



Improving health and wellbeing

Supplier guide to registering on the Attain eProcurement Portal

Jaggaer / Bravo Advantage 18

May 2019

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

Password

[Enter](#)

[I cannot 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

Links

- [Attain Home](#)
- [Contracts Finder](#)
- [Tenders Electronic Daily \(TED\)](#)
- [NHS England](#)
- [Crown Commercial Services \(CCS\)](#)

Help Desk

Need assistance?
Please contact our eTendering helpdesk.

Phone:
0800 069 8630
+44 203 608 4013

E-mail:
help@bravosolution.co.uk

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 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.

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:

2.3. The Supplier provides a material breach of any of the provisions of this User Agreement.

I AGREE I DO NOT AGREE



Registration

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

Registration Data

Registration Data My Category Selection Registration Confirmation

Save Close Reset

Organisation Details

* Organisation Name Test Supplier 4

User Details

* First Name Test

* Last Name Supplier4

* Username
(please do not forget your username) Ts4

* Email Address
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. testsupplier100@outlook.com

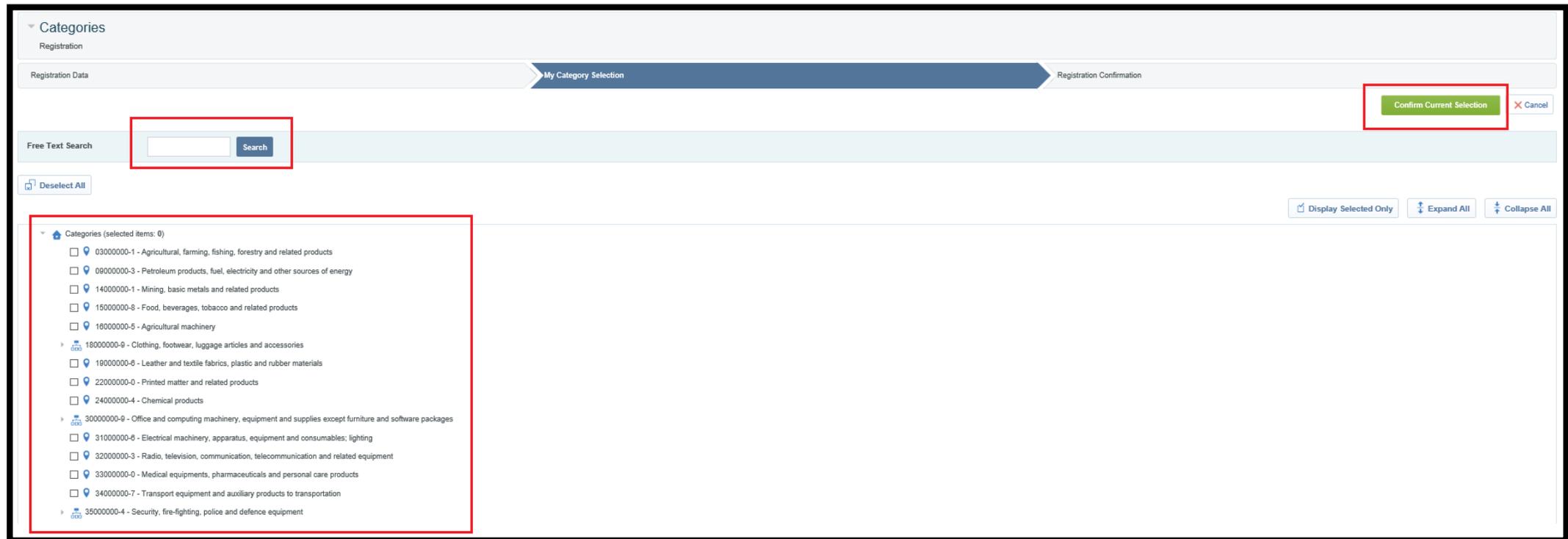
* Preferred language for use in system interface English (UK)

