



Improving health and wellbeing

# Supplier guide to registering on the Attain eProcurement Portal

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Jaggaer / Bravo Advantage 18

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# Getting started



All procurements being run by Attain will be implemented on the Bravo eProcurement Portal: <https://attain.bravosolution.co.uk>

Where a Contract Finder Notice and / or a Contract Notice is issued on the Official Journal of European Union (OJEU) is advertised, 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.

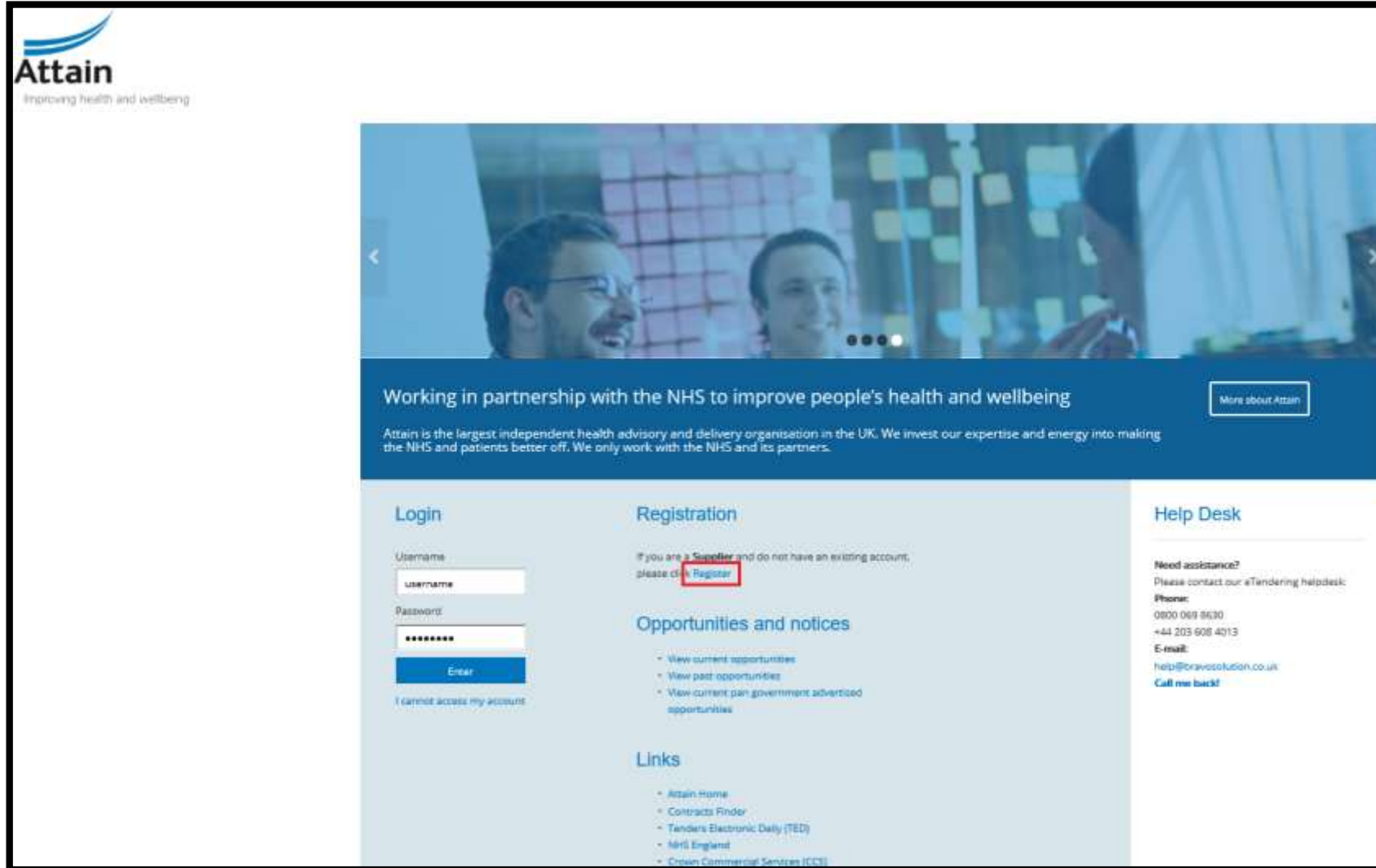
## Types of tender issued in Bravo include:

- **Selection Questionnaire – SQ** - this is also used for Market Engagement events and / or Requests for Information (RFI)
- **Invitation to Tender – ITT** - this is also used for Invitations to Quote (ITQ) and Any Qualified Provider (AQP) processes



# Registration

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



The screenshot shows the Attain eProcurement Portal homepage. At the top left is the Attain logo with the tagline "Improving health and wellbeing". Below the logo is a large banner image of three people smiling. Under the banner, a blue bar contains the text "Working in partnership with the NHS to improve people's health and wellbeing" and a "More about Attain" button. Below this bar, the page is divided into three main sections: Login, Registration, and Help Desk. The Login section has fields for Username and Password, a "Enter" button, and a link "I cannot access my account". The Registration section has a heading "Registration" and a text box stating "If you are a **Supplier** and do not have an existing account, please click **Register**". The "Register" link is highlighted with a red box. Below this is a section titled "Opportunities and notices" with links to "View current opportunities", "View past opportunities", and "View current pan government advertised opportunities". At the bottom is a "Links" section with links to "Attain Home", "Contracts Finder", "Tenders Electronic Daily (TED)", "NHS England", and "Online Commercial Services (OCS)". The Help Desk section on the right provides contact information: "Need assistance?", "Please contact our eTendering helpdesk", "Phone: 0800 069 8630", "+44 203 608 4013", "E-mail: help@bravosolution.co.uk", and "Call me back!".



# Registration

2. Accept the Terms and conditions of the **User Agreement** then click '**Next**'

### User Agreement

USER AGREEMENT

**1. Introduction**

1.1. This User Agreement between «BUYER ORGANISATION» (the Buyer) and the Supplier governs the access and use of the «Sourcing 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 agree 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.

**2. Access**

2.1. The Buyer grants to the Supplier, free of charge, access to the System by Supplier Users for the purpose of responding to any invitation to participate in a procurement exercise, subject to this User Agreement.

