



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'

**Attain**  
Improving health and wellbeing

Working in partnership with the NHS to improve people's health and wellbeing [More about Attain](#)

Attain is the largest independent health advisory and delivery organisation in the UK. We invest our expertise and energy into making the NHS and patients better off. We only work with the NHS and its partners.

**Login**

Username  
username

Password  
\*\*\*\*\*

[Enter](#)

[I can't access my account](#)

**Registration**

If you are a **Supplier** and do not have an existing account, please click **Register**

**Opportunities and notices**

- View current opportunities
- View past opportunities
- View current pan government advertised opportunities

**Help Desk**

**Need assistance?**  
Please contact our eTendering helpdesk:  
**Phone:**  
0800 069 8630  
+44 203 608 4013  
**E-mail:**  
[help@bravosolution.co.uk](mailto:help@bravosolution.co.uk)  
**Call me back!**

**Links**

- Attain Home
- Contracts Finder
- Tenders Electronic Daily (TED)
- MkD England
- Urban Commercial Centres (UCC)



# 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:

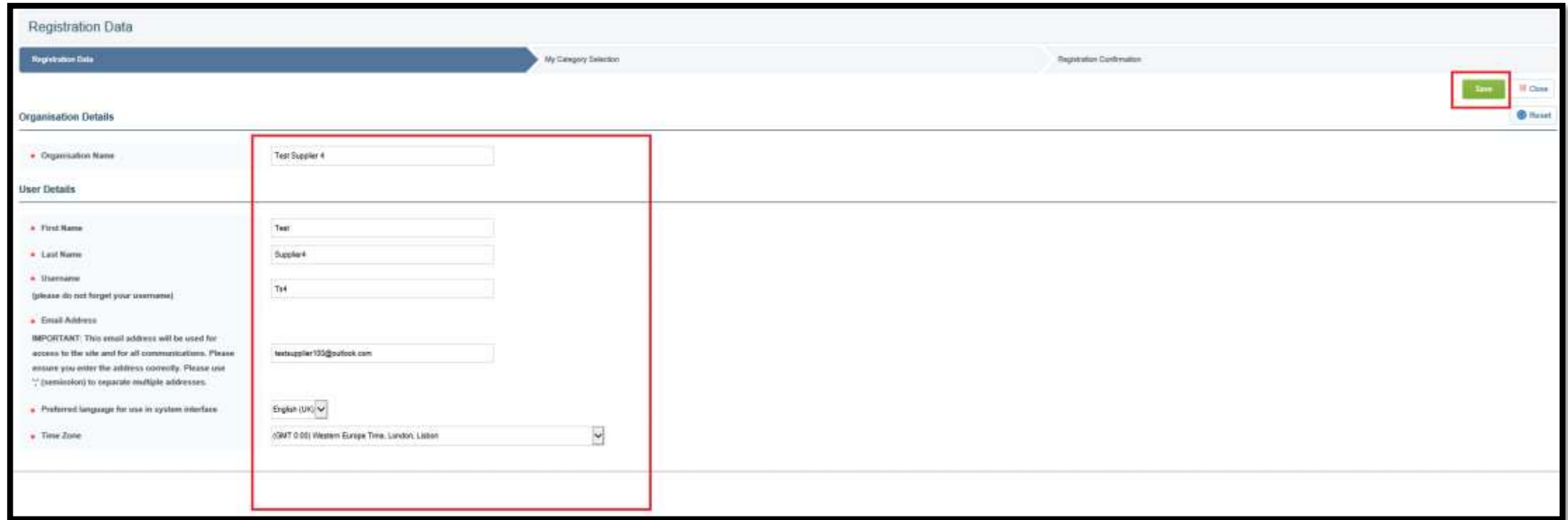
2.2.1 The Supplier provides a false or misleading statement to the Buyer.

I AGREE  I DO NOT AGREE



# Registration

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



The screenshot displays the 'Registration Data' form with three progress steps: 'Registration Data', 'My Category Selection', and 'Registration Confirmation'. The 'Registration Data' step is active. The form is divided into 'Organisation Details' and 'User Details' sections. The 'Organisation Name' field contains 'Test Supplier 4'. The 'User Details' section includes fields for 'First Name' (Test), 'Last Name' (Supplier4), 'Username' (Ts4), 'Email Address' (testsupplier133@outlook.com), 'Preferred language for use in system interface' (English (UK)), and 'Time Zone' (GMT 0 00) Western Europe Time, London, Lisbon). A red box highlights the 'Save' button in the top right corner of the form.



