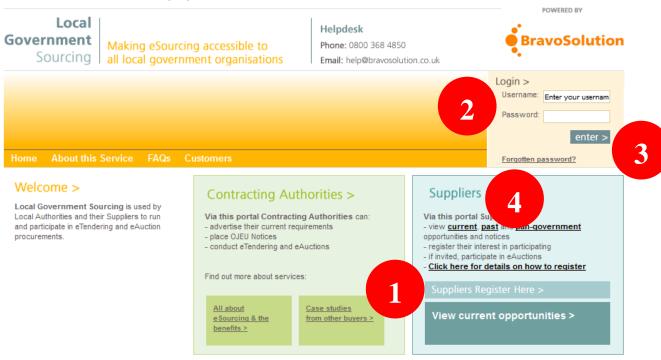


Supplier Registration Instructions

To participate in the Invitation to Tender, suppliers are required to register on the Art Council BravoSolution eTendering portal at the following URL:

https://www.localgovsourcing.co.uk/

The screen below will be displayed...



© 2007. Local Government Tendering is a Managed Service provided by BravoSolution UK Limited. All rights reserved <u>Webmaster</u> | <u>System Requirements</u> | <u>Corporate Information</u> | <u>Site Map</u>

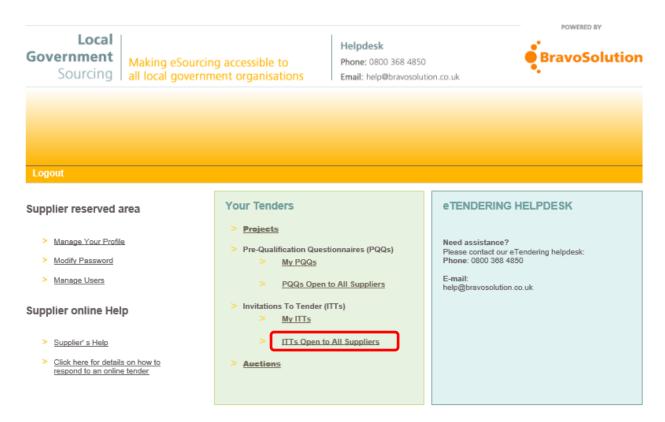
- 1) Click 'Register'.
 - Review and accept the user agreement.
 - Complete the required organisation registration information (* = mandatory field).
 - Complete any basic profile questions.
 - Select your supply/service categories.
 - You will receive an email containing you username and password.
- 2) Enter you username and password.
- 3) Click 'Enter' (you will be prompted to change your password on first login).
- 4) If you ever forget your password, click here and enter your username and email address.

PLEASE NOTE: All system emails regarding the tender will be sent to the email address provided upon registration. Please ensure this is correct.

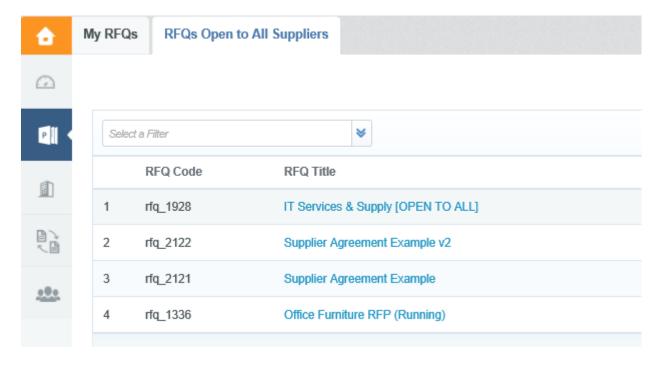
If you have any issue in using the system, please contact the BravoSolution Helpdesk on 0800 368 4850 or alternatively via email on help@bravosolution.co.uk.

Accessing Your Tender

To Access ITT's Open to All Suppliers, click on the link in the landing page once you have logged in.



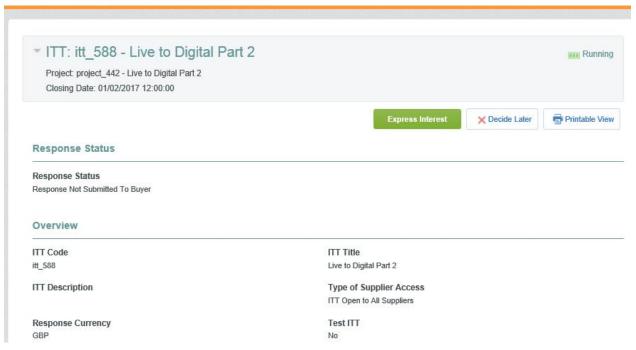
Please Select the event you are interested in to access the details of the tender:



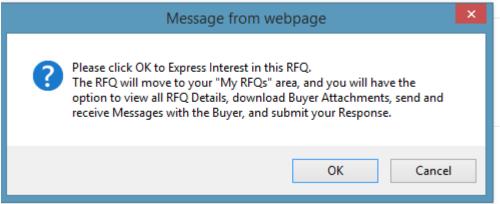
Review the Project overview and 'Express Interest' to view full details of the tender.







Accept the following message to view the details of the tender:



DEO Open to All Cumplions

Managing Your Tender