2.2. The Buyer may immediately deny access to the System by the Supplier and/or one or more Supplier Users by giving notice in writing to the Supplier if any of the following events occur:

2.2.1. The Supplier is in breach of the terms of this User Agreement.

☒ I AGREE

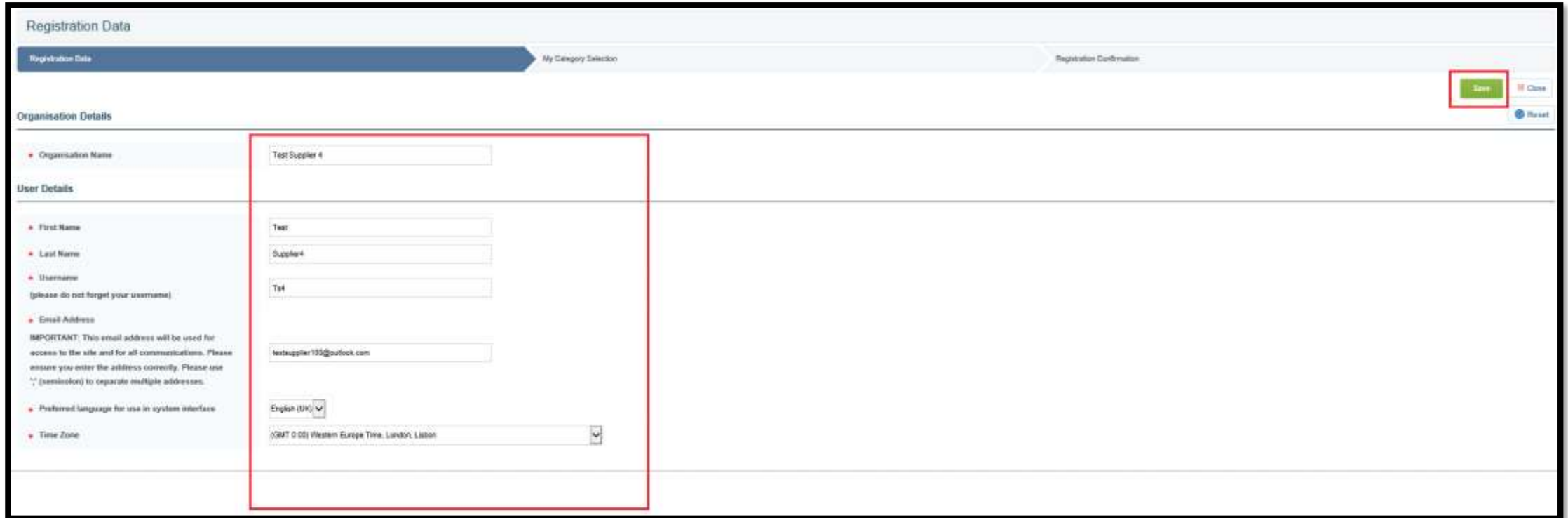
☐ I DO NOT AGREE

Next



# Registration

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



The screenshot shows a web form titled "Registration Data" with three tabs: "Registration Data", "My Category Selection", and "Registration Confirmation". The "Registration Data" tab is active. The form is divided into two main sections: "Organisation Details" and "User Details".

**Organisation Details:**

- Organisation Name: Test Supplier 4

**User Details:**

- First Name: Test
- Last Name: Supplier 4
- Username: Ts4 (note: please do not forget your username)
- Email Address: testsupplier133@outlook.com (note: 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.)
- Preferred language for use in system interface: English (UK)
- Time Zone: GMT 0 00 Western Europe Time, London, Lisbon

In the top right corner of the form, there are three buttons: "Save" (highlighted with a red box), "Close", and "Reset".



# Registration

4. Select the most appropriate category representing your business / organisation and then click 'Confirm Current Selection'



The screenshot shows the 'Categories' section of the Attain registration process. At the top, there is a progress bar with three steps: 'Registration Data', 'My Category Selection' (the current step), and 'Registration Confirmation'. Below the progress bar, there is a search bar with a 'Search' button and a 'Confirm Current Selection' button. A list of categories is displayed, each with a checkbox and a description. The categories are grouped by a plus sign icon. The 'Confirm Current Selection' button is highlighted with a red box. The search bar and the list of categories are also highlighted with red boxes.

Categories

Registration

Registration Data

My Category Selection

Registration Confirmation

Confirm Current Selection

Cancel

Free Text Search

Search

Deselect All

Display Selected Only

Expand All

Collapse All

Categories (selected items: 0)

- ☐ 0000000-1 - Agricultural, farming, fishing, forestry and related products
- ☐ 0000000-2 - Petroleum products, fuel, electricity and other sources of energy
- ☐ 1400000-1 - Mining, basic metals and related products
- ☐ 1900000-0 - Food, beverages, tobacco and related products
- ☐ 1800000-0 - Agricultural machinery
- ☐ 1800000-0 - Clothing, footwear, luggage articles and accessories
- ☐ 1800000-0 - Leather and textile fabrics, plastic and rubber materials
- ☐ 2200000-0 - Printed matter and related products
- ☐ 2400000-4 - Chemical products
- ☐ 3000000-0 - Office and computing machinery, equipment and supplies except furniture and software packages
- ☐ 2100000-0 - Electrical machinery, apparatus, equipment and consumables, lighting
- ☐ 2200000-3 - Radio, television, communication, telecommunication and related equipment
- ☐ 3300000-0 - Medical equipment, pharmaceuticals and personal care products
- ☐ 3400000-7 - Transport equipment and auxiliary products in transportation
- ☐ 3500000-4 - Security, fire-fighting, police and defence equipment



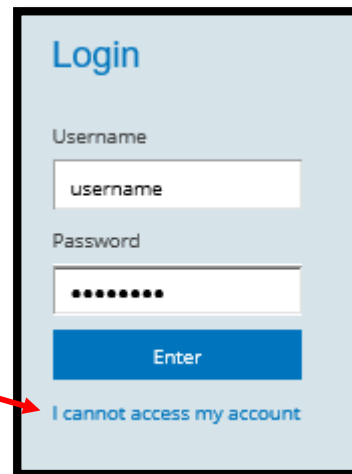
# Registration

5. 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.