# 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 registration process. At the top, there is a progress bar with three stages: 'Registration Data', 'My Category Selection' (the current stage), and 'Registration Confirmation'. Below the progress bar, there is a search bar with a 'Search' button and a 'Confirm Current Selection' button. The main area displays a list of categories, each with a checkbox and a description. The categories are:

- 2000000-1 - Agricultural, farming, fishing, forestry and related products
- 3000000-3 - Petroleum products, fuel, electricity and other sources of energy
- 1400000-1 - Mining, basic metals and related products
- 1000000-0 - 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
- 3200000-3 - Radio, television, communication, telecommunication and related equipment
- 3300000-0 - Medical equipments, pharmaceuticals and personal care products
- 3400000-7 - Transport equipment and auxiliary products in transportation
- 3500000-4 - Security, fire-fighting, police and defence equipment



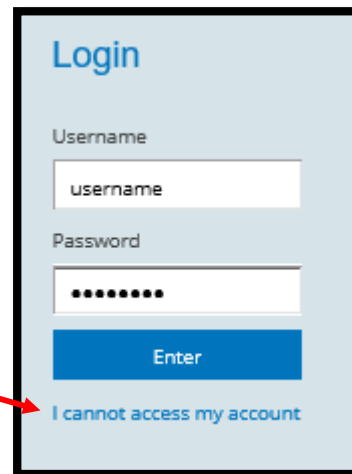
# Registration

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.



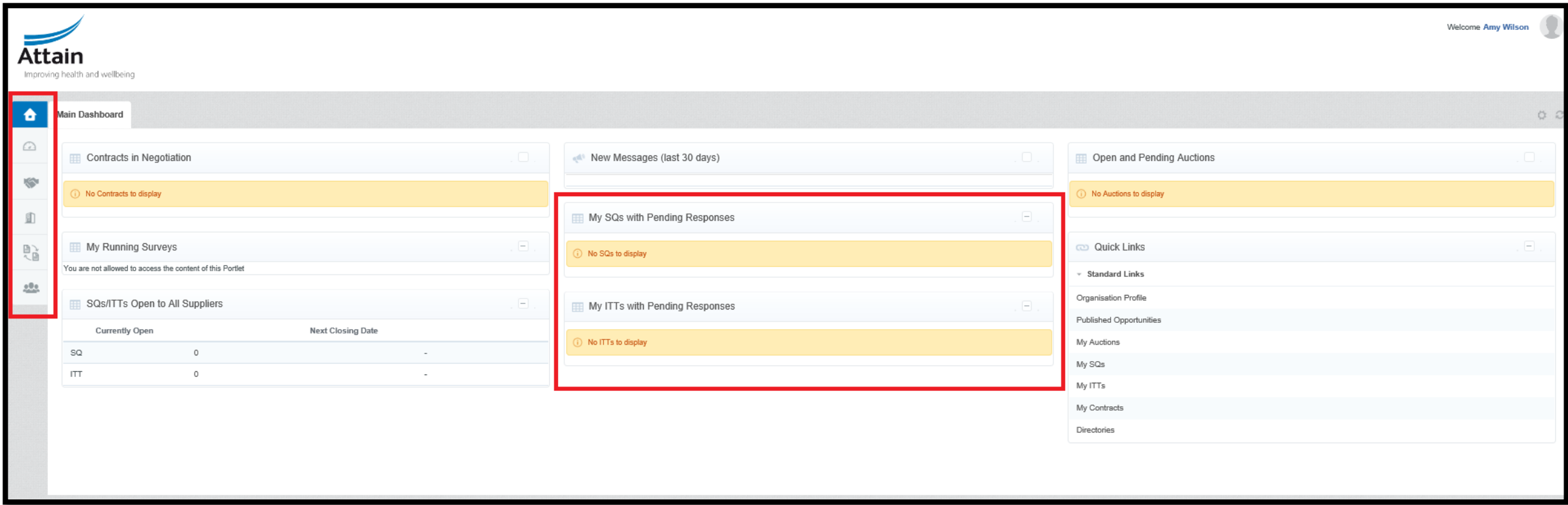
The image shows a 'Login' form with the following fields: 'Username' (containing 'username') and 'Password' (containing '\*\*\*\*\*'). Below the password field is a blue 'Enter' button. At the bottom of the form, there is a link that reads 'I cannot access my account'. A red arrow points from the text above 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 shows the Attain Main Dashboard. The top left features the Attain logo and the tagline "Improving health and wellbeing". The top right displays "Welcome Amy Wilson" with a user profile icon. A navigation sidebar on the left contains icons for Home, Messages, Contracts, Surveys, and Users. The main content area is divided into several sections:

- Contracts in Negotiation:** A card showing "No Contracts to display".
- My Running Surveys:** A card with the message "You are not allowed to access the content of this Portlet".
- SQs/ITTs Open to All Suppliers:** A table with columns "Currently Open" and "Next Closing Date".

