

E-tendering portal guidance

July 2017

Of interest to organisations that want to access to our e-tendering portal.

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**How to register on the Department for Education e-tendering portal.**

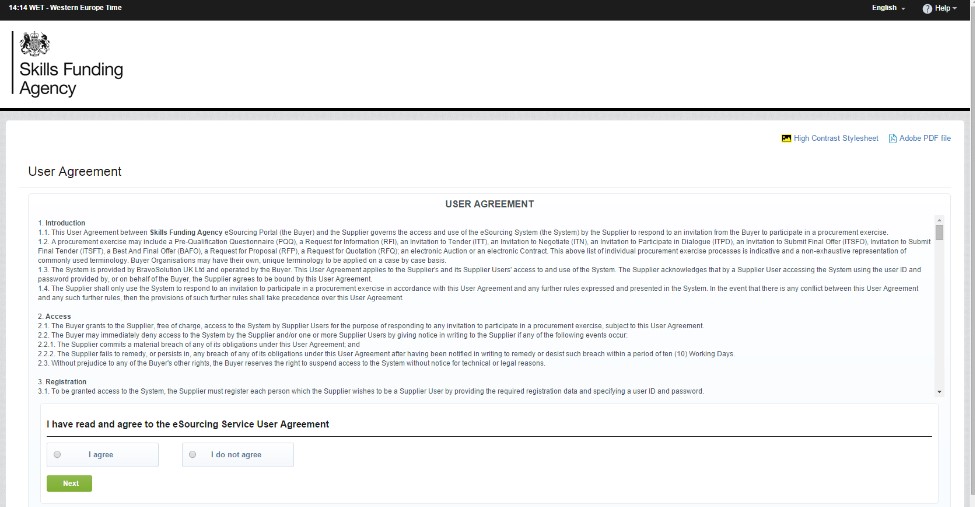
If you are unsure if your organisation already has an account, please contact help@bravosolution.co.uk for advice.

1. If your organisation has not already done so, please register on the [e-tendering portal.](https://fasst.bravosolution.co.uk/web/login.shtml)
2. The screen shots below will show you how to Register. Please note that where the screen shots in this document show Skills Funding Agency, on the actual portal the logo will show Department for Education, the registration steps below remain the same.



Select ‘Click here to

register’.



2

.

Read through the ‘User Agreement’.

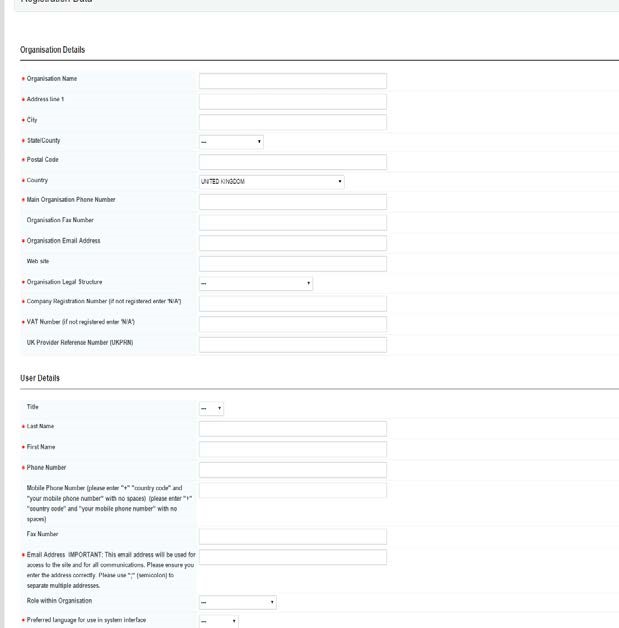
Click ‘I agree’

and click ‘Next’

to continue.

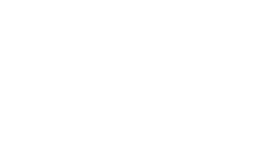
3. You are then directed to the registration form, which has two sections.

i. Organisation details.



ii.

User details.



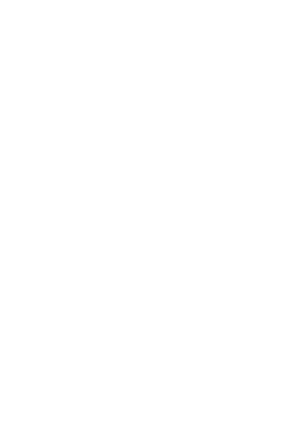
Complete the form

and check that all

your details are

correct, then save the

form.



