Supplier guide to registering on the Attain eProcurement Portal

Jaggaer / Bravo Advantage 18

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Attain
Improving health and wellbeing

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**'

Registration

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

Registration

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

Registration

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

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.

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.

Accessing SQs and ITTs

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

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.
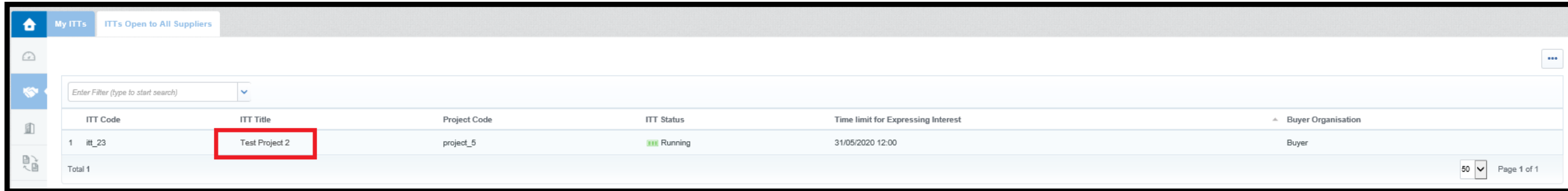
Expressing and Interest in a tender

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

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

10. You will see a pop up notification. Click **'OK'**
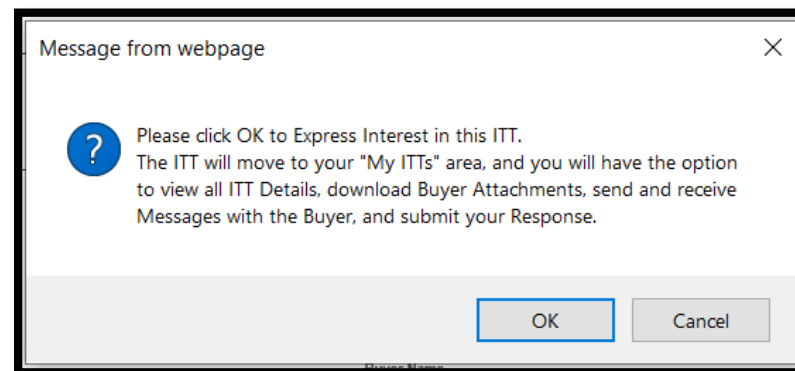
Expressing an interest in a tender

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

Message from webpage ✕

⚠️ - You have now Expressed Interest and invited yourself to participate in this ITT. This enables you to download any Buyer Attachments, send and receive Messages with the Buyer, and respond to the ITT.

Please select 'My Response' followed by 'Create Response' in order to start your response and then submit your completed response to the Buyer.

IMPORTANT: Please ensure that you submit your response to the Buyer before the stated Closing Date & Time.