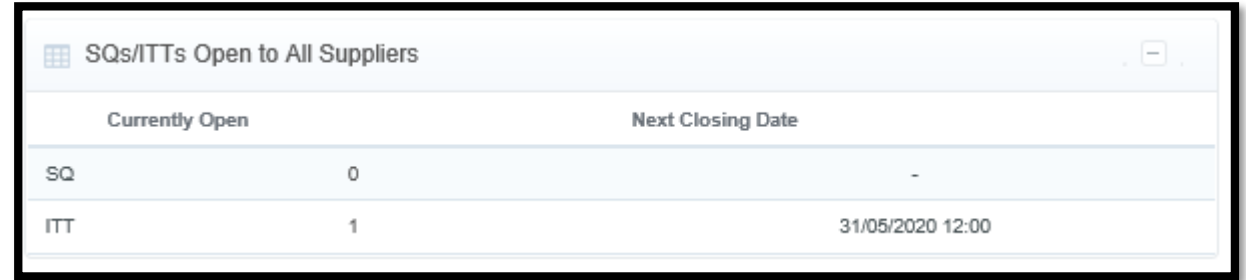
|     | Currently Open | Next Closing Date |
|-----|----------------|-------------------|
| SQ  | 0              | -                 |
| ITT | 0              | -                 |
- New Messages (last 30 days):** A card showing no messages.
- My SQs with Pending Responses:** A card showing "No SQs to display".
- My ITTs with Pending Responses:** A card showing "No ITTs to display".
- Open and Pending Auctions:** A card showing "No Auctions to display".
- Quick Links:** A section with "Standard Links" including 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**



|     | 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

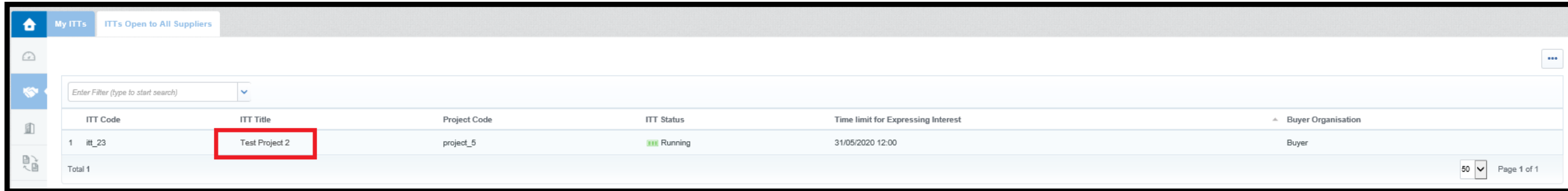
My ITTs with Pending Responses

| 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

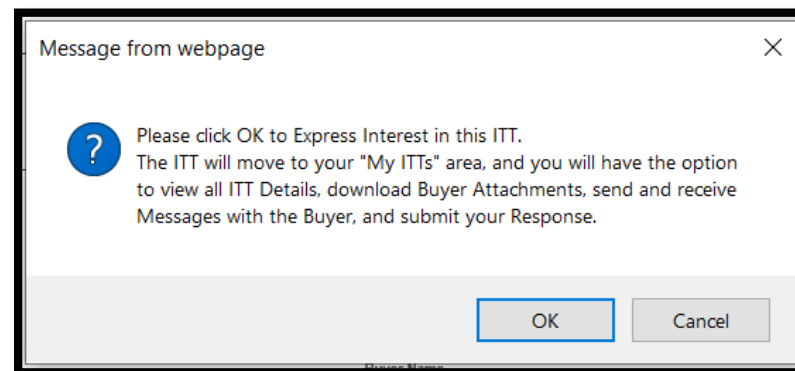


| ITT Code | ITT Title      | Project Code | ITT Status | Time limit for Expressing Interest | Buyer Organisation |
|----------|----------------|--------------|------------|------------------------------------|--------------------|
| 1 itt_23 | Test Project 2 | project_5    | Running    | 31/05/2020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

