

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...



The screenshot shows the 'Local Government Sourcing' portal. At the top, there is a header with the logo and tagline 'Making eSourcing accessible to all local government organisations'. To the right is a 'Helpdesk' section with contact information. The main content area is divided into several sections. A large yellow banner at the top right contains a 'Login >' form with fields for 'Username' and 'Password', and an 'enter >' button. Below this is a 'Forgotten password?' link. The main content area has a 'Welcome >' section on the left, a 'Contracting Authorities >' section in the center, and a 'Suppliers >' section on the right. The 'Suppliers >' section contains a list of actions: 'view current, past and non-government opportunities and notices', 'register their interest in participating', 'if invited, participate in eAuctions', and a link to 'Click here for details on how to register'. Below this list are two buttons: 'Suppliers Register Here >' and 'View current opportunities >'. Red circles with numbers 1 through 4 are overlaid on the image to indicate the registration steps: 1 points to the 'Suppliers Register Here >' button, 2 points to the 'Username' field, 3 points to the 'Password' field, and 4 points to the 'Suppliers Register Here >' button again.

Local Government Sourcing | Making eSourcing accessible to all local government organisations

Helpdesk
Phone: 0800 368 4850
Email: help@bravosolution.co.uk

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Login >
Username:
Password:

[Forgotten password?](#)

Home About this Service FAQs Customers

Welcome >
Local Government Sourcing is used by Local Authorities and their Suppliers to run and participate in eTendering and eAuction procurements.

Contracting Authorities >
Via this portal Contracting Authorities can:
- advertise their current requirements
- place OJEU Notices
- conduct eTendering and eAuctions
Find out more about services:
[All about eSourcing & the benefits >](#) [Case studies from other buyers >](#)

Suppliers >
Via this portal Suppliers can:
- view current, past and non-government opportunities and notices
- register their interest in participating
- if invited, participate in eAuctions
- [Click here for details on how to register](#)

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[Webmaster](#) | [System Requirements](#) | [Corporate Information](#) | [Site Map](#)

- 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.

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Logout

Supplier reserved area

- > [Manage Your Profile](#)
- > [Modify Password](#)
- > [Manage Users](#)

Supplier online Help

- > [Supplier's Help](#)
- > [Click here for details on how to respond to an online tender](#)

Your Tenders


- > **Projects**
- > Pre-Qualification Questionnaires (PQQs)
 - > [My PQQs](#)
 - > [PQQs Open to All Suppliers](#)
- > Invitations To Tender (ITTs)
 - > [My ITTs](#)
 - > [ITTs Open to All Suppliers](#)
- > **Auctions**

eTENDERING HELPDESK






Need assistance?
Please contact our eTendering helpdesk:
Phone: 0800 368 4850

E-mail:
help@bravosolution.co.uk

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

**My RFQs**

RFQs Open to All Suppliers



Select a Filter

	RFQ Code	RFQ Title
1	rfq_1928	IT Services & Supply [OPEN TO ALL]
2	rfq_2122	Supplier Agreement Example v2
3	rfq_2121	Supplier Agreement Example
4	rfq_1336	Office Furniture RFP (Running)

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

ITT: itt_588 - Live to Digital Part 2

Running

Project: project_442 - Live to Digital Part 2

Closing Date: 01/02/2017 12:00:00

Express Interest

Decide Later

Printable View

Response Status

Response Status

Response Not Submitted To Buyer

Overview

ITT Code

itt_588

ITT Description

Response Currency

GBP

ITT Title

Live to Digital Part 2

Type of Supplier Access

ITT Open to All Suppliers

Test ITT

No

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

Message from webpage

?

Please click OK to Express Interest in this RFQ.

The RFQ will move to your "My RFQs" area, and you will have the option to view all RFQ Details, download Buyer Attachments, send and receive Messages with the Buyer, and submit your Response.

OK

Cancel

RFQ Open to All Suppliers

Managing Your Tender

Review and Download Document Attachments (You must do this before submitting your response)

Send Messages to the Buyer and review messages you receive

The screenshot shows a tender management interface. At the top, a light blue header contains the text "RFQ: rfq_1928 - IT Services & Supply [OPEN TO ALL]". Below this, project details are listed: "Project: prj_1854 - IT Supplies and Services [NR]", "Closing Date: 03/17/2017 05:00:00 PM", and "Response Last Submitted On: Not Submitted Yet". A yellow warning banner below the header states: "Warning: You have 5 unread Buyer Attachment(s). Please click here to read the file(s) before submitting your response." Below the banner is a navigation bar with tabs: "RFQ Details" (selected), "Messages (Unread 0)", "Settings", "Buyer Attachments (5)", "My Response", and "User Rights". Three red arrows originate from external text boxes: one points to the "RFQ Details" tab, another points to the "Messages (Unread 0)" tab, and a third points to the "My Response" tab.

▼ RFQ: rfq_1928 - IT Services & Supply [OPEN TO ALL]

Project: [prj_1854](#) - IT Supplies and Services [NR]
Closing Date: 03/17/2017 05:00:00 PM
Response Last Submitted On: **Not Submitted Yet**

Warning: You have 5 unread Buyer Attachment(s). Please click here to read the file(s) before submitting your response.

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (5) My Response User Rights

Begin to create your response to the tender