



Improving health and wellbeing

Supplier guide to registering on the Attain eProcurement Portal

Jaggaer / Bravo Solutions

April 2022

Getting started



All procurements being run by Attain will be implemented on the Attain eProcurement Portal:

<https://attain.bravosolution.co.uk>

Where a Contract Finder Notice and / or a Contract Notice is issued on the Find a Tender Service 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.

Typical types of tender issued in the eProcurement Portal include:

- **Selection Questionnaire (SQ)** (including for Market Engagement Events and appointment to a Framework Agreement or Dynamic Purchasing System)
 - ✓ Usually contains a Qualification Envelope and potentially a Technical Envelope
- **Open or 'One-Stage' Invitation to Tender (ITT)**
 - ✓ Usually contains a Qualification Envelope, a Technical Envelope and a Commercial Envelope
- **Restricted or 'Two-Stage' Invitation to Tender (ITT)**
 - ✓ Contains an SQ Stage (Qualification and potentially Technical Envelopes)
 - ✓ Contains an ITT Stage (Technical Envelope and Commercial Envelope)



Registration



Go to the eProcurement Portal: <https://attain.bravosolution.co.uk> and click '**Register**'

A screenshot of the Attain eProcurement Portal's registration page. The page has a blue header with the Attain logo and a navigation bar. Below the header, there's a large blue banner with the text "Working in partnership with the NHS to improve people's health and wellbeing" and a "More about Attain" button. The main content area is divided into three columns. The left column contains a "Login" section with fields for "Username" and "Password", an "Enter" button, and a link "I cannot access my account". The middle column contains a "Registration" section with a link "If you are a Supplier and do not have an existing account, please click Register", a "Opportunities and notices" section with three links, and a "Links" section with five links. The right column contains a "Help Desk" section with a "Need assistance?" heading and contact information for the eTendering helpdesk, including phone numbers and an email address.

The eProcurement Portal is transitioning from Bravo Solutions to Jaggaer One, following an acquisition. The 'Bravo' URL will be updated in due course by Jaggaer, when they update globally.

The Jaggaer One logo, featuring the word "JAGGAER" in red and "ONE" in blue, with a red arrow pointing from "JAGGAER" to "ONE".

Registration

Scroll through and then accept the Terms and Conditions of the **User Agreement** then click **'Next'**



User Agreement

Adobe PDF File

Switch To Accessible Controls

Close

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.

☐ I AGREE

☐ I DO NOT AGREE

Next

Registration



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

Registration Data

...

Close

Save

Organisation Details

* Organisation Name

Test Supplier 4

User Details

* First Name

Jo

* Last Name

Bloggs

* Username *(please do not forget your username)*

Ts4

* Email **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.

amy.wilson@attain.co.uk

* Preferred Language

English (UK)

Registration



Search for and select the most appropriate category representing your business / organisation and then click '**Confirm**'

JAGGAER ONE 13:13 WET - Western Europe Time DST

Welcome Jo Bloggs

Begin Vendor Registration

Cancel

Confirm

✓ Registration Data

2 My Category Selection

3 Registration Confirmation

Health



Search or Navigate the Tree

Selected Items: 0

▼ Categories

▼ 45000000-7 - Construction work

▼ 45200000-9 - Works for complete or part construction and civil engineering work

▼ 45210000-2 - Building construction work

☐ 45215000-7 - Construction work for buildings relating to health and social services, for crematoriums and public conveniences

▼ 66000000-0 - Financial and insurance services

▼ 66500000-5 - Insurance and pension services

▼ 66510000-8 - Insurance services

☐ 66512000-2 - Accident and health insurance services

Registration



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.

JAGGAER→ONE 13:14 WET - Western Europe Time DST

Welcome Jo Bloggs 

Registration Confirmation

Close Window

✓ Registration Data

✓ My Category Selection

3 Registration Confirmation

✓ The Registration Process is complete. Your account has been activated and an email sent to confirm this.

Log in with your Username and Password to access the platform.

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.