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

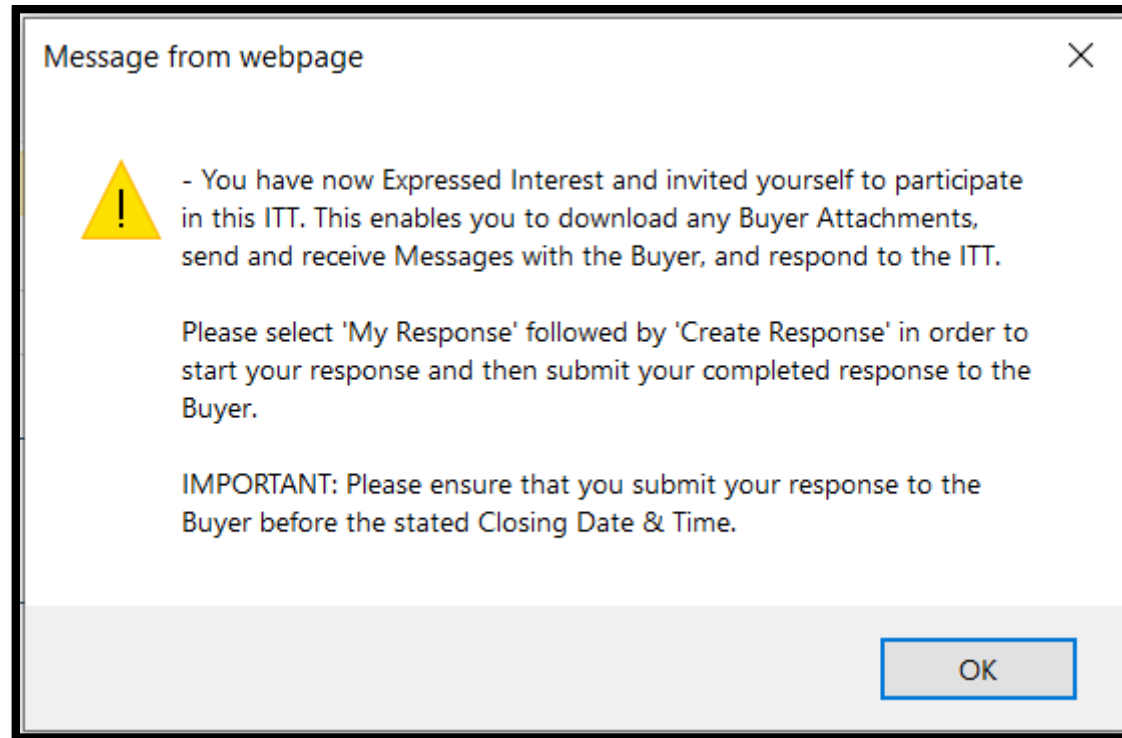
Express Interest

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 Running

Project: project\_25 - Evaluation Training Test SQs and ITTs  
Closing Date: 09/07/2019 12:00:00  
Response Last Submitted On: Not Submitted Yet