**T**

**ips**

**:**

Your organisation name

You can add more

than one email

address to receive

alerts by adding a

semicolon (;) after

each address you

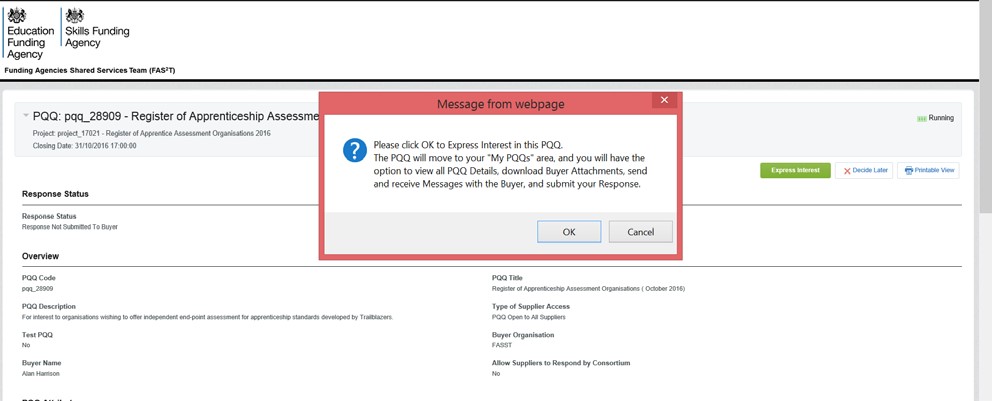
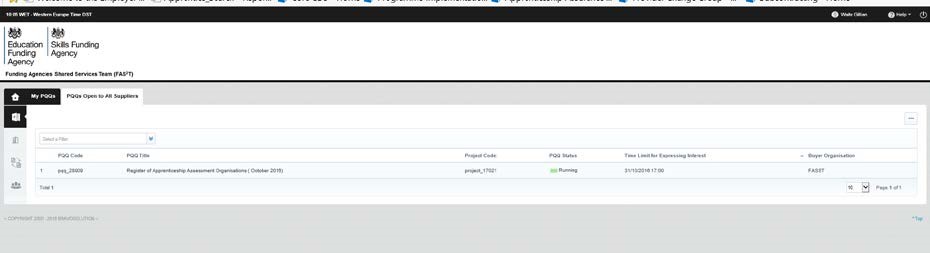
enter.

1. You will then receive an email from Bravo Solution containing your chosen username and a unique password. They will send this to the email address you entered as part of your registration.

**Tip:** If you have not received the registration email, please check your ‘spam’ or ‘junk’ folder: anti-spam software may have blocked it. Add the sender to your ‘safe sender’ list to prevent future messages from being blocked.

1. When you log into the e-tendering portal for the first time you will need to change your password; you have then successfully registered on the e-tendering portal.

**Tip:** It is your responsibility for keeping your registration details up to date, the Department for Education cannot alter Bravo registration details on your behalf



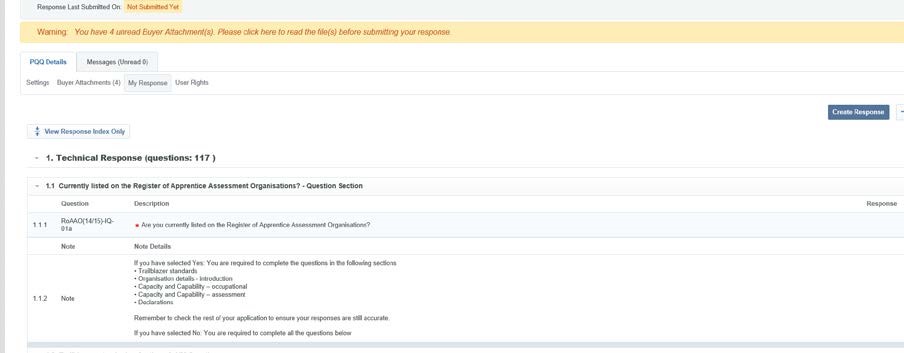
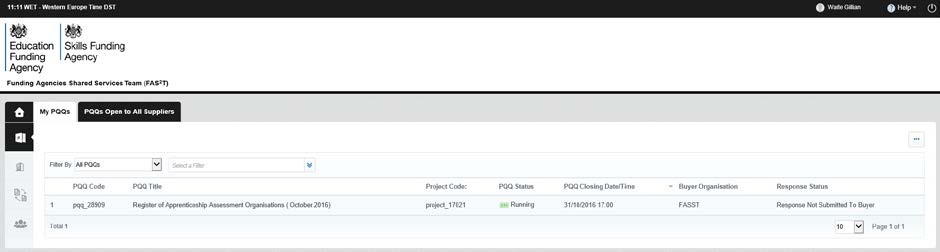
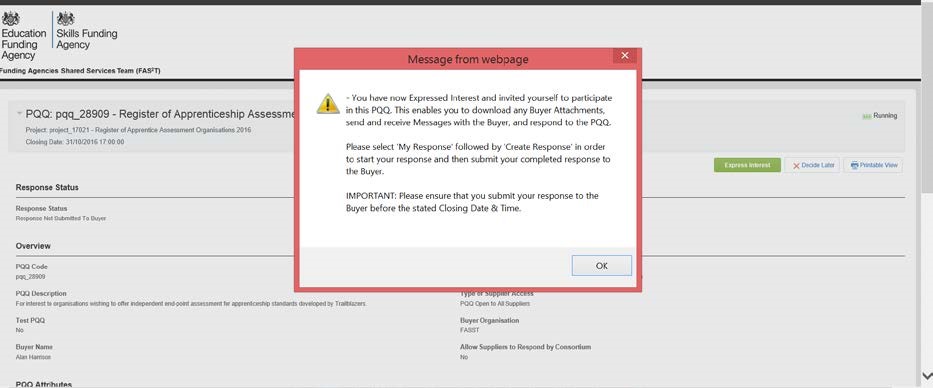
Click Express interest

