

January 2016

Dear Supplier,

RE: CENTRO E-TENDERING PORTAL

Centro have embraced the environmentally friendly, efficient and secure electronic methodologies to facilitate the organisation's sourcing and tendering activities.

In order to view Centro opportunities, all that is required to participate is a valid email address and a reliable internet connection. The eTendering Portal is **FREE** to all suppliers and system requirements are minimal.

We would like to invite you at this time to register your details within the portal at <https://centro.bravosolution.co.uk>. Please be advised that you must be registered and express an interest in a tender provision in order to access available documents on posted opportunities. Centro no longer provides documents by other methods such as post or email.

Benefits of the electronic tendering portal include:

- Having access to Centro tender opportunities
- Secure environment available 24x7
- Secure messaging/correspondence facility
- Instant online publication
- Reduced printer and courier costs
- Reduced carbon footprint
- Fully auditable process

For assistance using/navigating Bravo Solutions, please telephone 0800.368.4850 or email to help@bravosolution.co.uk.

Yours faithfully,

Jennifer Mills
Procurement Manager

REGISTERING WITHIN BRAVO SOLUTION

Web Address: <https://centro.bravosolution.co.uk>



Centro home

Register / Login

username

password

Log In

Register

[Click here for details on how to register](#)

[Forgot your password?](#)

Opportunities

[Current Opportunities](#)

[Past Opportunities](#)

Useful Links

[Contracts Finder](#)

[Find it in Birmingham](#)

[Find it in the black country](#)

[Crown Commercial Service](#)

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[SIMAP](#)

[Pan-government Advertised Opportunities](#)



Welcome to Centro's eTendering Portal

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To get started:

- Browse the list of current opportunities.
- Register your company details (in order to express interest and gain access to tender documents)
- Once you receive your login credentials, or if you are already a registered user, select Log In option.

[Click Here for Centro's Supplier Zone](#)

eTendering Helpdesk

Need assistance?

Please contact our

eTendering helpdesk

Phone:

0800 368 4850

E-mail:

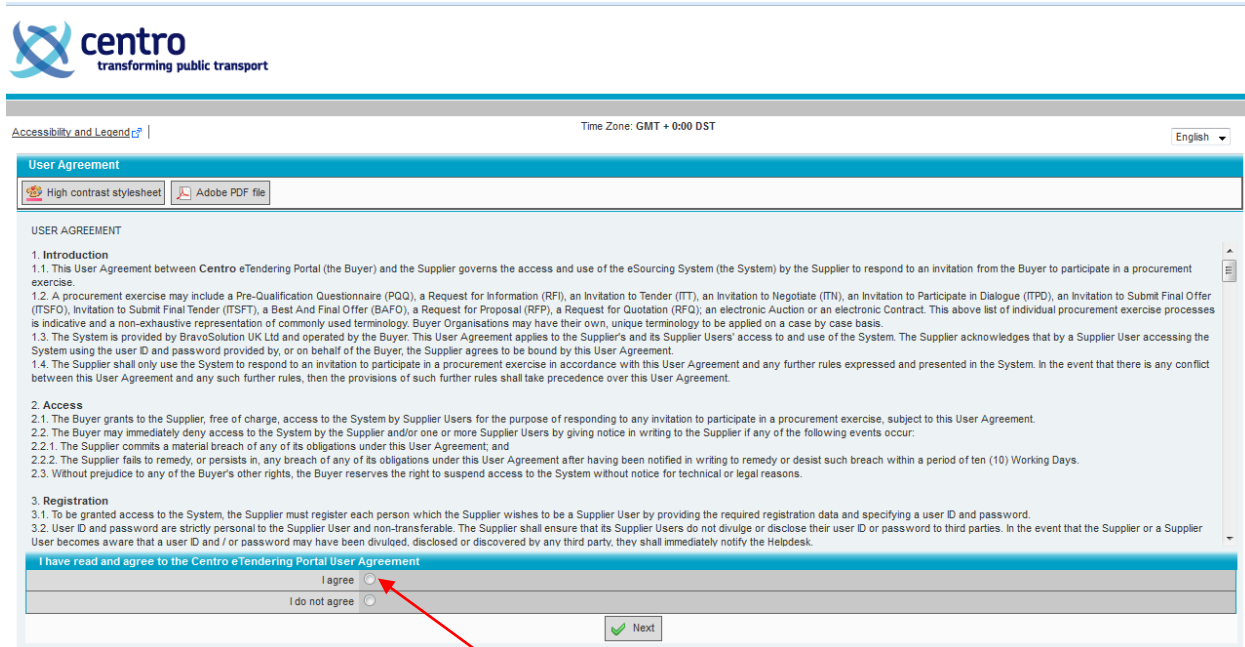
help@bravosolution.co.uk

Help is available
from Bravo
Solutions

Click to
register
details

To register, click the button named **Register**. Fill out the fields then click **Save**. Your username and password will be emailed to the address within your registration. You will shortly receive an email from help@bravosolution.co.uk providing you with your user names and password details. Follow the link indicated within the email and login using the credentials (username and password) provided. You will be asked to change your password upon your first login.

NOTE: There is a video available to provide you with guidance on registering (linked called **Click here for details on how to register**)



User Agreement

Accessibility and Legend | Time Zone: GMT + 0:00 DST | English

High contrast stylesheet | Adobe PDF file

USER AGREEMENT

1. Introduction

1.1. This User Agreement between Centro eTendering Portal (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:

2.2.1. The Supplier commits a material breach of any of its obligations under this User Agreement; and

2.2.2. The Supplier fails to remedy, or persists in, any breach of any of its obligations under this User Agreement after having been notified in writing to remedy or desist such breach within a period of ten (10) Working Days.

2.3. Without prejudice to any of the Buyer's other rights, the Buyer reserves the right to suspend access to the System without notice for technical or legal reasons.

3. Registration

3.1. To be granted access to the System, the Supplier must register each person which the Supplier wishes to be a Supplier User by providing the required registration data and specifying a user ID and password.

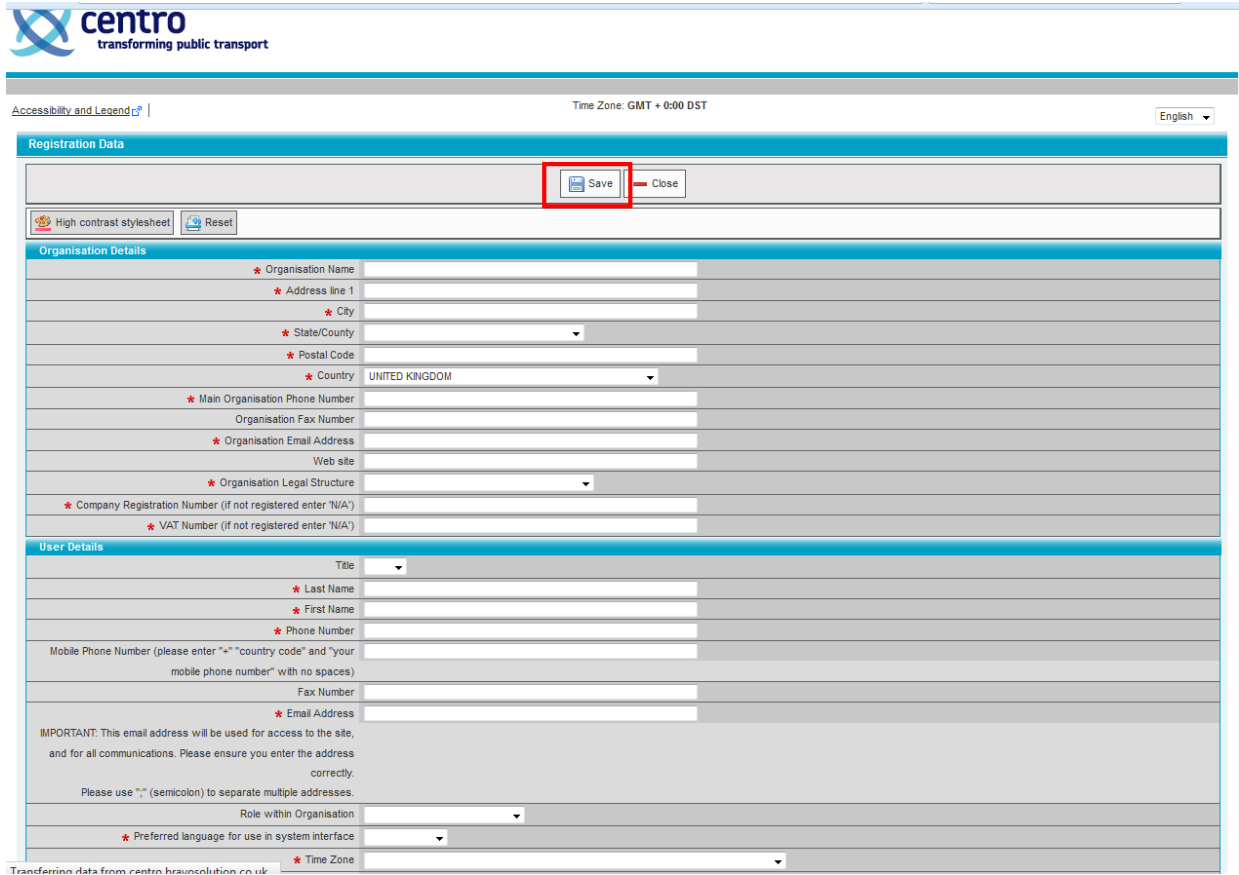
3.2. User ID and password are strictly personal to the Supplier User and non-transferable. The Supplier shall ensure that its Supplier Users do not divulge or disclose their user ID or password to third parties. In the event that the Supplier or a Supplier User becomes aware that a user ID and / or password may have been divulged, disclosed or discovered by any third party, they shall immediately notify the Helpdesk.