Edit Mode

Decline To Respond Cancel

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Decline To Respond

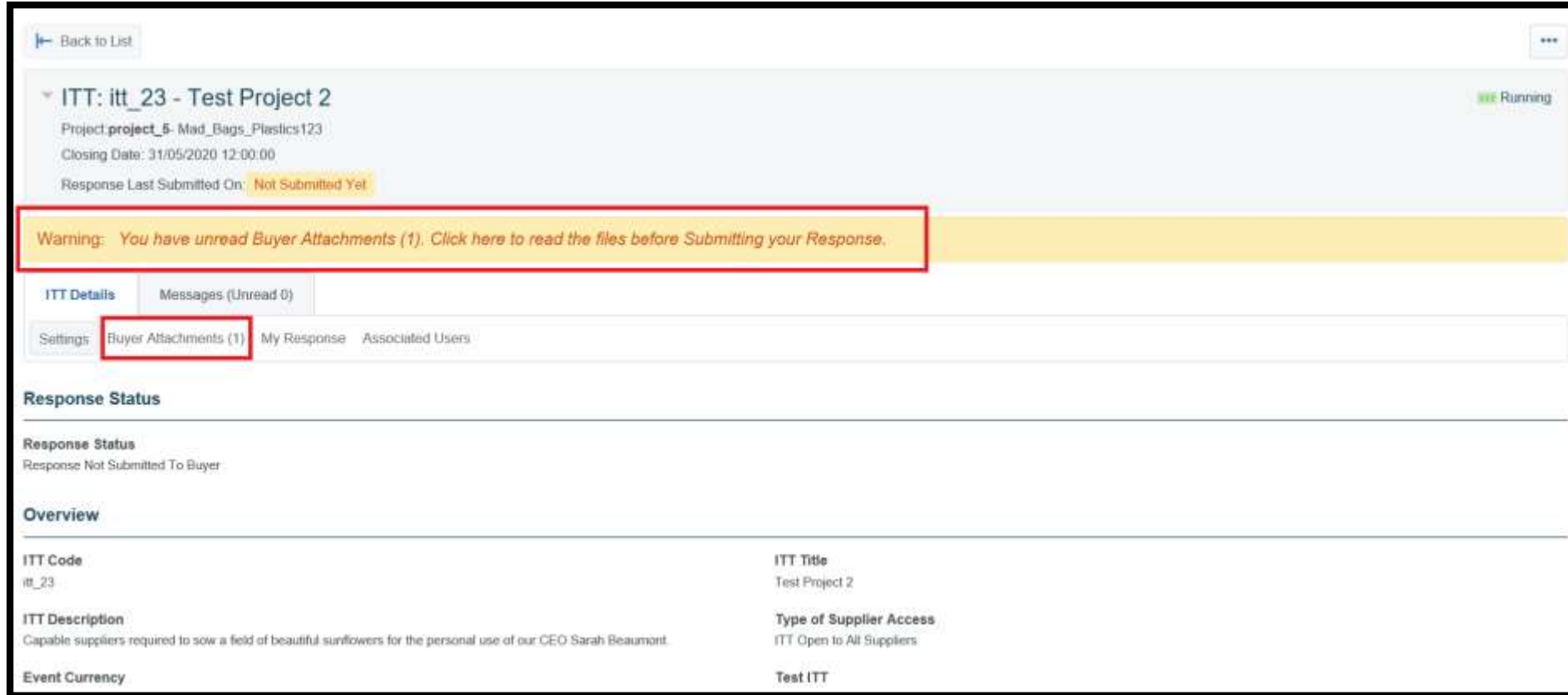
Enter Decline to Respond Reason Details

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”



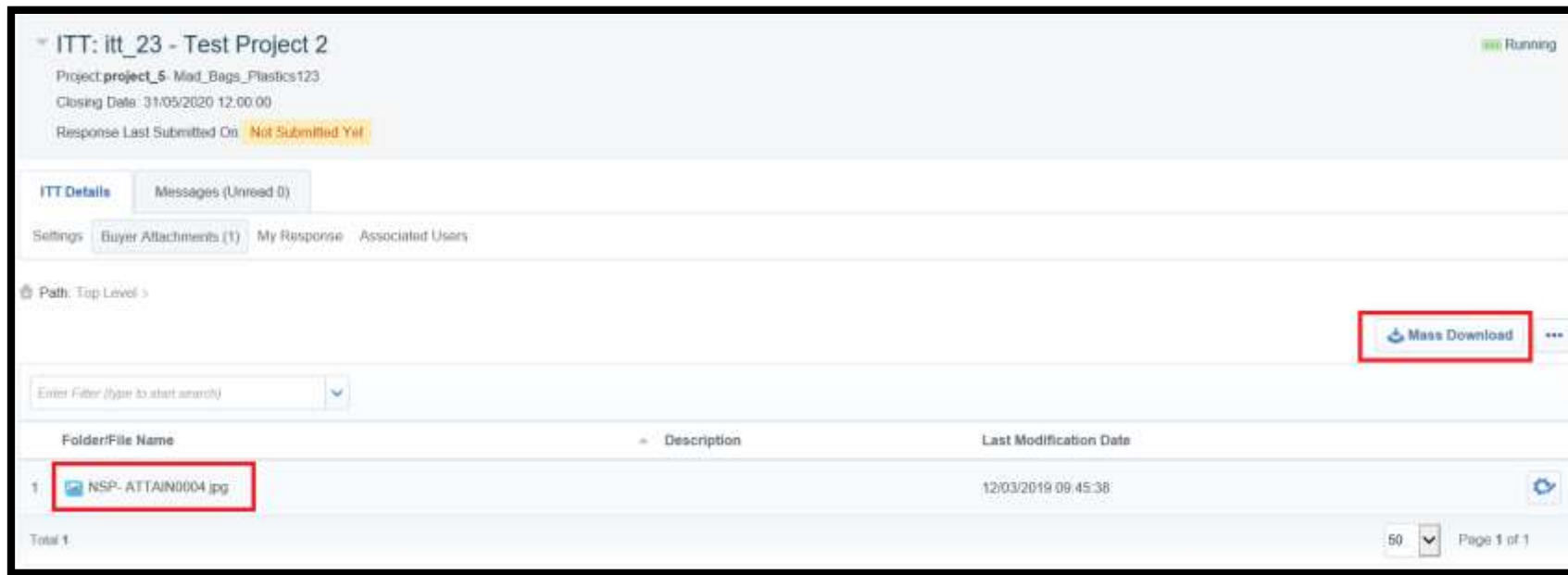
The screenshot displays the 'ITT: itt\_23 - Test Project 2' page. A yellow warning banner at the top states: 'Warning: You have unread Buyer Attachments (1). Click here to read the files before Submitting your Response.' Below this, the 'Buyer Attachments (1)' tab is highlighted with a red box. The page also shows 'ITT Details', 'Messages (Unread 0)', and 'Response Status' sections. The 'Response Status' section indicates 'Response Not Submitted To Buyer'. The 'Overview' section provides details such as '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.', and 'Type of Supplier Access: ITT Open to All Suppliers'.



