	+ Attach File  Open a new window to view > Attach File

# Responding to the questions (3)



After Saving and Exiting each Envelope there will be a pop up message. Click 'OK' to proceed.

The screenshot shows a web application interface with a pop-up dialog box in the center. The dialog box contains the following text:

attain-prep.bravosolution.co.uk says

The response is about to be saved; the format of your response will be checked and if no errors are found it will be saved.

Click "OK" to save or click "Cancel" to discard any unsaved changes.

**IMPORTANT:**  
In order to make your response visible to the buyer you must submit it.

At the bottom of the dialog box, there are two buttons: "OK" (highlighted with a red border) and "Cancel".

The background shows a web application interface with a top navigation bar, a header area, and a main content area. The main content area displays a table with the following columns: CODE, DESCRIPTION, UNIT OF MEASUREMENT, QUANTITY, UNIT PRICE, PRICE, and COMMENTS. The table has one row with the following data:

CODE	DESCRIPTION	UNIT OF MEASUREMENT	QUANTITY	UNIT PRICE	PRICE	COMMENTS
3.1.1	Total Contract Value	* Total contract value over the term indicated in the Commercial Offer template	EA	--	100	n/a

Below the table, there is a "Save And Return" button. At the bottom right of the page, there is a "Section Sub Total" label and a value of "0".

# Responding to the questions (4)



It is also possible to download the SQ or ITT into Excel by clicking 'Online Questionnaire in Excel' icon.

JAGGAER ONE 14:00 WET - Western Europe Time DST Welcome Jo Bloggs

← ITT: itt\_64 - [ITT Title] ● Running ... **Online Questionnaire In Excel** [Submit Response](#)

ITT Details Messages (Unread 0) The entire online questionnaire can be downloaded in Excel. This file can be saved, completed offline and then imported which will populate the online questions with your answers

Settings Buyer Attachments (1) **My Response** Associated Users

→ ⓘ Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

▼ My Response Summary

ENVELOPE		QUESTION INFORMATION	
1.	<a href="#">Qualification Response</a>	All questions answered	
2.	<a href="#">Technical Response</a>	All questions answered	
3.	<a href="#">Commercial Response</a>	All quoted items completed	<b>Total Price (excluding optional sections)</b> 0

Respond as a Single Organisation or Bidding Group: My Organisation Only (No consortium) ✎

Currency: GBP

▼ 1. Qualification Response (Questions: 2) ✎

▼ 1.1 HEADING A - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
----------	-------------	----------

# Responding to the questions (5)



Click on 'Download Online Questionnaire in Excel'

ITT: itt\_64 - [ITT Title] ● Running

← Upload Help To Create & Import Your Response In Excel

**1** This area allows you to download the entire online questionnaire in Excel. Once you have saved the file and responded to the questions, you should return to this screen and import the same spreadsheet which will populate the online questions with your responses

\*\*\* IMPORTANT \*\*\*

THE IMPORT EXCEL FUNCTION CAN ONLY BE USED TO UPLOAD THE EXCEL FILE WHICH HAS BEEN DOWNLOADED FOR THIS PQQ/ITT

IF THE BUYER HAS ASKED YOU UPLOAD ATTACHMENTS, THE UPLOAD LINK NEXT TO A SPECIFIC QUESTION ONLINE MUST BE USED OR THE ADDITIONAL ATTACHMENTS AREA (IF ENABLED)

ADDITIONAL FILES CANNOT BE EMBEDDED INTO THE SPREADSHEET

IN THE EVENT THAT THE BUYER HAS NOT PERMITTED THE UPLOADING OF ATTACHMENTS, THIS AREA CANNOT BE USED AS A SUBSTITUTE

File Download Online Questionnaire in Excel

Browse Select File

Import Items

See next slide for an example of a Response Questionnaire / Form.

# Responding to the questions (5)



The Excel Questionnaire should mirror what is in the eProcurement Portal exactly.

Do not add or remove any worksheets, cells, rows or columns from the response form or edit any formulae within the spreadsheet as this will cause the spreadsheet to fail to upload back into the Portal.

Complete all the blue / yellow boxes accordingly.

Complete your responses offline in the Excel file and save it somewhere on your computer hard drive / shared drive.

NOTE: PLEASE DO NOT ADD OR REMOVE ANY WORKSHEETS, CELLS, ROWS OR COLUMNS FROM THE EXCEL RESPONSE SPREADSHEET, OR EDIT ANY FORMULAE WITHIN THE SPREADSHEET AS THIS MAY CAUSE THE IMPORT OF THE SPREADSHEET TO FAIL.