In order to prevent eProcurement Portal emails from being quarantined by your organisation fire wall or spam filter, you are advised to instruct your IT team to accept all emails from a ".bravosolution.com"; ".bravosolution.co.uk" and ".jaggaer.com" address. Please also review the Junk Email settings of your email client software to avoid accidental message deletion.

Home screen



Once logged in, you will see your Home Screen, where you can access all the SQs and ITTs that you have been invited to or have registered interest in. Return here using the 'Home' icon

JAGGAER ONE 13:19 WET - Western Europe Time DST Welcome Jo Bloggs

Main Dashboard

CONTRACTS IN NEGOTIATION

No Contracts to display

NEW MESSAGES (LAST 30 DAYS)

No Unread Messages

OPEN AND PENDING AUCTIONS

No Auctions to display

MY RUNNING SURVEYS

You are not allowed to access the content of this Portlet

MY SQS WITH PENDING RESPONSES

No SQs to display

QUICK LINKS

STANDARD LINKS

- [My Auctions](#)
- [My Contracts](#)
- [Projects](#)
- [My SQs](#)
- [My ITTs](#)
- [Directories](#)
- [Organisation Profile](#)
- [My Categories](#)
- [Published Opportunities](#)

SQS/ITTS OPEN TO ALL SUPPLIERS

	CURRENTLY OPEN	NEXT CLOSING DATE
SQ	0	-

MY ITTS WITH PENDING RESPONSES

No ITTs to display

Accessing SQs and ITTs



To access tenders, navigate to SQs / ITTs that are Open to All Suppliers, using Published Opportunities. Once you have expressed interest in a tender or started a response to one, you will also see it appear in your 'MY SQs' or 'My ITTs' on your main dashboard, for easy future access.

JAGGAER-ONE

13:19 WET - Western Europe Time DST

Welcome Jo Bloggs

No Contracts to display

MY RUNNING SURVEYS

You are not allowed to access the content of this Portlet

	CURRENTLY OPEN	NEXT CLOSING DATE
SQ	0	-

No Unread Messages

MY SQS WITH PENDING RESPONSES

No SQs to display

MY ITTS WITH PENDING RESPONSES

No ITTs to display

No Auctions to display

QUICK LINKS

STANDARD LINKS

My Auctions

My Contracts

Projects

My SQs

My ITTs

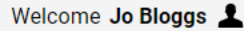
Directories

Organisation Profile

My Categories

Published Opportunities

You can also navigate to SQs and ITT's by clicking on the 'Globe' icon as below

[illegible]

Expressing and Interest in a tender

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



JAGGAER ONE 13:27 WET - Western Europe Time DST Welcome **Jo Bloggs** 

ITTs ...

My ITTs ITTs Open To All Suppliers

Enter Filter (type to start search) ▼

Showing Result **1 - 1 of 1** Show: **50** ▼

	ITT CODE	ITT TITLE	PROJECT CODE	TIME LIMIT FOR EXPRESSING INTEREST ↑	ITT STATUS	BUYER ORGANISATION
1	itt_64	[ITT Title]	project_34	20/04/2022 17:00	● Running	Buyer

10. On the next screen you will see the details of the SQ or ITT. Click on
11. You may see a pop up notification. Click **‘OK’**

Express Interest



Accessing Buyer Attachments



Warning:

You have unread Buyer Attachments (1). [Click here to read the files before Submitting your Response.](#) ← 1 / 2 → X

JAGGAERONE

13:28 WET - Western Europe Time DST

Welcome Jo Bloggs

← ITT: itt_64 - [ITT Title]

Running

ITT Details

Messages (Unread 0)

Settings

Buyer Attachments (1)

My Response

Associated Users

→|

Response Status

Response Status

Response Not Submitted To Buyer

Overview

ITT Code

itt_64

ITT Description

Event Currency

GBP

Buyer Organisation

Buyer

Allow Bidding Group Response

Yes

Categories

85323000-9 - Community health services

ITT Title

[ITT Title]

Supplier Access

ITT Open to All Suppliers

Test ITT

No

Buyer Name

Training Buyer 1

→

Date & Time Information

You can access Buyer Attachments by clicking on the 'Buyer Attachment' tab, or on the link in the warning at the top of the page.