# 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'**



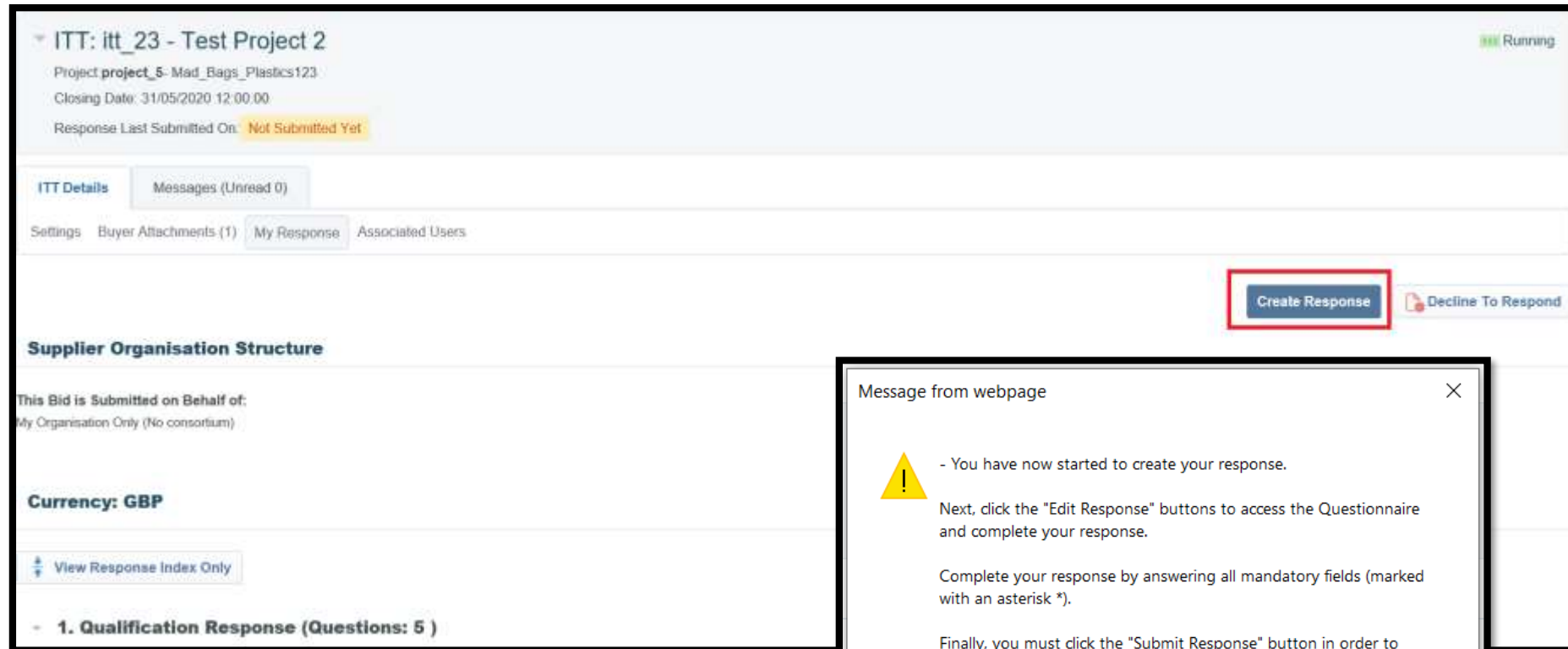
Your files will download into a .zip file  
That you need to doubleclick to open.