ITT Response Questionnaire for: itt\_64

COLOUR LEGEND

Response Optional
Response Mandatory
Ignored During Import
Questionnaire Information

Currency:GBP

**1 Qualification Envelope**

**1.1 Heading A**

Question	Description	Response Type	Response Guide	Response	
1.1.1	Pass / Fail	Question ABC.....	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	Yes

**1.2 Heading B**

Question	Description	Response Type	Response Guide	Response	
1.2.1	Pass / Fail	Question XYZ.....	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	Yes

Select the applicable value from the option list by clicking the drill down arrow on the right of the response box

**2 Technical Envelope**

**2.1 [Section Heading 1]**

Question	Description	Response Type	Response Guide	Response
2.1.1	Written response	[Question 1]	Attachment	The applicable

**RESPONSE**

You can respond to text based questions and multiple choice questions by clicking the drop down menu available for each 'option'.

Please note that there are only 2000 characters available in a text based response. If a Buyer requires >2000 characters within a response, it should be an 'attachment' type question instead. Please raise this as a clarification, if you are concerned.

Where a question requires an attachment you will need to attach the file manually to the relevant question within the Portal.

# Responding to the questions (6)



When you are ready to upload your responses, Click 'Browse' and search for your saved file.

ITT: itt\_64 - [ITT Title] ● Running

← Upload Help To Create & Import Your Response In Excel

● This area allows you to download the entire online questionnaire in Excel. Once you have saved the file and responded to the questions, you should return to this screen and import the same spreadsheet which will populate the online questions with your responses

\*\*\* IMPORTANT \*\*\*

THE IMPORT EXCEL FUNCTION CAN ONLY BE USED TO UPLOAD THE EXCEL FILE WHICH HAS BEEN DOWNLOADED FOR THIS PQQ/ITT

IF THE BUYER HAS ASKED YOU UPLOAD ATTACHMENTS, THE UPLOAD LINK NEXT TO A SPECIFIC QUESTION ONLINE MUST BE USED OR THE ADDITIONAL ATTACHMENTS AREA (IF ENABLED)

ADDITIONAL FILES CANNOT BE EMBEDDED INTO THE SPREADSHEET

IN THE EVENT THAT THE BUYER HAS NOT PERMITTED THE UPLOADING OF ATTACHMENTS, THIS AREA CANNOT BE USED AS A SUBSTITUTE

File Download Online Questionnaire in Excel

Browse answerTo\_itt\_64.xlsx (13.366 KB)

Import Items

Then click 'Import Item' and all of your responses (with exception to attachments) will be uploaded in one go into the System.

If you need further help, click 'Help to Create & Import Your Response in Excel'



# Messages (1)

Warning: [You have unread Buyer Attachments \(1\). Click here to read the files before Submitting your Response.](#) ← 1 / 2 → X

JAGGER ONE 13:28 WET - Western Europe Time DST

Welcome Jo Bloggs

← ITT: itt\_64 - [ITT Title] ● Running

ITT Details **Messages (Unread 0)**

Settings Buyer Attachments (1) My Response Associated Users

→| ∨ Response Status

Response Status

Response Not Submitted To Buyer

∨ Overview

ITT Code  
itt\_64

ITT Description

Event Currency  
GBP

Buyer Organisation  
Buyer

Allow Bidding Group Response  
Yes

Categories  
85323000-9 - Community health services

ITT Title  
[ITT Title]

Supplier Access  
ITT Open to All Suppliers

Test ITT  
No

Buyer Name  
Training Buyer 1

∨ Date & Time Information

You can navigate to the 'Messages' tab to review any messages from the commissioner, including the Clarification Log updates.

You should use the Message functionality to raise any clarifications, whilst you are working on your tender response.

There should be no contact with the Commissioner outside of the eProcurement Portal.

# Messages (2)



Warning: You have unread Buyer Attachments (1). Click here to read the files before Submitting your Response.

JAGGAER ONE 13:38 WET - Western Europe Time DST

Welcome Jo Bloggs

ITT: itt\_64 - [ITT Title]

Running

Cancel

Save As Draft

Send Message

→

Messages

Message

Subject

Message

Create you message to the Commissioner, attach any files requested and click 'Send Message.'

Attachments

Attachments

FILENAME

FILE DESCRIPTION

COMMENTS

No Attachments

Recipients

# Submitting your tender



You will see under 'My Response Summary' whether you have successfully responded to all questions in all envelopes. When ready, click 'Submit Response.'

← ITT: itt\_64 - [ITT Title] Running Online Questionnaire In Excel Submit Response

ITT Details Messages (Unread 0)

Settings Buyer Attachments (1) **My Response** Associated Users

→ ⓘ Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

My Response Summary

	ENVELOPE	QUESTION INFORMATION		
1.	<a href="#">Qualification Response</a>	All questions answered		
2.	<a href="#">Technical Response</a>	All questions answered		
3.	<a href="#">Commercial Response</a>	All quoted items completed	<b>Total Price (excluding optional sections)</b>	<b>0</b>

Respond as a Single Organisation or Bidding Group: My Organisation Only (No consortium) ✎

Currency: GBP

1. Qualification Response (Questions: 2) ✎

1.1 HEADING A - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
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# Attain eProcurement portal helpdesk



## Phone:

0800 069 8630

+44 203 608 4013

## E-mail:

[help\\_UK@jaggaer.com](mailto:help_UK@jaggaer.com)

[Call me back!](#)





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