* Time Zone (GMT 0:00) Western Europe Time, London, Lisbon



Registration

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



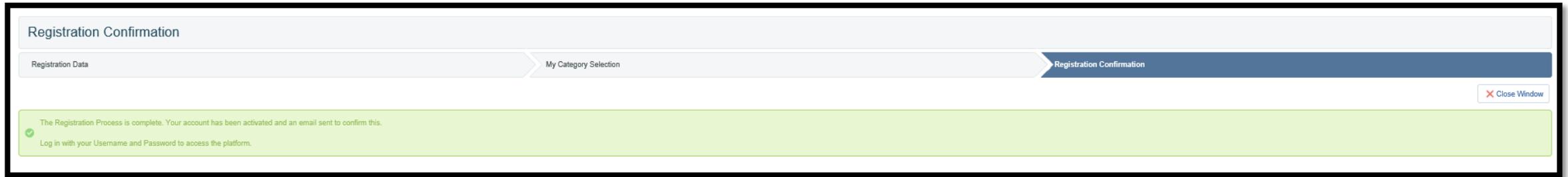
The screenshot displays the 'My Category Selection' step of the registration process. At the top, a progress bar shows 'Registration Data', 'My Category Selection' (the current step), and 'Registration Confirmation'. Below this, a 'Free Text Search' field with a 'Search' button is visible. A 'Confirm Current Selection' button is highlighted with a red box. A 'Deselect All' button is also present. The main area shows a list of categories with checkboxes, also highlighted with a red box. The categories listed are:

- 03000000-1 - Agricultural, farming, fishing, forestry and related products
- 09000000-3 - Petroleum products, fuel, electricity and other sources of energy
- 14000000-1 - Mining, basic metals and related products
- 15000000-8 - Food, beverages, tobacco and related products
- 18000000-5 - Agricultural machinery
- 18000000-9 - Clothing, footwear, luggage articles and accessories
- 19000000-6 - Leather and textile fabrics, plastic and rubber materials
- 22000000-0 - Printed matter and related products
- 24000000-4 - Chemical products
- 30000000-9 - Office and computing machinery, equipment and supplies except furniture and software packages
- 31000000-6 - Electrical machinery, apparatus, equipment and consumables; lighting
- 32000000-3 - Radio, television, communication, telecommunication and related equipment
- 33000000-0 - Medical equipments, pharmaceuticals and personal care products
- 34000000-7 - Transport equipment and auxiliary products to transportation
- 35000000-4 - Security, fire-fighting, police and defence equipment



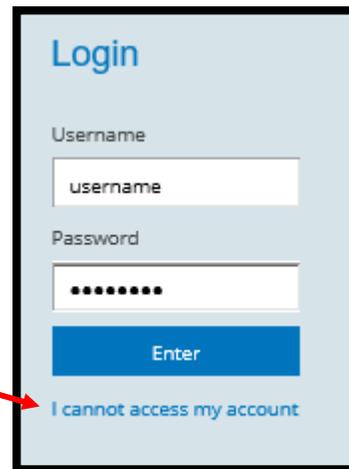
Registration

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.

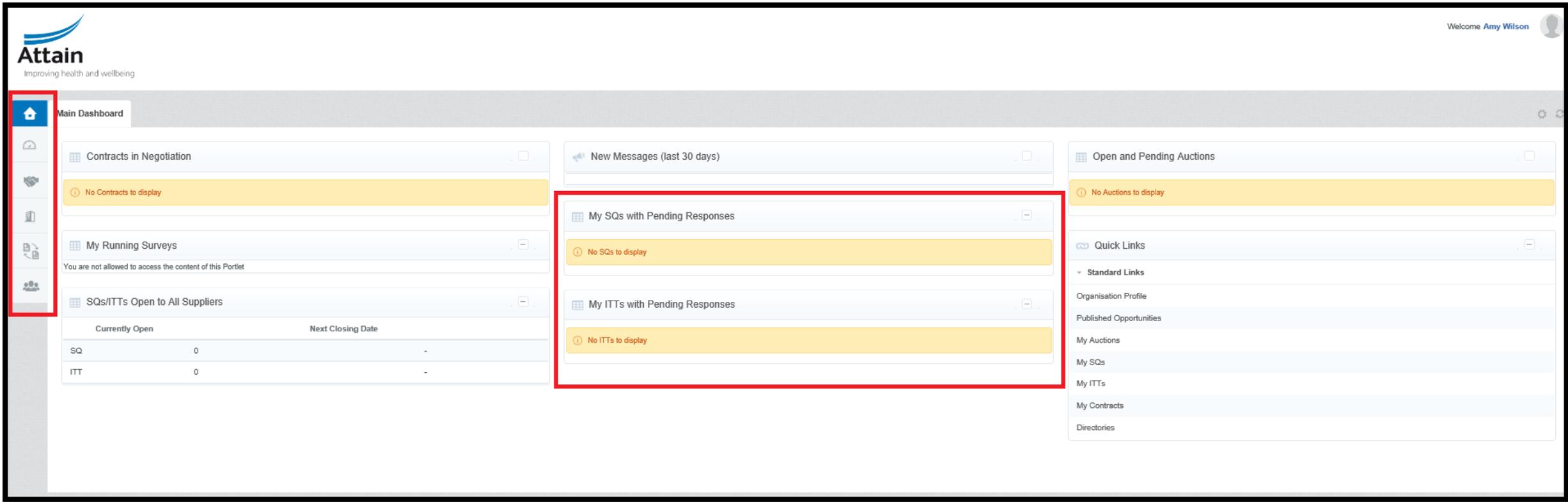
Click 'I cannot access my account' and follow the onscreen instructions.