Mass Download Buyer Attachments



Click on 'Mass Download' and on the next screen select the file(s) you wish to download and click 'Download Selected Files'

← ITT: itt_64 - [ITT Title]

Running

...

ITT Details

Messages (Unread 0)

Settings

Buyer Attachments (1)

My Response

Associated Users

→|

Folders and Files List

Top Level >

...

Mass Download

Enter Filter (type to start search)

▼

Showing Result 1 - 1 of 1

Show: 50

▼

	FOLDER/FILE NAME ↑	DESCRIPTION	LAST MODIFICATION DATE	
1	Test Document.docx		20/04/2022 12:38:38	

← ITT: itt_64 - [ITT Title]

Running

...

ITT Details

Messages (Unread 0)

Settings

Buyer Attachments (1)

My Response

Associated Users

→|

Mass Download List

Your files will download into a .zip file that you need to double click to open.

Cancel

Download Selected Files

Download Selected Files

Showing Result 1 - 1 of 1

	☐	FOLDER/FILE NAME	SIZE
1	☒	Event _ itt_64 - [ITT Title]/ Test Document.docx	12 KB

Total Files Selected: 1

Expressing an interest in a tender



Warning:

You have unread Buyer Attachments (1). Click here to read the files before Submitting your Response. ← 1 / 2 → X

JAGGAER ONE

13:28 WET - Western Europe Time DST

Welcome Jo Bloggs

← ITT: itt_64 - [ITT Title]

● Running

...

ITT Details

Messages (Unread 0)

Settings

Buyer Attachments (1)

My Response

Associated Users

→|

▼ Response Status

Response Status

Response Not Submitted To Buyer

▼ Overview

ITT Code

itt_64

ITT Description

Event Currency

GBP

Buyer Organisation

Buyer

Allow Bidding Group Response

Yes

Categories

85323000-9 - Community health services

ITT Title

[ITT Title]