| 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 displays the Attain Bravo interface for a tender project titled "ITT: itt\_23 - Test Project 2". The project status is "Running". Key details include the project name "project\_5- Mad\_Bags\_Plastics123", a closing date of "31/05/2020 12:00:00", and a response status of "Not Submitted Yet". The interface includes tabs for "ITT Details", "Messages (Unread 0)", "Settings", "Buyer Attachments (1)", "My Response", and "Associated Users". A "Create Response" button is highlighted with a red box, and a "Decline To Respond" button is also visible. Below the buttons, the "Supplier Organisation Structure" section shows "This Bid is Submitted on Behalf of: My Organisation Only (No consortium)". The currency is set to "GBP". A "View Response Index Only" button is present. The main content area shows "1. Qualification Response (Questions: 5)".

The pop-up notification window, titled "Message from webpage", 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.



An "OK" button is located at the bottom right of the pop-up window.

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

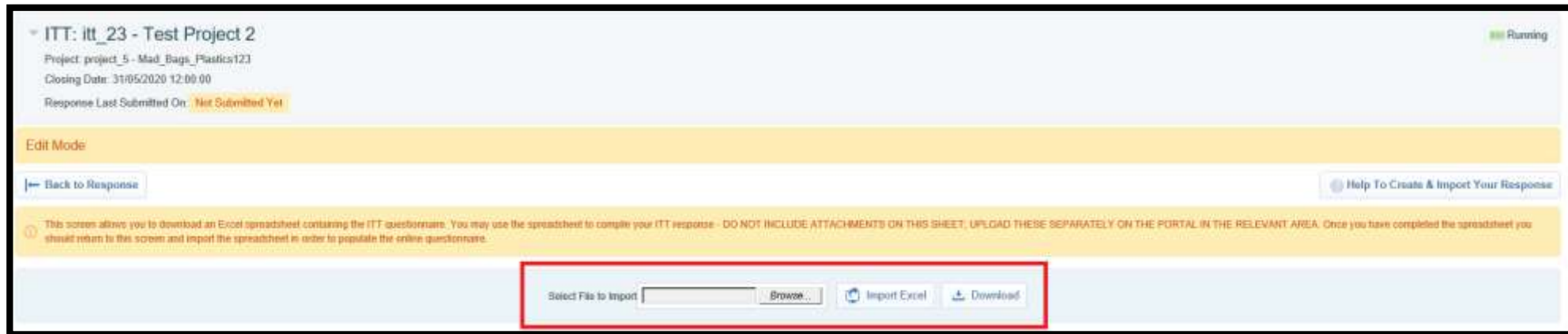


# Creating a response to a tender

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.