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.



Welcome Amy Wilson

Attain
Improving health and wellbeing

Main Dashboard

Contracts in Negotiation
No Contracts to display

My Running Surveys
You are not allowed to access the content of this Portlet

SQs/ITTs Open to All Suppliers

	Currently Open	Next Closing Date
SQ	0	-
ITT	0	-

New Messages (last 30 days)

Open and Pending Auctions
No Auctions to display

Quick Links

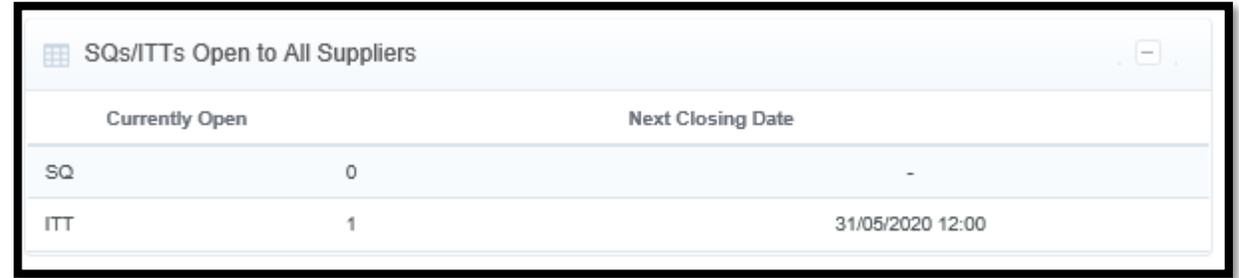
Standard Links

- Organisation Profile
- Published Opportunities
- My Auctions
- My SQs
- My ITTs
- My Contracts
- Directories