Supplier Access

ITT Open to All Suppliers

Test ITT

No

Buyer Name

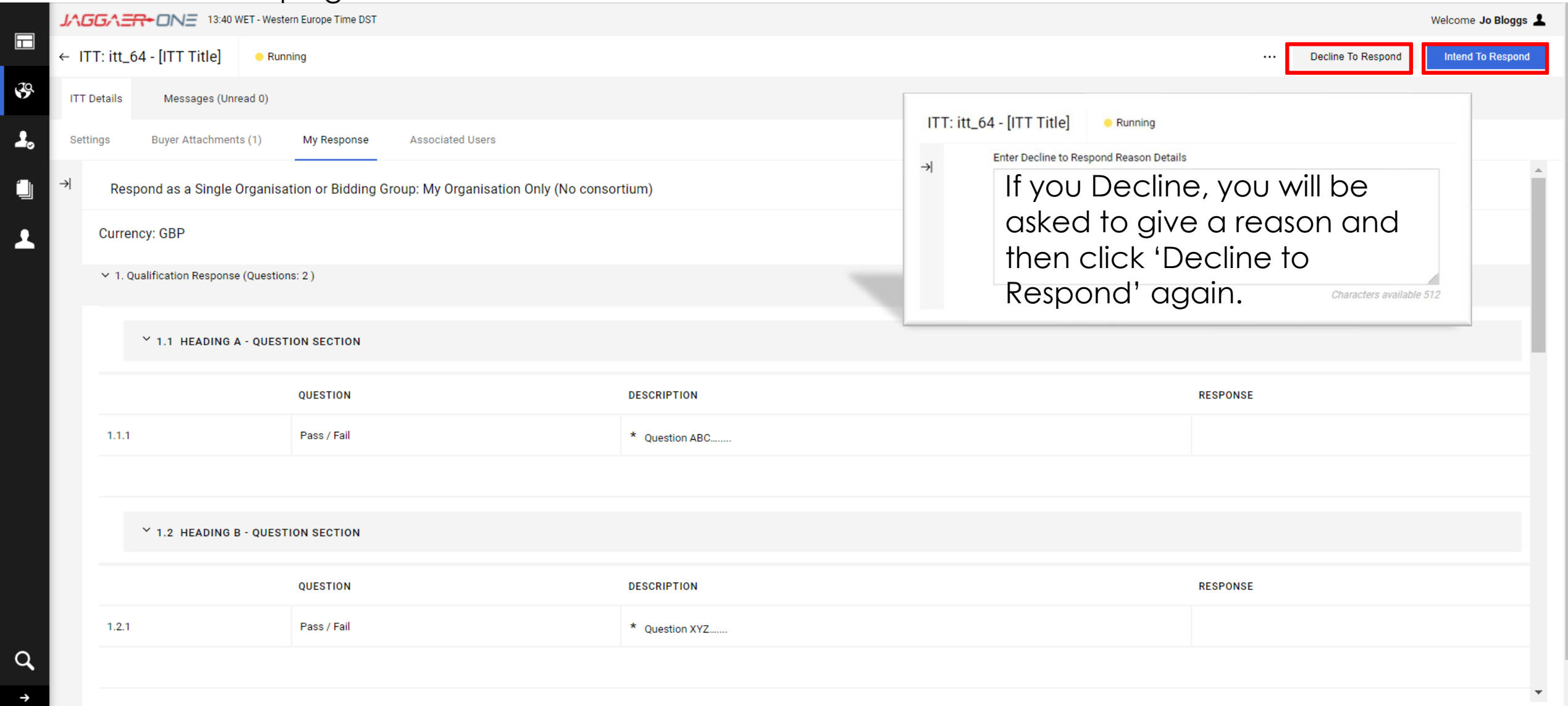
Training Buyer 1

▼ Date & Time Information

In order to express an interest in bidding, from the SQ/ITT 'Details' tab, select 'My Response'

Decline to Respond

You can choose to click on either 'Decline to Respond' or 'Intend to Respond' using the buttons in the top right hand corner.



The screenshot displays the JAGGAER-ONE procurement portal interface. At the top, the header shows the JAGGAER-ONE logo, the time 13:40 WET - Western Europe Time DST, and a welcome message for Jo Bloggs. The main navigation bar includes a back arrow, the ITT title 'ITT: itt_64 - [ITT Title]', a status indicator 'Running', and two buttons: 'Decline To Respond' (highlighted with a red box) and 'Intend To Respond' (highlighted with a blue box). Below the navigation bar, the 'My Response' tab is selected, showing a response section for '1. Qualification Response (Questions: 2)'. A modal dialog box is open, titled 'ITT: itt_64 - [ITT Title] Running', with the heading 'Enter Decline to Respond Reason Details'. The dialog contains the text: 'If you Decline, you will be asked to give a reason and then click 'Decline to Respond' again.' and a character count 'Characters available 512'. The background shows a table with columns 'QUESTION', 'DESCRIPTION', and 'RESPONSE'. The table has two sections: '1.1 HEADING A - QUESTION SECTION' and '1.2 HEADING B - QUESTION SECTION'. Each section contains a table with rows for questions 1.1.1 and 1.2.1, with descriptions like '* Question ABC.....' and '* Question XYZ.....'.

JAGGAER-ONE 13:40 WET - Western Europe Time DST Welcome Jo Bloggs

← ITT: itt_64 - [ITT Title] Running ... Decline To Respond Intend To Respond

ITT Details Messages (Unread 0)

Settings Buyer Attachments (1) My Response Associated Users

→ Respond as a Single Organisation or Bidding Group: My Organisation Only (No consortium)

Currency: GBP

1. Qualification Response (Questions: 2)

1.1 HEADING A - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
1.1.1	Pass / Fail	* Question ABC.....

1.2 HEADING B - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
1.2.1	Pass / Fail	* Question XYZ.....

ITT: itt_64 - [ITT Title] Running

Enter Decline to Respond Reason Details

If you Decline, you will be asked to give a reason and then click 'Decline to Respond' again.

Characters available 512

Intend to Respond

After clicking 'Intend to Respond' a pop up message will appear to ask if you are bidding as a Single Organisation or in a Bidding Group. Tick the relevant response and click 'Save'.