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.

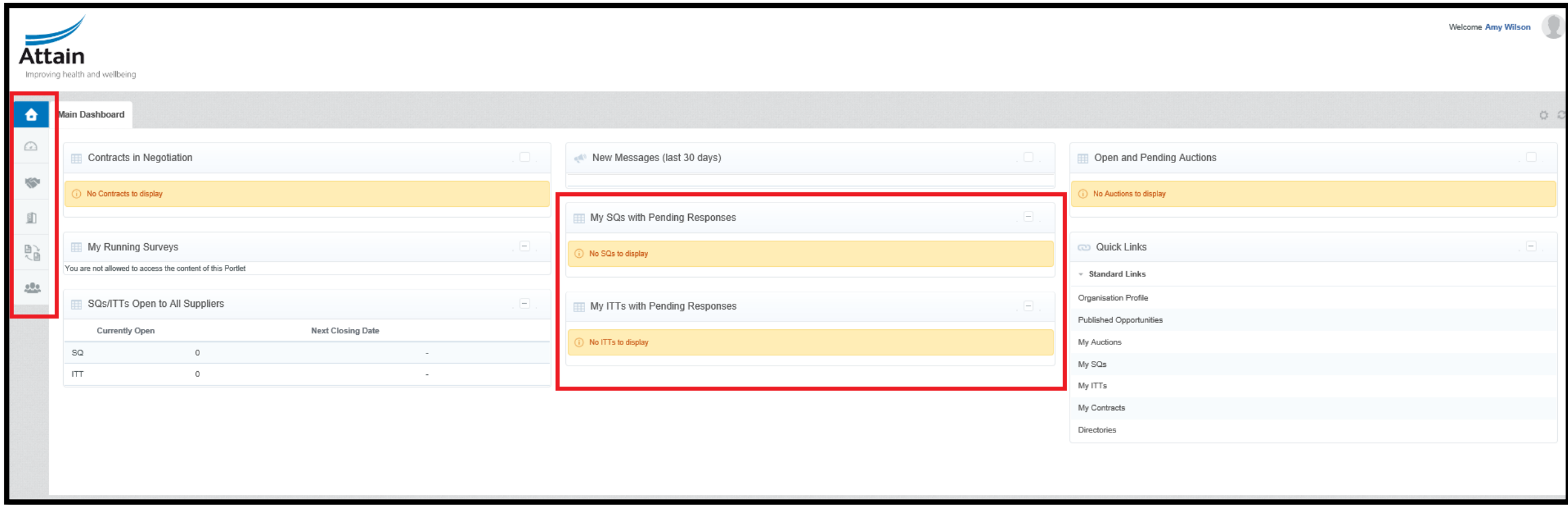
Click 'I cannot access my account' and follow the onscreen instructions.

A screenshot of the 'Login' screen. It features a blue header with the word 'Login'. Below are input fields for 'Username' (containing 'username') and 'Password' (containing dots). A blue 'Enter' button is below the password field. At the bottom, there is a link that says 'I cannot access my account'. A red arrow points from the text 'Click 'I cannot access my account'' to this link.

# Home screen

6. Once logged in, you will see your Home Screen. The Main Dashboard is accessible by clicking on the 'Home' icon. 

Here you can access all the SQs and ITTs that you have been invited to or registered interest in.



The screenshot displays the Attain Main Dashboard. The top left corner features the Attain logo and the tagline "Improving health and wellbeing". The top right corner shows a welcome message "Welcome Amy Wilson" next to a user profile icon. A vertical sidebar on the left contains several icons, with the top icon (a house) highlighted by a red box. The main content area is divided into several sections. On the left, there is a "Main Dashboard" tab. Below it, there are three sections: "Contracts in Negotiation" (showing "No Contracts to display"), "My Running Surveys" (with a message "You are not allowed to access the content of this Portlet"), and "SQs/ITTs Open to All Suppliers". The "SQs/ITTs Open to All Suppliers" section contains a table with the following data:

	Currently Open	Next Closing Date
SQ	0	-
ITT	0	-

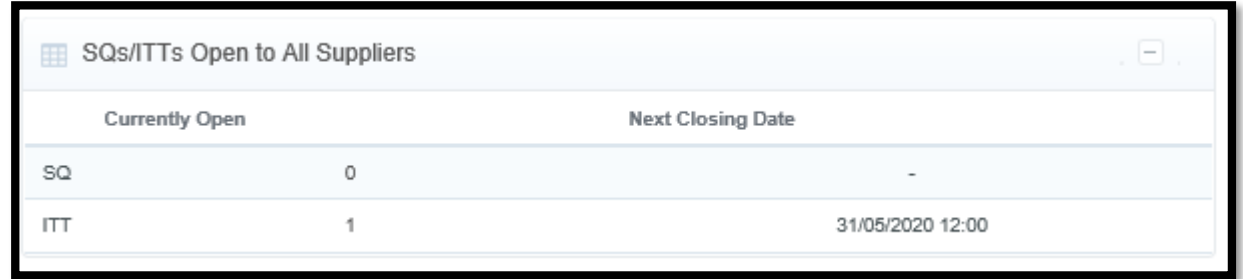
In the center, there are three sections: "New Messages (last 30 days)", "My SQs with Pending Responses" (showing "No SQs to display"), and "My ITTs with Pending Responses" (showing "No ITTs to display"). A red box highlights the "My SQs with Pending Responses" and "My ITTs with Pending Responses" sections. On the right, there are three sections: "Open and Pending Auctions" (showing "No Auctions to display"), "Quick Links", and "Standard Links". The "Quick Links" section includes links to "Organisation Profile", "Published Opportunities", "My Auctions", "My SQs", "My ITTs", "My Contracts", and "Directories".





# Accessing SQs and ITTs

7. To access tenders, navigate to **SQs / ITTs that are Open to All Suppliers**



SQs/ITTs Open to All Suppliers		
	Currently Open	Next Closing Date
SQ	0	-
ITT	1	31/05/2020 12:00

Once you have expressed interest in a tender or started a response to one, you will also see it appear in your lists on your main dashboard, for easy future access.