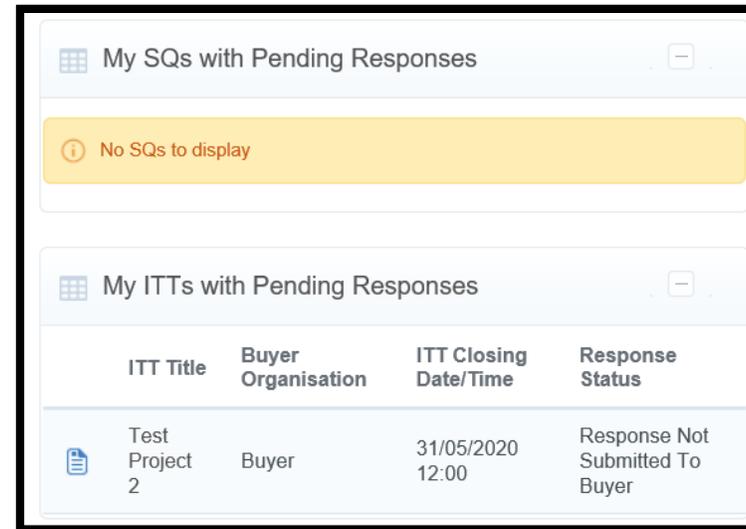
Accessing SQs and ITTs

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

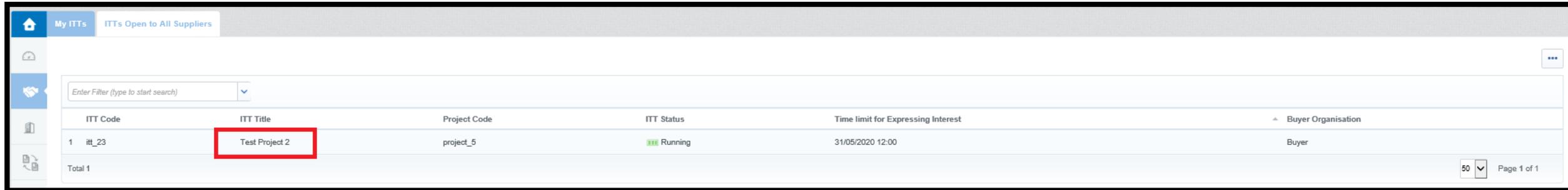
My ITTs with Pending Responses

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

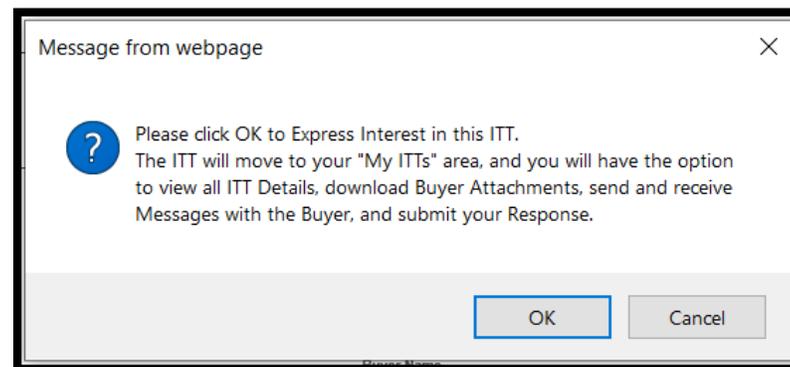


ITT Code	ITT Title	Project Code	ITT Status	Time limit for Expressing Interest	Buyer Organisation
1 itt_23	Test Project 2	project_5	Running	31/05/2020 12:00	Buyer

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

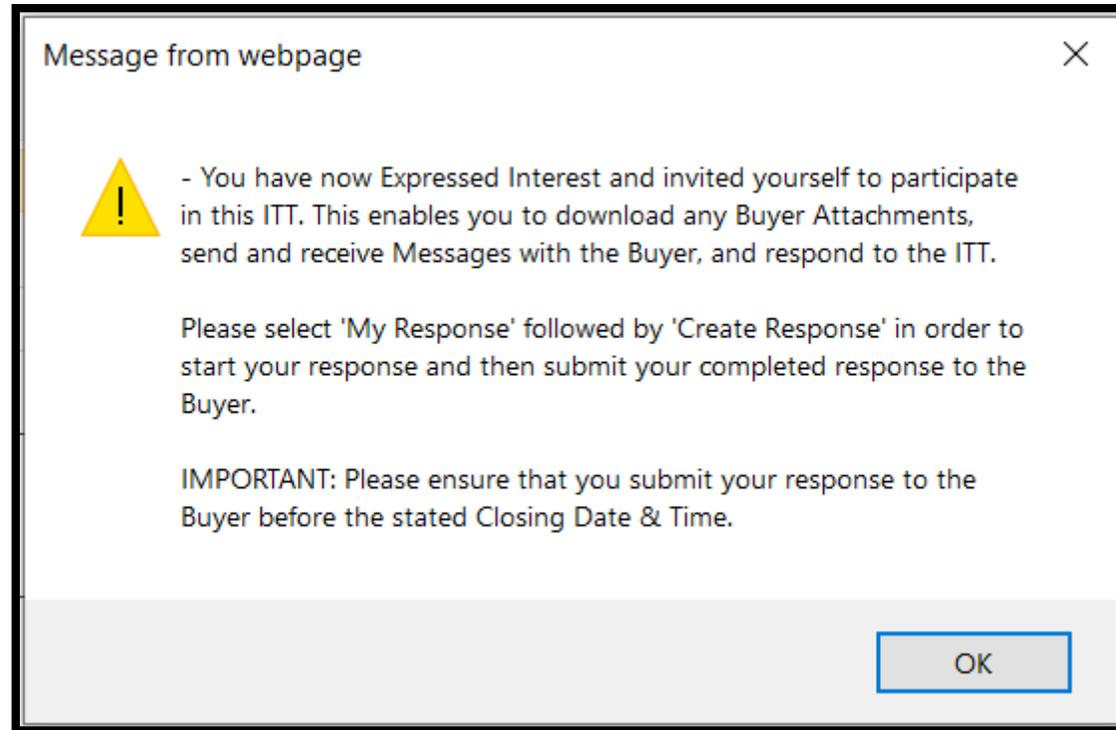
Express Interest

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



Expressing an interest in a tender

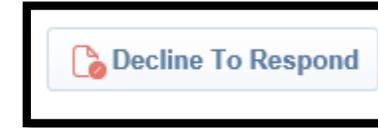
11a. There will be a second pop up notification with some useful information. Click '**OK**'