JAGGAER-ONE13:44 WET - Western Europe Time DST

Welcome Jo Bloggs

← ITT: itt_64 - [ITT Title]Running

Online Questionnaire In ExcelSubmit Response

ITT DetailsMessages (Unread 0)

SettingsBuyer Attachments (1)My ResponseAssociated Users

→

Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'.

My Response Summary

ENVELOPE	
1.	Qualification Response
2.	Technical Response
3.	Commercial Response

Respond as a Single Organisation or Bidding Group: My Organisation Only (No consortium)

Currency: GBP

1. Qualification Response (Questions: 2)

1.1 HEADING A - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
----------	-------------	----------

Accessing the envelopes

You can access each envelope within the SQ/ITT that you are bidding for by clicking on each of the links below (Qualification, Technical, Commercial) from the SQ/ITT 'Details' Tab.



ITT Details

Messages (Unread 0)

Settings

Buyer Attachments (1)

My Response

Associated Users

→

My Response Summary

ENVELOPE		QUESTION INFORMATION
1.	Qualification Response	All questions answered
2.	Technical Response	All questions answered
3.	Commercial Response	All quoted items completed
		Total Price (excluding optional sections)
		1,000

Respond as a Single Organisation or Bidding Group: My Organisation Only (No consortium)

Currency: GBP

1. Qualification Response (Questions: 2)



Responding to the questions (1)



Once you have clicked into an envelope, you will be able to respond to the questions contained. As demonstrated below, some will be single choice options, some may be free text response type, some may require a numerical figure, and some may require an attachment.

Complete your responses for each question in each envelope and click 'Save and exit Response' when finished.

ITT: itt_64 - [ITT Title] ● Running Cancel Save Changes Save And Exit Response

→ ⓘ Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response' Validate Response

1. Qualification Response (Questions: 2)

1.1 HEADING A - QUESTION SECTION

	QUESTION	DESCRIPTION	RESPONSE
1.1.1	Pass / Fail	* Question ABC.....	--- --- Yes No

1.2 HEADING B - QUESTION SECTION

	QUESTION	DESCRIPTION	RESPONSE
1.2.1	Pass / Fail	* Question XYZ.....	---

Responding to the questions (2)



To attach a file, click on the '+ Attach File' icon next to each question. A pop up screen will appear allowing you to search for your file, and or drag and drop it in the relevant zone. Then click 'Confirm.' **You can attach multiple documents to a single attachment question using a .zip file.**

ITT: itt_64 - [ITT Title] Running Cancel Save Changes Save And Exit Response

→ ⓘ Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response' Validate Response

2. Technical Response (Questions: 2)

2.1 [SECTION HEADING 1] - QUESTION SECTION

	QUESTION	DESCRIPTION	RESPONSE
2.1.1	Written response via attachment Max [XXXX] words Weighting [XX]% Scored 0-5	* [Question 1]	Test Document.docx (12 KB) ↶ 🗑

2.2 [SECTION HEADING 2] - QUESTION SECTION

	QUESTION	DESCRIPTION	RESPONSE
2.2.1	Written response via attachment Max [XXXX] words Weighting [XX]% Scored 0-5	* [Question 2]	+ Attach File Open a new window to view > Attach File

Responding to the questions (3)



After Saving and Exiting each Envelope there will be a pop up message. Click 'OK' to proceed.

Intranet Home - Ho...AttainNetSuite - Custome...GoogleSIMAP - I

JAGGAER-ONE13:56 WET - Western Europe Time DST

ITT: itt_64 - [ITT Title]Running

Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

CURRENCY: GBP

3. COMMERCIAL RESPONSE (ITEMS: 1, QUESTIONS: 1)

3.1 TOTAL CONTRACT VALUE - PRICE SECTION

CODE	DESCRIPTION	UNIT OF MEASUREMENT	QUANTITY	UNIT PRICE	PRICE	COMMENTS
3.1.1	Total Contract Value	* Total contract value over the term indicated in the Commercial Offer template	EA	100		n/a
Save And Return					Section Sub Total	0

attain-prep.bravosolution.co.uk says

The response is about to be saved; the format of your response will be checked and if no errors are found it will be saved.