Select either “My PQQ’s or My ITT’s

On the main page,

select the ‘PQQs/ITT’s open

to all suppliers’, option



Click OK then click

‘the relevant PQQ or ITT on “My PQQ’s or My IITT’s

Or ITToror

Click Create

Response and

complete the

application

Remember to submit your final responses before the closing date and time.

Part B

# Hints and tips

Please read the following useful hints and tips when you access the e-tendering portal.

## How to retrieve username details and a forgotten password?

If you have forgotten your username or password, you will need to send an email to help@bravosolution.co.uk as Bravo Solution manage the e-tendering portal. A member of the team will then help you get back into the system.

We also send messages to you through the message board, and you are able to respond in the following way:

1. Log on to the e-tendering portal and select **‘My PQQs’ option,** then select the relevant PQQ.



To view your received messages,

hover your mouse

over the ‘

**Messages Unread**

’ tab and click ‘

**Received**

**Messages**

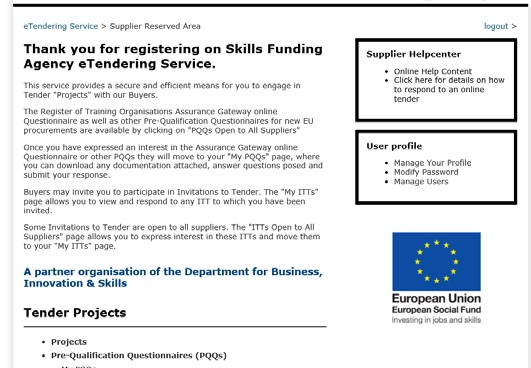
’

1. You will then be able to view your messages, including when the message was sent, when you opened the message and when you replied.

## How to add a user to your Bravo e-tendering account?

To ensure you do not miss any information sent through the e-tendering portal, we recommend that you add another user/s to your organisation’s registered account.

These users will then receive any automated email alerts.

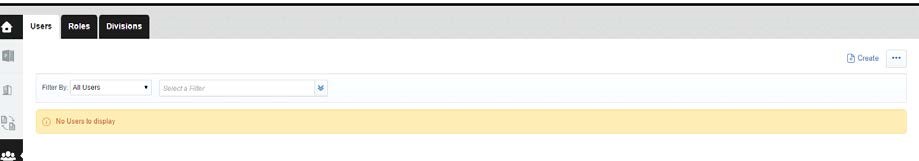


On the main page, click

‘

**Manage Users**

’.