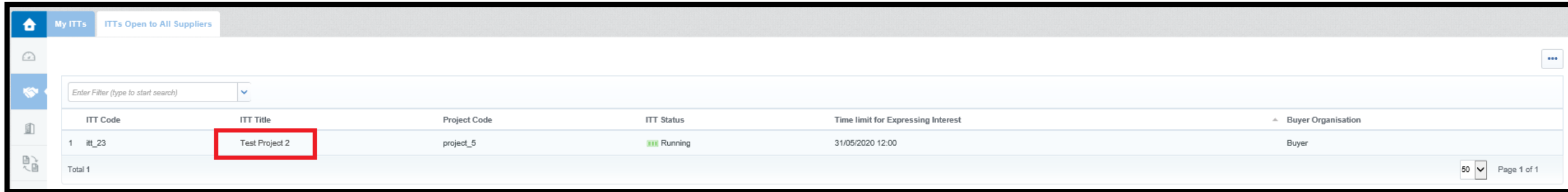
My SQs with Pending Responses			
No SQs to display			

My ITTs with Pending Responses			
ITT Title	Buyer Organisation	ITT Closing Date/Time	Response Status
 Test Project 2	Buyer	31/05/2020 12:00	Response Not Submitted To Buyer

# Expressing and Interest in a tender

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

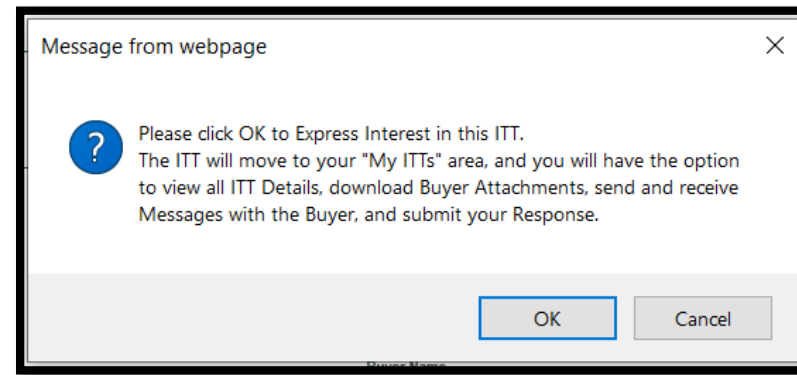


ITT Code	ITT Title	Project Code	ITT Status	Time limit for Expressing Interest	Buyer Organisation
1 itt_23	Test Project 2	project_5	Running	31/05/2020 12:00	Buyer
Total 1					

9. On the next screen you will see the details of the SQ or ITT. Click on **Express Interest**

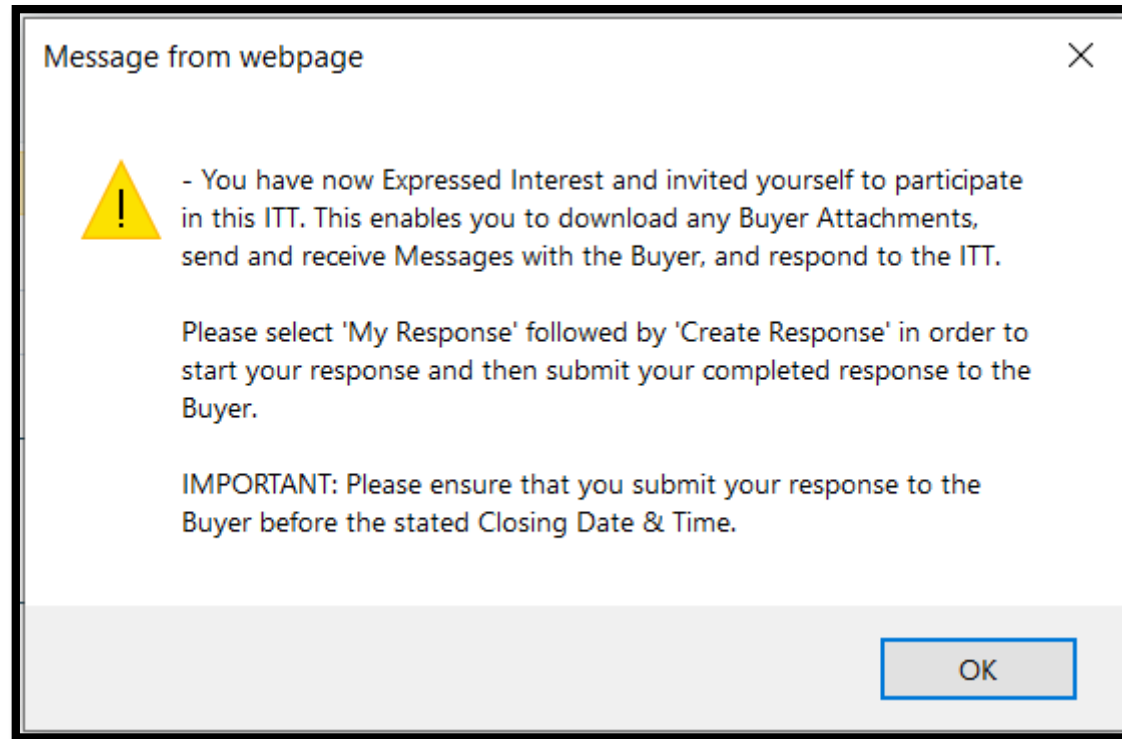
Express Interest

10. You will see a pop up notification. Click '**OK**'



# Expressing an interest in a tender

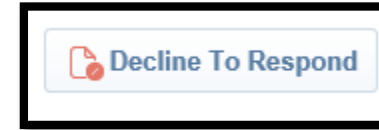
11a. There will be a second pop up notification with some useful information. Click '**OK**'



# Declining to Bid



11b. Within the Project you will see an icon in the top right hand corner



Should you not wish to participate in the tender, click this button and it will allow you to add a reason for declining (should you wish) – then click the green button ‘Decline to Respond’ to confirm. You must do this before you begin to respond to the SQ or ITT. If you have already **Created a Response**, you will need to confirm you no longer wish to participate via email instead using the Messaging Facility.