Click "OK" to save or click "Cancel" to discard any unsaved changes.

IMPORTANT:
In order to make your response visible to the buyer you must submit it.

OKCancel

Supplier Registratio...Contracts Finder -...

Welcome Jo Bloggs

CancelSave ChangesSave And Exit Response

RefreshValidate Response

Total Price (excluding optional sections)0

Responding to the questions (4)

It is also possible to download the SQ or ITT into Excel by clicking 'Online Questionnaire in Excel' icon.



JAGGAER-ONE14:00 WET - Western Europe Time DST

Welcome Jo Bloggs

← ITT: itt_64 - [ITT Title]

Running

...

Online Questionnaire In Excel

Submit Response

ITT Details

Messages (Unread 0)

The entire online questionnaire can be downloaded in Excel. This file can be saved, completed offline and then imported which will populate the online questions with your answers

Settings

Buyer Attachments (1)

My Response

Associated Users

→

Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

My Response Summary

ENVELOPE		QUESTION INFORMATION	
1.	Qualification Response	All questions answered	
2.	Technical Response	All questions answered	
3.	Commercial Response	All quoted items completed	Total Price (excluding optional sections)0

Respond as a Single Organisation or Bidding Group: My Organisation Only (No consortium)

Currency: GBP

1. Qualification Response (Questions: 2)

1.1 HEADING A - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
----------	-------------	----------

Responding to the questions (5)

Click on 'Download Online Questionnaire in Excel'

ITT: itt_64 - [ITT Title] ● Running

→| ← Upload

Help To Create & Import Your Response In Excel

i This area allows you to download the entire online questionnaire in Excel. Once you have saved the file and responded to the questions, you should return to this screen and import the same spreadsheet which will populate the online questions with your responses

*** IMPORTANT ***

THE IMPORT EXCEL FUNCTION CAN ONLY BE USED TO UPLOAD THE EXCEL FILE WHICH HAS BEEN DOWNLOADED FOR THIS PQQ/ITT

IF THE BUYER HAS ASKED YOU UPLOAD ATTACHMENTS, THE UPLOAD LINK NEXT TO A SPECIFIC QUESTION ONLINE MUST BE USED OR THE ADDITIONAL ATTACHMENTS AREA (IF ENABLED)

ADDITIONAL FILES CANNOT BE EMBEDDED INTO THE SPREADSHEET

IN THE EVENT THAT THE BUYER HAS NOT PERMITTED THE UPLOADING OF ATTACHMENTS, THIS AREA CANNOT BE USED AS A SUBSTITUTE

File

Download Online Questionnaire in Excel

Browse Select File

Import Items

See next slide for an example of a Response Questionnaire / Form.

Responding to the questions (5)

The Excel Questionnaire should mirror what is in the eProcurement Portal exactly.

Do not add or remove any worksheets, cells, rows or columns from the response form or edit any formulae within the spreadsheet as this will cause the spreadsheet to fail to upload back into the Portal.

Complete all the blue / yellow boxes accordingly.

Complete your responses offline in the Excel file and save it somewhere on your computer hard drive / shared drive.

NOTE: PLEASE DO NOT ADD OR REMOVE ANY WORKSHEETS, CELLS, ROWS OR COLUMNS FROM THE EXCEL RESPONSE SPREADSHEET, OR EDIT ANY FORMULAE WITHIN THE SPREADSHEET AS THIS MAY CAUSE THE IMPORT OF THE SPREADSHEET TO FAIL.

ITT Response Questionnaire for: itt_64

COLOUR LEGEND

Response Optional
Response Mandatory
Ignored During Import
Questionnaire Information

Currency:GBP

1 Qualification Envelope

1.1 Heading A

Question	Description	Response Type	Response Guide	Response
1.1.1	Pass / Fail	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	Yes

1.2 Heading B

Question	Description	Response Type	Response Guide	Response
1.2.1	Pass / Fail	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	Yes

2 Technical Envelope

2.1 [Section Heading 1]

Question	Description	Response Type	Response Guide	Response
2.1.1	Written response	Attachment	The applicable	

RESPONSE

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 the Portal.