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

Decline To Respond

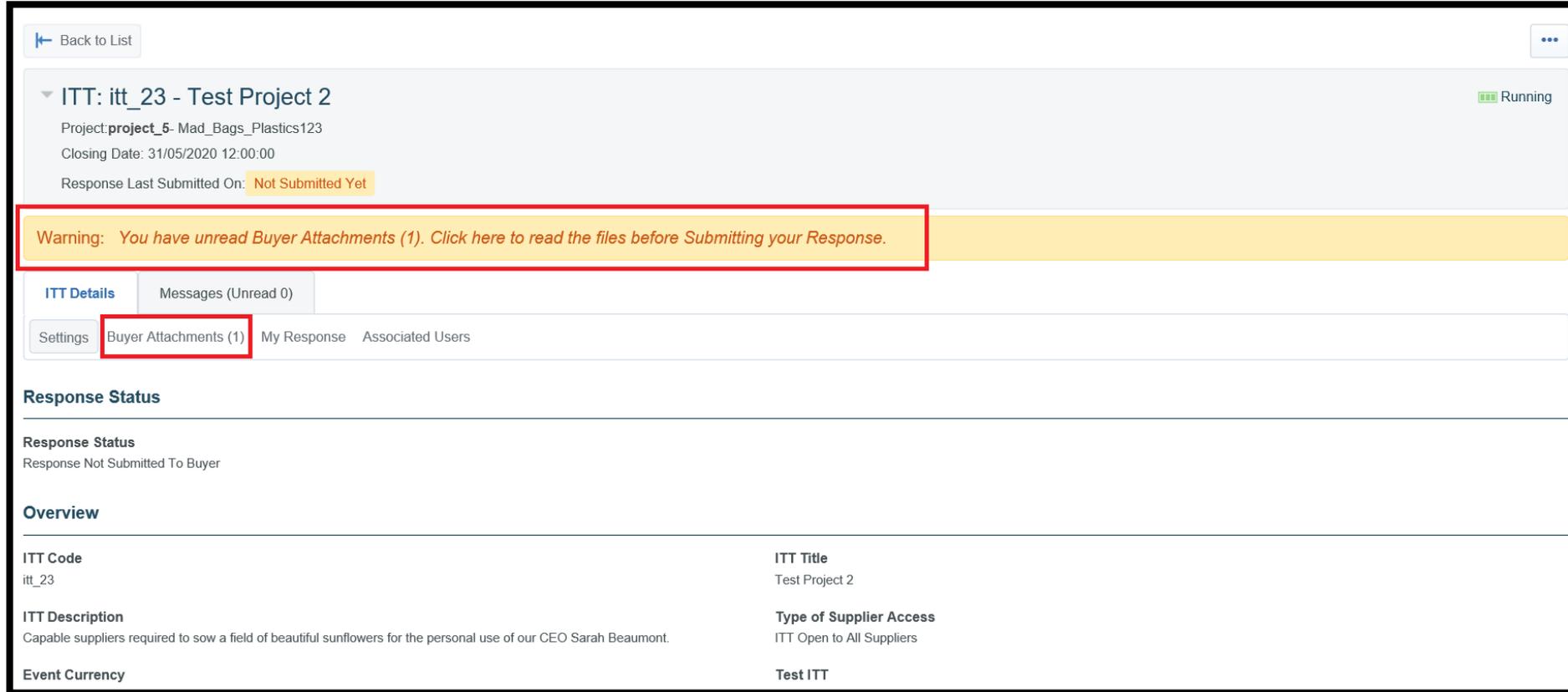
Enter Decline to Respond Reason Details

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 Attain Bravo interface for a tender. At the top left, there is a "Back to List" button. The main header shows "ITT: itt_23 - Test Project 2" with a "Running" status indicator. Below this, details include "Project: project_5- Mad_Bags_Plastics123", "Closing Date: 31/05/2020 12:00:00", and "Response Last Submitted On: Not Submitted Yet". A prominent yellow warning banner states: "Warning: You have unread Buyer Attachments (1). Click here to read the files before Submitting your Response." Below the warning, there are tabs for "ITT Details" and "Messages (Unread 0)". A secondary row of tabs includes "Settings", "Buyer Attachments (1)", "My Response", and "Associated Users". The "Buyer Attachments (1)" tab is highlighted with a red box. The page is divided into sections: "Response Status" (Response Not Submitted To Buyer), "Overview", and a table of key information.