▼ SQ: sq\_22 - Test SQ

Project: project\_25 - Evaluation Training Test SQs and ITTs

Closing Date: 09/07/2019 12:00:00

Response Last Submitted On: Not Submitted Yet

Running

Edit Mode

Decline To Respond

Cancel

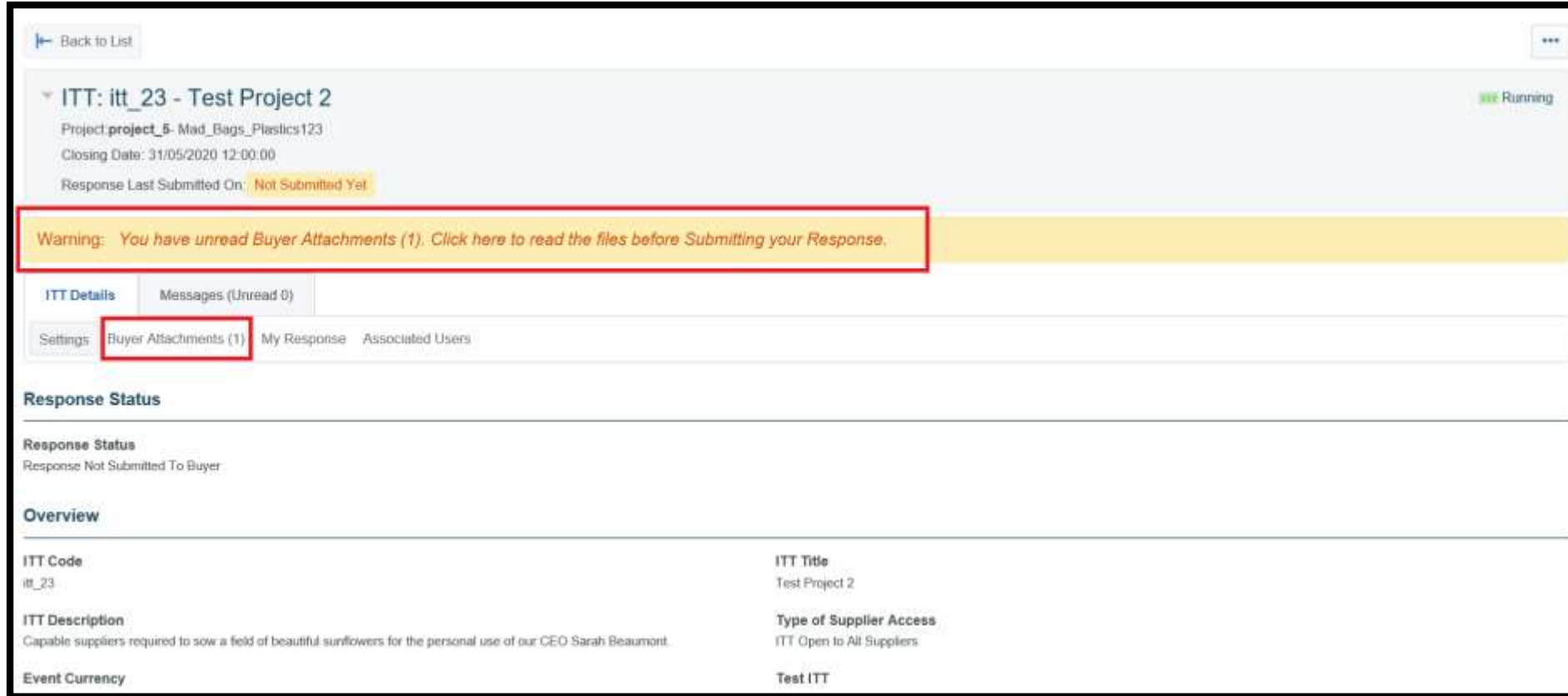
Enter Decline to Respond Reason Details

Characters available 512



# Buyer attachments

12. Once you have successfully expressed interest in a tender you will have access to the procurement documentation made available by the Buyer. You can download the documents by clicking on the message or clicking on “Buyer Attachments”



Back to List

ITT: itt\_23 - Test Project 2 Running

Project: project\_5- Mad\_Bags\_Plastics123

Closing Date: 31/05/2020 12:00:00

Response Last Submitted On: Not Submitted Yet

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

ITT Details Messages (Unread 0)

Settings Buyer Attachments (1) My Response Associated Users

**Response Status**

Response Status

Response Not Submitted To Buyer

**Overview**

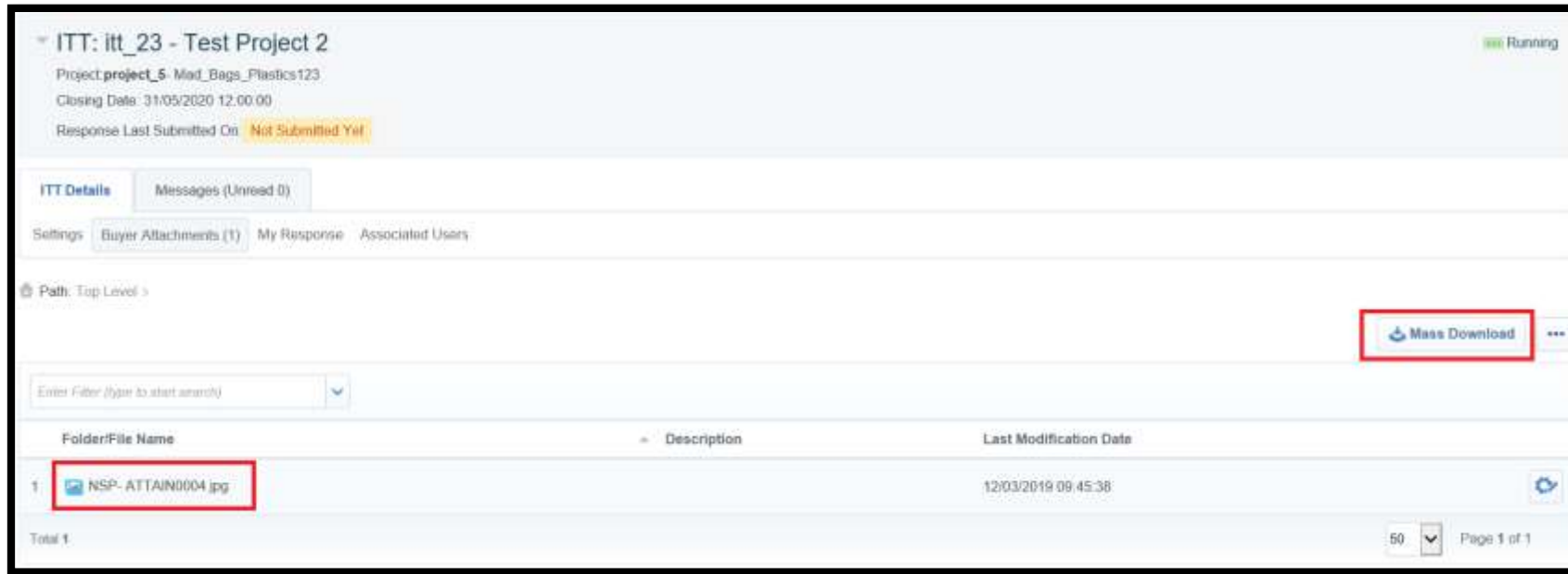
ITT Code	itt_23	ITT Title	Test Project 2
ITT Description	Capable suppliers required to sow a field of beautiful sunflowers for the personal use of our CEO Sarah Beaumont.	Type of Supplier Access	ITT Open to All Suppliers
Event Currency		Test ITT	