Responding to the questions (6)



When you are ready to upload your responses, Click 'Browse' and search for your saved file.

ITT: itt_64 - [ITT Title] ● Running

→| < Upload Help To Create & Import Your Response In Excel

● This area allows you to download the entire online questionnaire in Excel. Once you have saved the file and responded to the questions, you should return to this screen and import the same spreadsheet which will populate the online questions with your responses

*** IMPORTANT ***

THE IMPORT EXCEL FUNCTION CAN ONLY BE USED TO UPLOAD THE EXCEL FILE WHICH HAS BEEN DOWNLOADED FOR THIS PQQ/ITT

IF THE BUYER HAS ASKED YOU UPLOAD ATTACHMENTS, THE UPLOAD LINK NEXT TO A SPECIFIC QUESTION ONLINE MUST BE USED OR THE ADDITIONAL ATTACHMENTS AREA (IF ENABLED)

ADDITIONAL FILES CANNOT BE EMBEDDED INTO THE SPREADSHEET

IN THE EVENT THAT THE BUYER HAS NOT PERMITTED THE UPLOADING OF ATTACHMENTS, THIS AREA CANNOT BE USED AS A SUBSTITUTE

File Download Online Questionnaire in Excel

Browse answerTo_itt_64.xlsx (13.366 KB)

Import Items

Then click 'Import Item' and all of your responses (with exception to attachments) will be uploaded in one go into the System.

If you need further help, click 'Help to Create & Import Your Response in Excel'

Messages (1)



Warning:

You have unread Buyer Attachments (1). Click here to read the files before Submitting your Response. < 1 / 2 > X

JAGGER ONE

13:28 WET - Western Europe Time DST

Welcome Jo Bloggs

ITT: itt_64 - [ITT Title]

Running

ITT Details

Messages (Unread 0)

Settings

Buyer Attachments (1)

My Response

Associated Users

Response Status

Response Status

Response Not Submitted To Buyer

Overview

ITT Code

itt_64

ITT Description

Event Currency

GBP

Buyer Organisation

Buyer

Allow Bidding Group Response

Yes

Categories

85323000-9 - Community health services

ITT Title

[ITT Title]

Supplier Access

ITT Open to All Suppliers

Test ITT

No

Buyer Name

Training Buyer 1

Date & Time Information

You can navigate to the 'Messages' tab to review any messages from the commissioner, including the Clarification Log updates.

You should use the Message functionality to raise any clarifications, whilst you are working on your tender response.

There should be no contact with the Commissioner outside of the eProcurement Portal.

Messages (2)



Warning: You have unread Buyer Attachments (1). Click here to read the files before Submitting your Response.

ITT: itt_64 - [ITT Title] Running

Cancel Save As Draft **Send Message**

→| Messages

Message

Subject

Message

Create you message to the Commissioner, attach any files requested and click 'Send Message.'

Attachments

FILENAME	FILE DESCRIPTION	COMMENTS
No Attachments		

Recipients

Submitting your tender



You will see under ‘My Response Summary’ whether you have successfully responded to all questions in all envelopes. When ready, click ‘Submit Response.’

← ITT: itt_64 - [ITT Title]

Running

...

Online Questionnaire In Excel

Submit Response

ITT Details

Messages (Unread 0)

Settings

Buyer Attachments (1)

My Response

Associated Users

→

Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

My Response Summary

ENVELOPE		QUESTION INFORMATION	
1.	Qualification Response	All questions answered	
2.	Technical Response	All questions answered	
3.	Commercial Response	All quoted items completed	Total Price (excluding optional sections)
			0

Respond as a Single Organisation or Bidding Group: My Organisation Only (No consortium)

Currency: GBP

1. Qualification Response (Questions: 2)

1.1 HEADING A - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
----------	-------------	----------

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.

Attain eProcurement portal helpdesk



Phone:

0800 069 8630

+44 203 608 4013

E-mail:

help_UK@jaggaer.com

[Call me back!](#)





Improving health and wellbeing

2-4 Packhorse Road
Gerrards Cross
Buckinghamshire
SL9 7QE
0203 435 6590
contacts@attain.co.uk