OK

Declining to Bid

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

 Decline To Respond

Should you not with 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
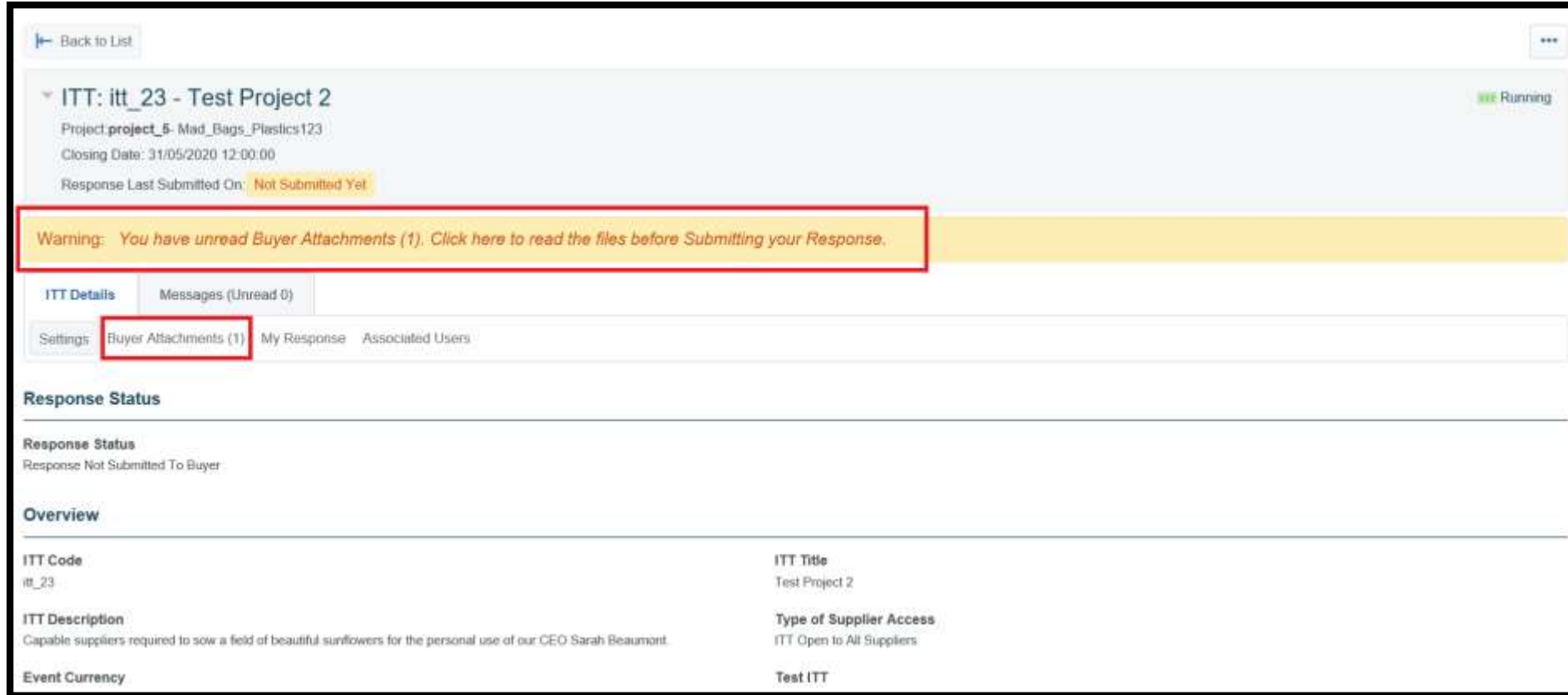
Decline To Respond