# Mass download



13. You can click on individual documents or use the '**Mass Download**' option if there are multiple documents. **Note: mass download requires a Java plug-in, if you cannot use mass download then proceed downloading individual files.**



On the Mass Download page, click the files you wish to download and click '**Download Selected Files**'

Download Selected Files

Your files will download into a .zip file  
That you need to doubleclick to  
open.

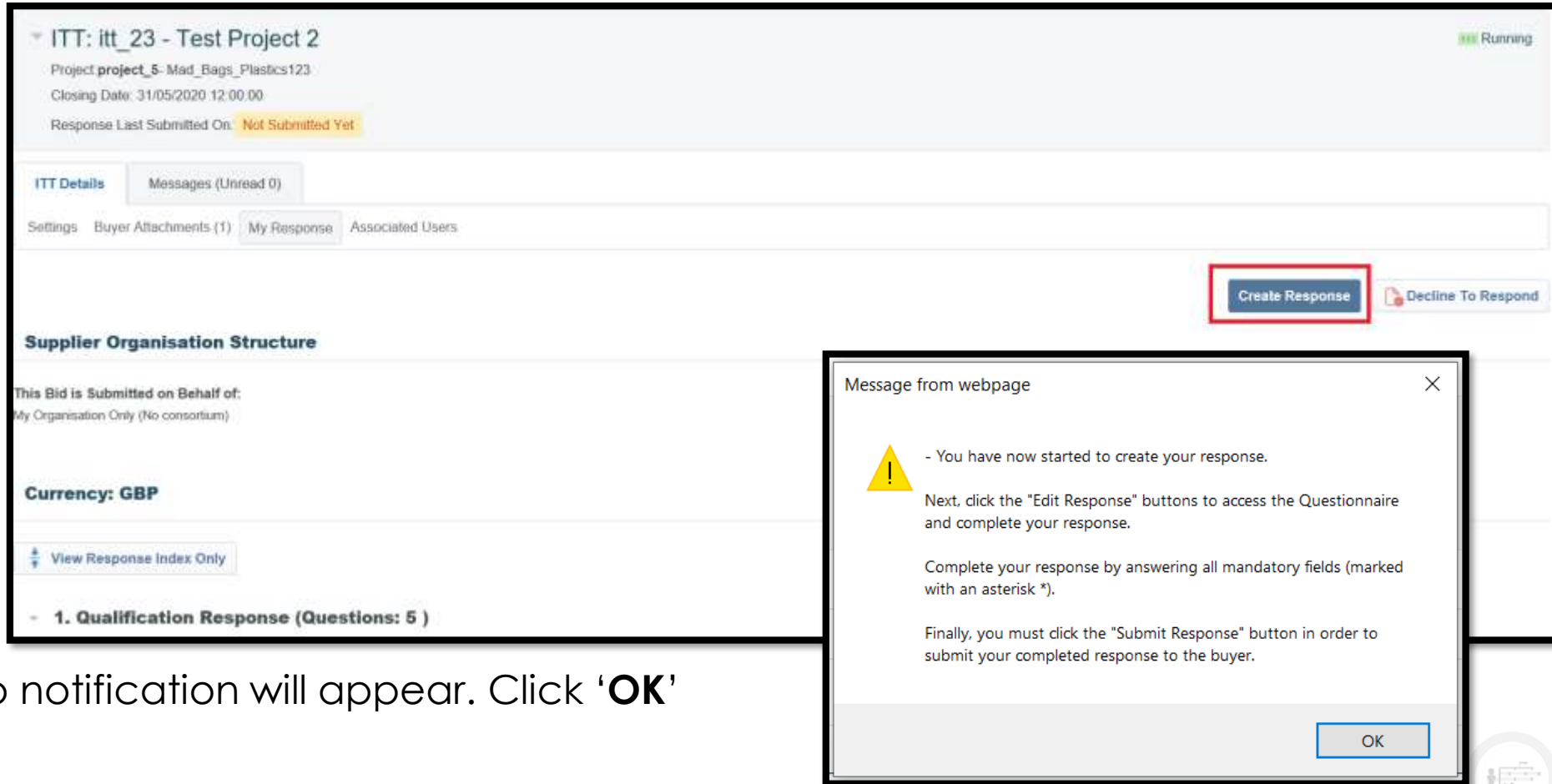
Name	Type	Compressed size	Password p...	Size
Event _ itt_23 - Test Project 2	File folder			





# Creating a response to a tender

14. When you are ready to start your response to the SQ or ITT, click into the tender project title and click on **'Create Response'**



The screenshot shows the Attain Bravo interface for a tender project titled "ITT: itt\_23 - Test Project 2". The project status is "Running". The closing date is "31/05/2020 12:00:00". The response last submitted on is "Not Submitted Yet". The interface includes tabs for "ITT Details", "Messages (Unread 0)", "Settings", "Buyer Attachments (1)", "My Response", and "Associated Users". The "Create Response" button is highlighted with a red box. A pop-up notification titled "Message from webpage" is displayed over the bottom right of the interface. The pop-up contains the following text:

! - You have now started to create your response.