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

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

ITT Details Messages (Unread 0)

Settings Buyer Attachments (1) My Response Associated Users

Path: Top Level >

Enter Filter (type to start search)

Folder/File Name	Description	Last Modification Date
1 NSP- ATTAIN0004.jpg		12/03/2019 09:45:38

Total 1 50 Page 1 of 1

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



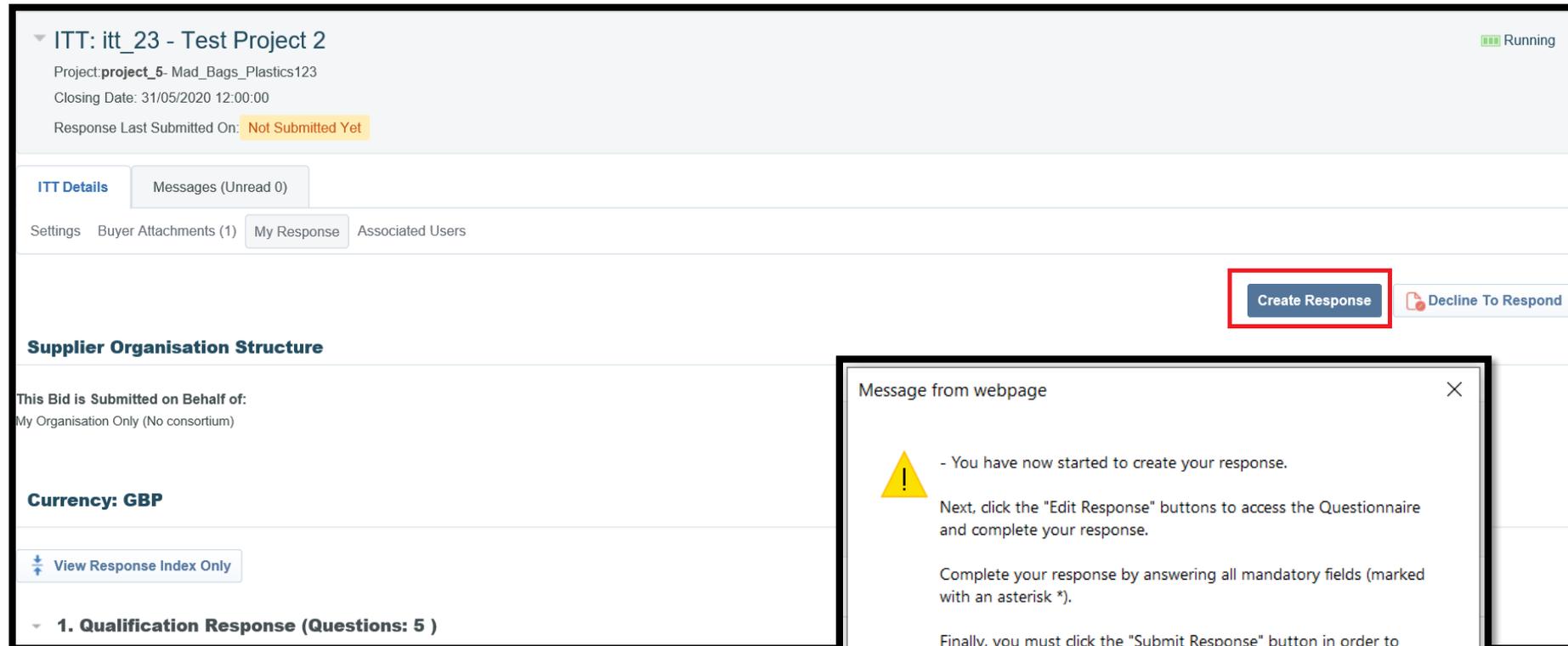
Your files will download into a .zip file
That you need to doubleclick to open.

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 tender details for 'ITT: itt_23 - Test Project 2'. The 'Create Response' button is highlighted with a red box. A pop-up notification window titled 'Message from webpage' is overlaid on the right side of the screen. The notification 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'**