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"
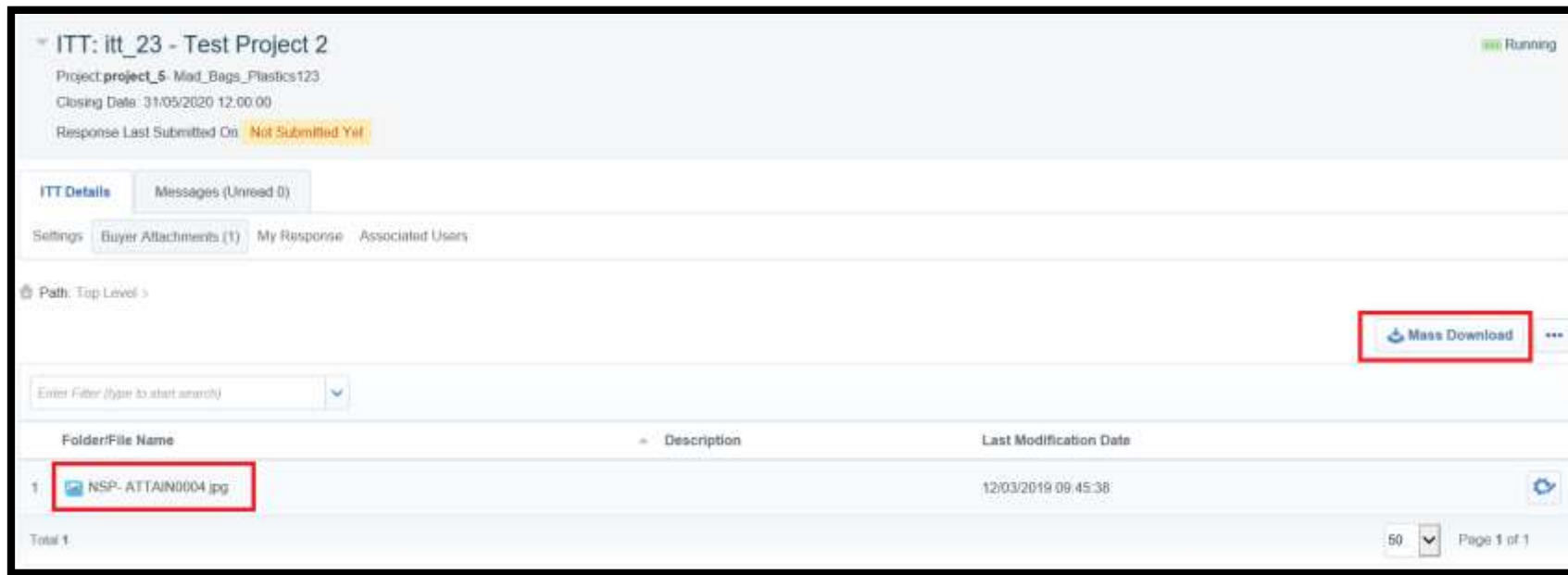
Mass download

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.*

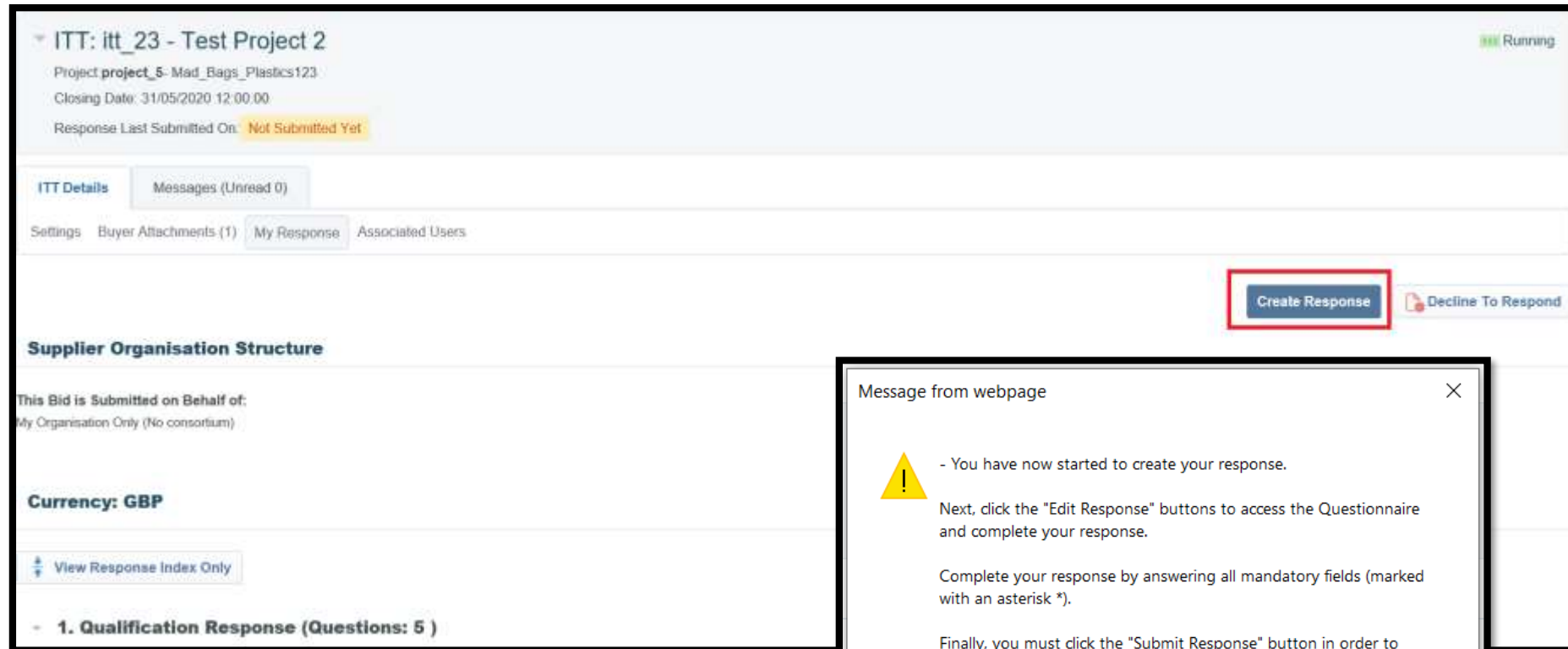On the Mass Download page, click the files you wish to download and click '**Download Selected Files**'