Next, click the "Edit Response" buttons to access the Questionnaire and complete your response.

Complete your response by answering all mandatory fields (marked with an asterisk \*).

Finally, you must click the "Submit Response" button in order to submit your completed response to the buyer.



OK

A pop up notification will appear. Click **'OK'**

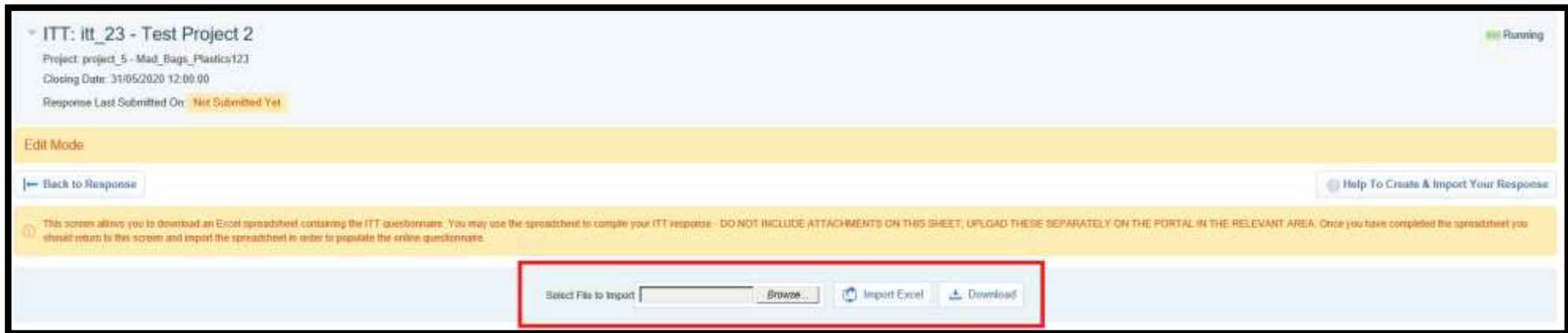


# Creating a response to a tender

15. You will be able to see the relevant envelopes in the Questionnaire associated with the tender. This could include a Qualification, Technical and /or Commercial Envelope (or all three).

You can choose to respond to each question individually using the '**Edit Response**' button  or you can click on the '**Export / Import Response**' button  to download a copy of the Questionnaire into Excel to complete offline.

Click on '**Download**' to get a copy of the Questionnaire and save it to your computer. Use **Browse** to find your saved file and '**Import Excel**' to upload your completed response to Bravo.



ITT: itt\_23 - Test Project 2 Running

Project: project\_5 - Mad Bags Plastics123  
Closing Date: 31/05/2020 12:00:00  
Response Last Submitted On: Not Submitted Yet

Edit Mode

[Back to Response](#) [Help To Create & Import Your Response](#)

This screen allows you to download an Excel spreadsheet containing the ITT questionnaire. You may use the spreadsheet to compile your ITT response - DO NOT INCLUDE ATTACHMENTS ON THIS SHEET. UPLOAD THESE SEPARATELY ON THE PORTAL IN THE RELEVANT AREA. Once you have completed the spreadsheet you should return to this screen and import the spreadsheet in order to populate the online questionnaire.

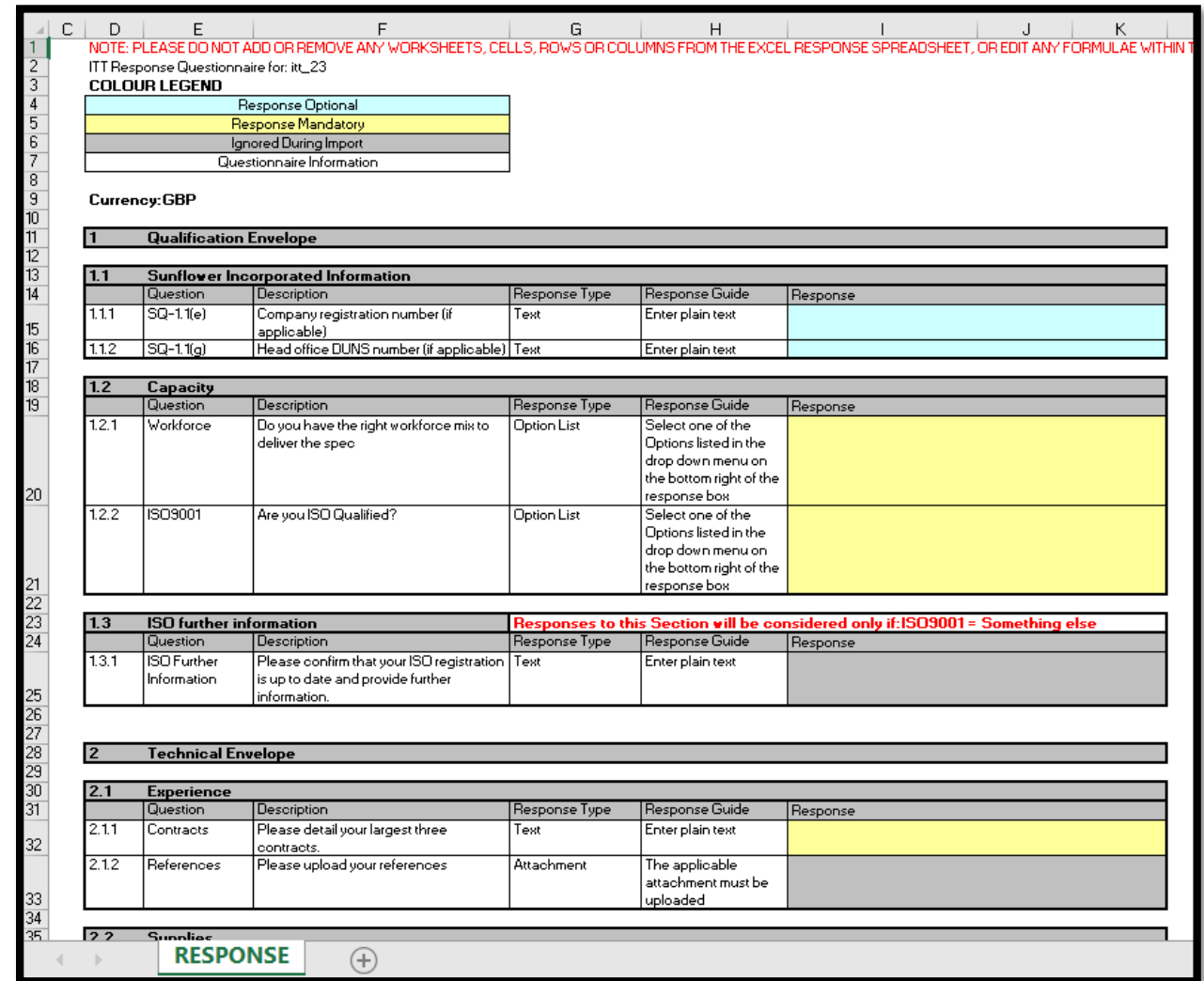
Select File to Import  [Browse...](#) [Import Excel](#) [Download](#)