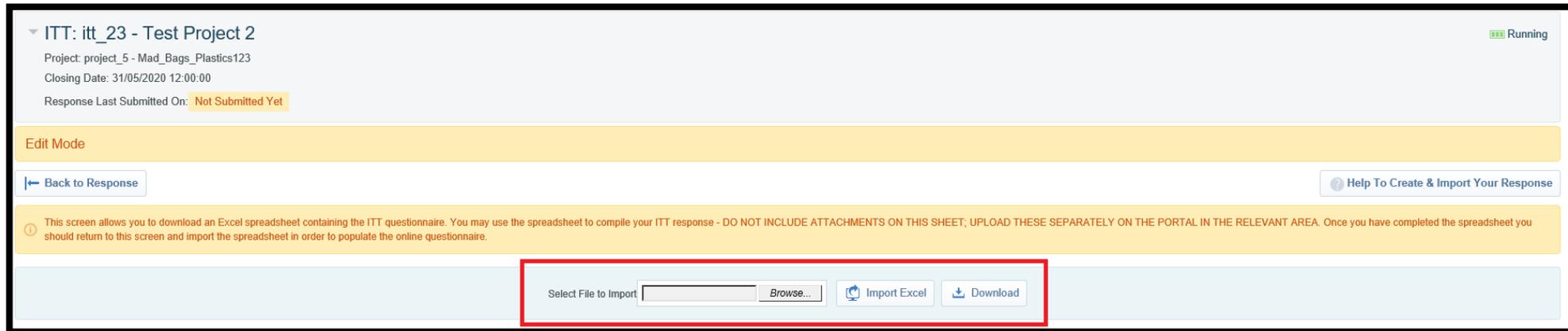
Creating a response to a tender



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.