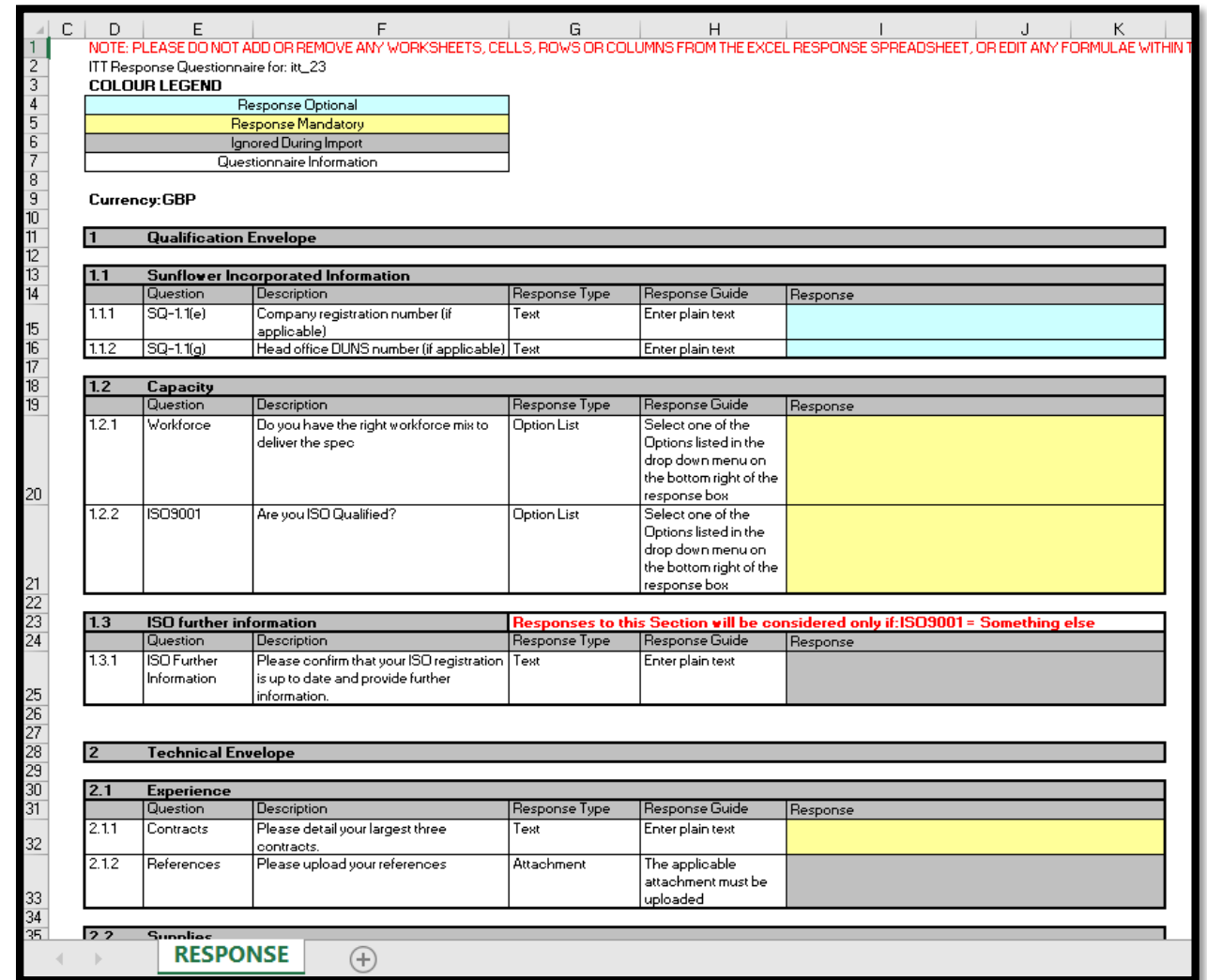


# Creating an offline response to a tender

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.



NOTE: PLEASE DO NOT ADD OR REMOVE ANY WORKSHEETS, CELLS, ROWS OR COLUMNS FROM THE EXCEL RESPONSE SPREADSHEET, OR EDIT ANY FORMULAE WITHIN IT

ITT Response Questionnaire for: Itt\_23

**COLOUR LEGEND**

|                           |
|---------------------------|
| Response Optional         |
| Response Mandatory        |
| Ignored During Import     |
| Questionnaire Information |

Currency: GBP

**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** Responses to this Section will be considered only if: ISO9001 = Something else

| 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 Sunflower**

**RESPONSE**



# 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.

The screenshot shows the Bravo response editor interface. At the top, there is a header for the project: "ITT: itt\_23 - Test Project 2" with a "Running" status indicator. Below this, project details are listed: "Project: project\_5 - Mad\_Bags\_Plastics123", "Closing Date: 31/05/2020 12:00:00", and "Response Last Submitted On: Not Submitted Yet". A yellow banner indicates "Edit Mode". On the right side, there are buttons for "Save and Exit Response" (highlighted with a red box), "Save Changes", "Cancel", and "Validate Response".

The main content area is titled "2. Technical Response (Questions: 4)". It contains two sections:


- 2.1 Experience - Question Section**: A table with columns "Question", "Description", and "Response".

| Question         | Description                                   | Response  |
|------------------|---|---|
| 2.1.1 Contracts  | * Please detail your largest three contracts. | ABC Xyz<br><small>Characters available 1993</small> |
| 2.1.2 References | * Please upload your references               | + Click to attach file                              |
- 2.2 Supplies - Question Section**: A table with columns "Question", "Description", and "Response".

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

# 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 shows the 'My Response Summary' page for ITT: itt\_23 - Test Project 2. The page includes a 'Submit Response' button highlighted with a red box. A 'Message from webpage' pop-up is displayed, containing the following text:

Message from webpage

IMPORTANT: Please ensure that you have reviewed your response for completeness, including any file attachments. To continue with your submission, click "OK". To return to your response without submitting, click "Cancel".

OK Cancel

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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