# Creating an offline response to a tender

16. You can see in this illustration that 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 Bravo. This is covered in the next few slides.



The screenshot displays the 'ITT Response Questionnaire for: itt\_23' in the Attain Bravo system. It features a 'COLOUR LEGEND' with three categories: 'Response Optional' (light blue), 'Response Mandatory' (yellow), and 'Ignored During Import' (grey). Below this, the 'Currency' is set to 'GBP'.

The questionnaire is organized into sections:

- 1 Qualification Envelope**
  - 1.1 Sunflower Incorporated Information**

Question	Description	Response Type	Response Guide	Response
1.1.1 SQ-1.1(e)	Company registration number (if applicable)	Text	Enter plain text	
1.1.2 SQ-1.1(g)	Head office DUNS number (if applicable)	Text	Enter plain text	
  - 1.2 Capacity**

Question	Description	Response Type	Response Guide	Response
1.2.1	Workforce Do you have the right workforce mix to deliver the spec	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.2.2	ISO9001 Are you ISO Qualified?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
  - 1.3 ISO further information**

Question	Description	Response Type	Response Guide	Response
1.3.1	ISO Further Information Please confirm that your ISO registration is up to date and provide further information.	Text	Enter plain text	
- 2 Technical Envelope**
  - 2.1 Experience**

Question	Description	Response Type	Response Guide	Response
2.1.1	Contracts Please detail your largest three contracts.	Text	Enter plain text	
2.1.2	References Please upload your references	Attachment	The applicable attachment must be uploaded	
  - 2.2 Sunline**

The bottom of the screen shows a 'RESPONSE' button and a navigation bar with icons for settings, help, and other functions.

# Attaching files to responses



17. If you have chosen to respond manually within Bravo, use the Edit Response button for each relevant envelope. This is how you can add attachments where necessary. Then **Save and Exit Response** when you are finished editing.

ITT: itt\_23 - Test Project 2

Project: project\_5 - Mad\_Bags\_Plastics123  
Closing Date: 31/05/2020 12:00:00  
Response Last Submitted On: Not Submitted Yet

Edit Mode

Save and Exit Response

Save ChangesCancel

Validate Response

2. Technical Response (Questions: 4 )

2.1 Experience - Question Section

Question	Description	Response
2.1.1 Contracts	* Please detail your largest three contracts.	<div>ABc Xyz</div> <div>Characters available 1993</div>
2.1.2 References	* Please upload your references	<div>+ Click to attach file</div>

2.2 Supplies - Question Section

Question	Description	Response
2.2.1 Pen supplies	* Please select which pens you supply	<div><input checked="" type="checkbox"/> Black Pens</div> <div><input checked="" type="checkbox"/> Blue Pens</div> <div><input checked="" type="checkbox"/> Red Pens</div> <div><input checked="" type="checkbox"/> Yellow Pens</div>
2.2.2 Delivery Times	* Please tell us what your delivery times are	<div><input type="checkbox"/> Less than 4 hours</div> <div><input checked="" type="checkbox"/> Less than 6 hours</div> <div><input checked="" type="checkbox"/> Less than 8 hours</div> <div><input type="checkbox"/> One Day</div>

# Submitting your response



18. When all questions have been responded to it will show in '**My Response Summary**'  
Once you are happy with your final tender responses, click '**Submit Response**' and click '**OK**' to the pop up notification.

The screenshot displays the Attain Bravo user interface for a specific tender. At the top, the tender is identified as 'ITT: itt\_23 - Test Project 2' with a status of 'Running'. Below this, a navigation bar includes tabs for 'ITT Details', 'Messages (Unread 0)', 'Settings', 'Buyer Attachments (1)', 'My Response', and 'Associated Users'. The 'My Response' tab is active, showing a 'My Response Summary' table. This table lists three sections: '1. Qualification Response', '2. Technical Response', and '3. Commercial Response'. The first two sections are marked as 'All questions answered' with 'No additional attachments'. The 'Commercial Response' section is marked as 'All quoted items completed'. A red rectangular box highlights the status text for the first two sections. To the right of the table, a 'Submit Response' button is highlighted with a red border, next to an 'Export/Import Response' button. A modal pop-up titled 'Message from webpage' is overlaid on the bottom right, containing an important message about reviewing the response for completeness before submission, with 'OK' and 'Cancel' buttons at the bottom.

You can submit your response as many times as required for updates/amendments up until the published tender deadline. Thereafter no further edits are permissible.



# Further Support

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## Bravo helpdesk

### Phone:

0800 069 8630

+44 203 608 4013

### E-mail:

[help@bravosolution.co.uk](mailto:help@bravosolution.co.uk)







Improving health and wellbeing

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