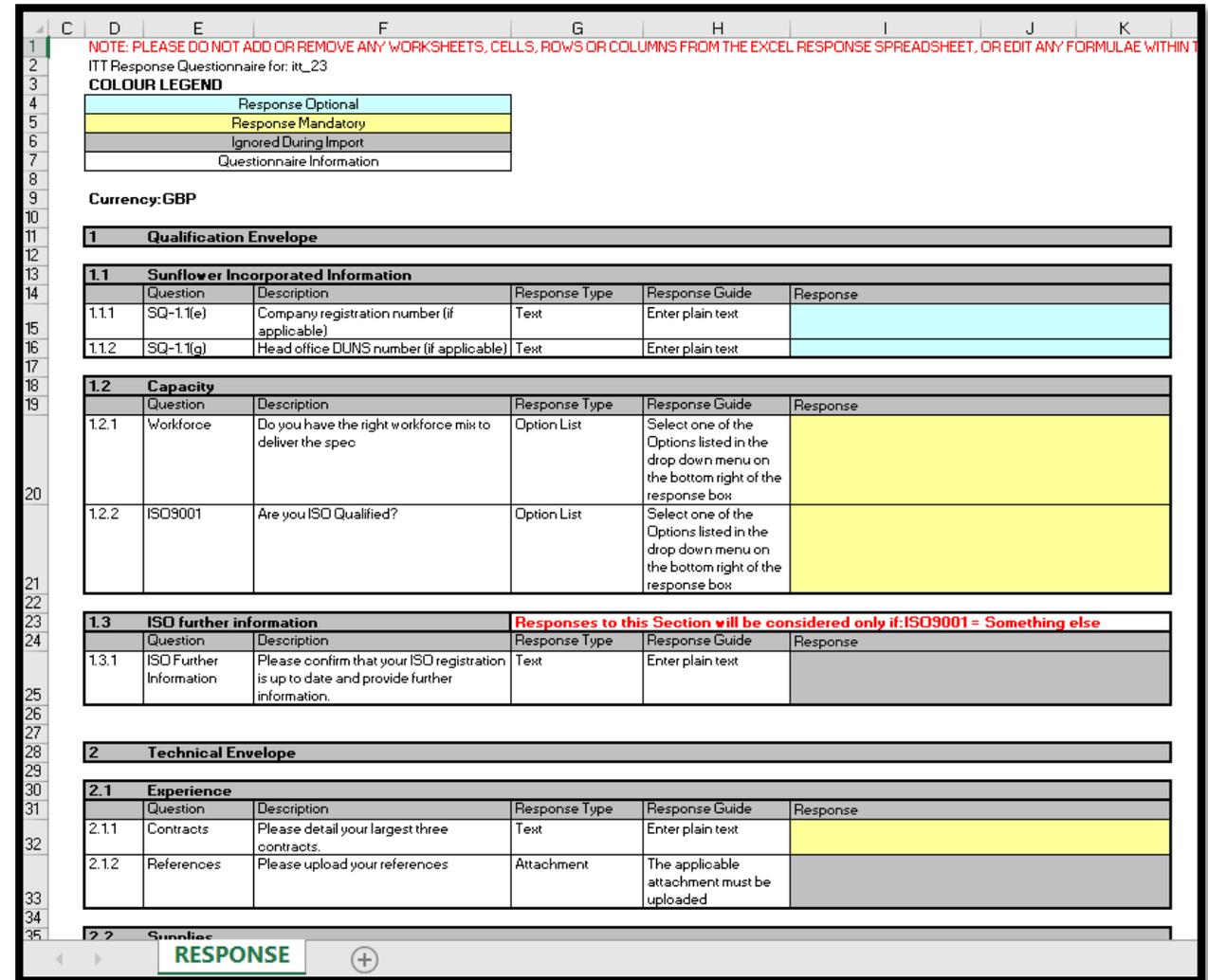


Creating an offline response to a tender

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	

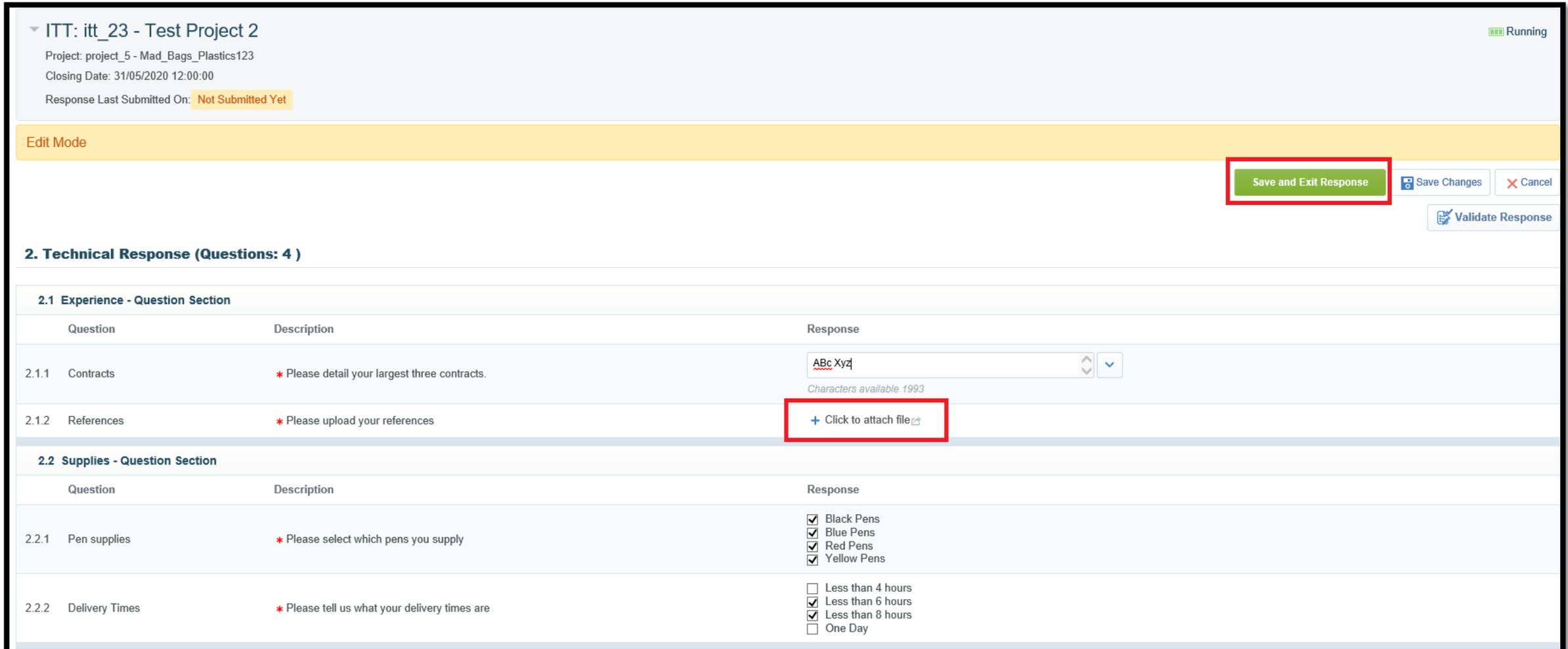
2.2 Sunflower

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 interface for editing a response. At the top, it displays project information: "ITT: itt_23 - Test Project 2", "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, 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 is divided into two sections:

- 2.1 Experience - Question Section**

Question	Description	Response
2.1.1 Contracts	* Please detail your largest three contracts.	ABC Xyz <small>Characters available 1993</small>
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	<input checked="" type="checkbox"/> Black Pens <input checked="" type="checkbox"/> Blue Pens <input checked="" type="checkbox"/> Red Pens <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 <input checked="" type="checkbox"/> Less than 6 hours <input checked="" type="checkbox"/> Less than 8 hours <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.



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

ITT Details Messages (Unread 0)

Settings Buyer Attachments (1) My Response Associated Users

Submit Response Export/Import Response

My Response Summary	
1. Qualification Response	All questions answered No additional attachments
2. Technical Response	All questions answered No additional attachments
3. Commercial Response	All quoted items completed
Total Price (excluding optional sections)	

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



Bravo helpdesk

Phone:

0800 069 8630

+44 203 608 4013

E-mail:

help@bravosolution.co.uk





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