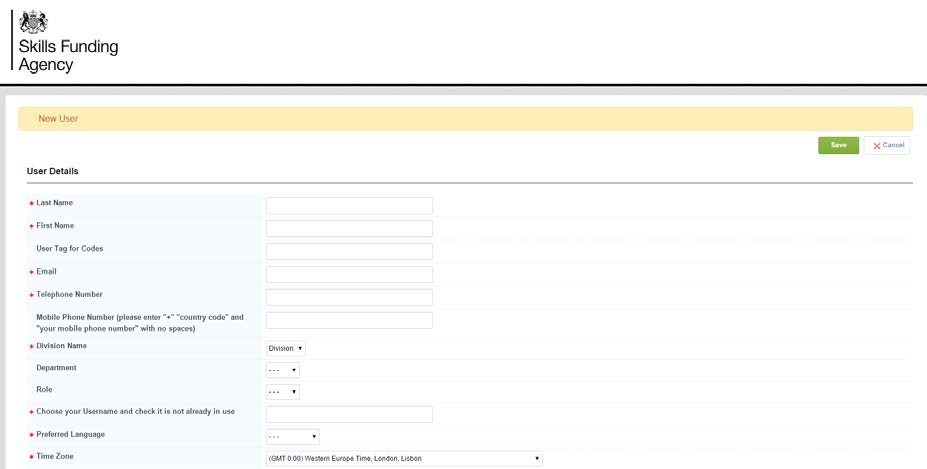


Click ‘

**Create**

’

.



Complete the ‘

**user details**

’

fields. Once you have checked

the details are correct, click

‘

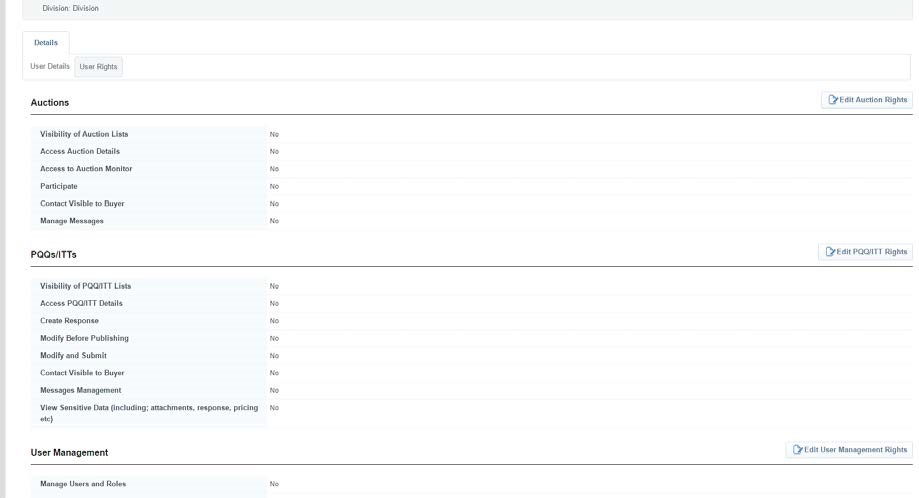
**save**

’

.

Now that you have added a new user, you will need to assign the appropriate rights to their user account.

Select ‘**View User Rights**’.



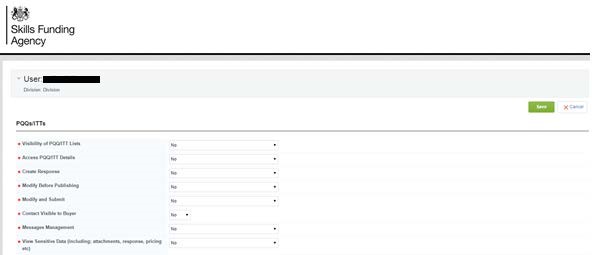
Select ‘Edit PQQ/ITT Rights’.

**Note:**

Please do not amend the

‘edit auction rights’, ‘edit supplier

management rights’ and ‘edit directories rights’ options.



You can select the

appropriate user rights from

the dropdown lists. Once

you have completed your

selection, review the rights

you have selected and click

‘Save’.

|  |
| --- |
| **Tip: access rights explanation**  **See PQQ/ITT:** ability to view active procurement opportunities through the    ‘PQQs/ITTs Open to all Suppliers’ links. [**Note:** If there are no opportunities    available at a certain point in time, nothing will be visible.]  **View PQQ/ITT Details:** ability to click on active procurement opportunities through the ‘PQQs/ITTs Open to all Suppliers’ menu, and view details. **Create response:** ability to express an interest and begin the process of completing a PQQ/ITT.  **Modify before publishing:** ability to log in and make amendments to active PQQ/ITT responses.  **Publish and modify:** ability to submit a response on behalf of your organisation and make amendments to PQQs/ITTs.    **Contact visible to the buyer:** if we need to contact you, the contact details of    this user will be visible to us.    **Messages management:** ability to access message boards of a PQQ/ITT. The    user will be able to review messages that we send and also send messages to    us.  **View sensitive data:** ability to view attachments that you upload as part of your responses to PQQs/ITTs. For example, organisations charts that you upload when completing an application to the register of apprenticeship training providers. |

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