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

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**'

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.
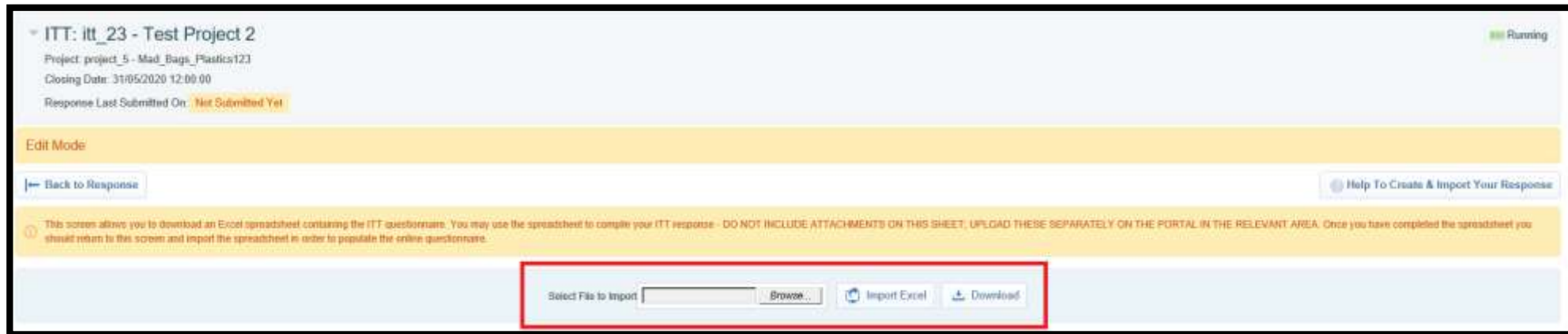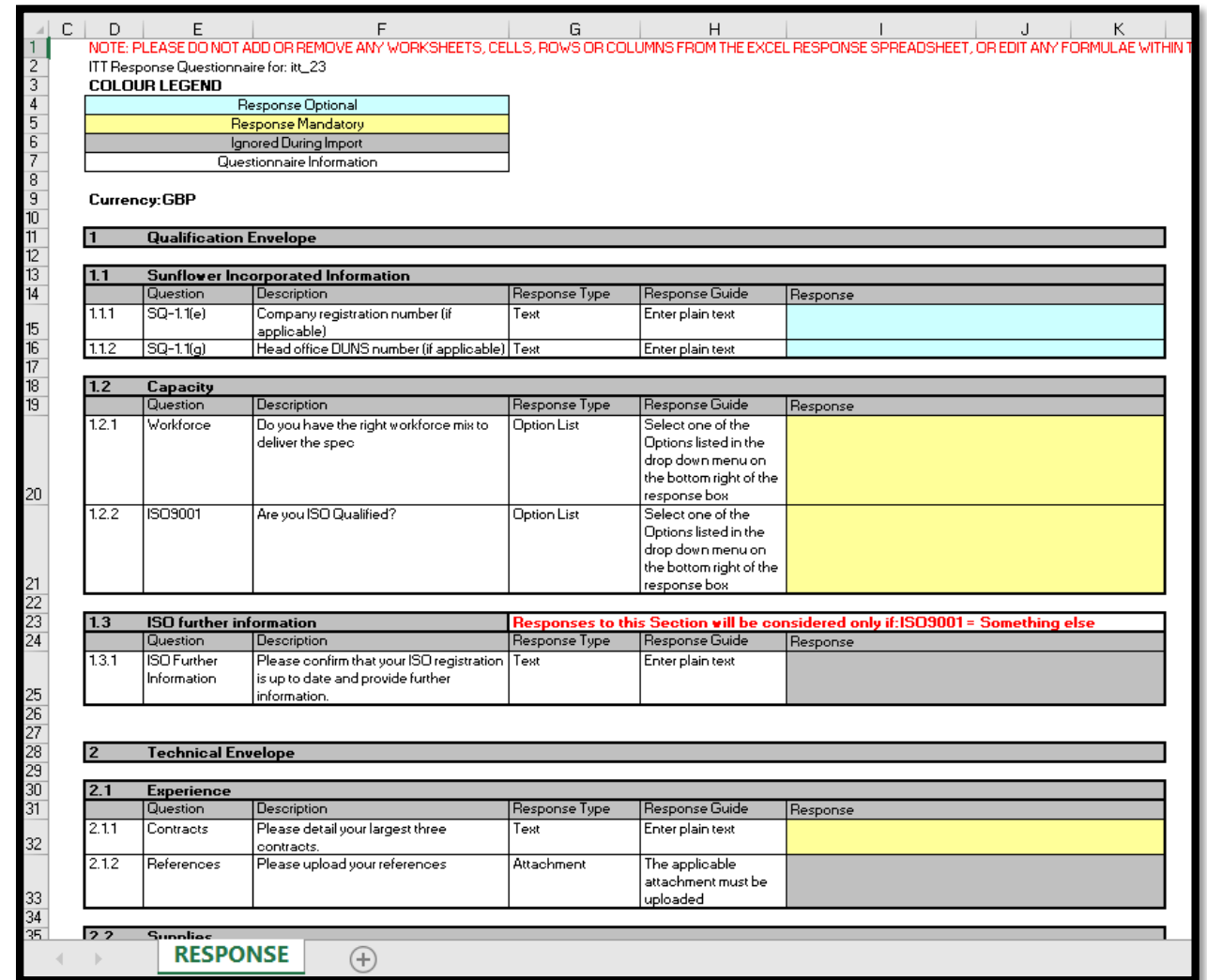
Creating an offline response to a tender

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.

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   Running
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 Changes   X Cancel

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.		ABc Xyz
				Characters available 1993
2.1.2	References	* Please upload your references		+ Click to attach file

2.2 Supplies - Question Section

	Question	Description	Response
2.2.1	Pen supplies	* Please select which pens you supply	☑ Black Pens ☑ Blue Pens ☑ Red Pens ☑ Yellow Pens
2.2.2	Delivery Times	* Please tell us what your delivery times are	☐ Less than 4 hours ☑ Less than 6 hours ☑ Less than 8 hours ☐ 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.

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

Bravo helpdesk

Phone:

0800 069 8630

+44 203 608 4013

E-mail:

help@bravosolution.co.uk

289 High Holborn, London
WC1V 7HZ, United Kingdom
0203 435 6590
contacts@attain.co.uk
www.attain.co.uk