I have read and agree to the Centro eTendering Portal User Agreement

I agree ☒ I do not agree ☐

Next

Agree to the user agreement. Click **Next**. The system will guide you through the setup of a basic profile in the first instance.



Enter Organisation Details and User Details as requested. Fields with a red asterisk are mandatory fields.

NOTE: It is important to note that you can enter multiple email addresses in the “Email Address” field which will enable multiple individuals to receive notifications and be aware of opportunities. Please ensure you enter multiple addresses if you would like to ensure more than one individual is aware when an opportunity arises or a communication is received (see field below).

* 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.

Click **Save**. Once you complete your profile, you will then be able to go back and edit your profile at any time. Please ensure that your profile is kept up to date as the data within may form responses to pre-qualification questionnaires and invitation to tenders. In addition, you need to ensure the email addresses are accurate so communications/notifications of opportunities or otherwise are received timely.

It is possible for a supplier to have a single registration to a given mailing address but have multiple email recipients within that one address and or users able to logon to Bravo. As an example, you may be an organisation that has several satellite offices throughout the UK. You may wish for each office to be made aware of tender opportunities but you have headquarters for

We encourage suppliers to keep registrations to a minimum where possible and use the new system functionality to enable correspondence to be sent to multiple recipients when deemed appropriate. Please see below for relevant instructions.

INSTRUCTIONS FOR SINGLE REGISTRATION; MULTIPLE RECIPIENTS

To add an additional email address to your account follow the instructions below:

1. Log onto the e-tendering portal with your username and password.
2. Click onto the link "Profile".
3. Click onto "Edit" at the top of the profile.
4. Scroll down to the User Details section.
5. After the existing email address enter a semi colon, then with no space type the next address.
6. If more addresses are to be added, repeat step 5 separating the addresses with a semi colon each time.

TO SET UP MULTI-USERS ON YOUR ACCOUNT [\(ability for multiple individuals to login to BravoSolutions\)](#)

- After logging in, click on to 'Multi user' or 'Manage Users' underneath "User Profile"
- Click on to [Create] at the top of the screen, fill in the relevant details for that user, and hit [Save] at the top or bottom of the page
- After creating the multi user you will then have to assign them user rights
- To assign user rights, click on to [View User Rights] at the bottom of the screen
- The user rights will all be default set to 'No' so click [Edit] at the top or bottom of the screen and change them accordingly then click [Save] at the top or bottom of the screen
- Each user will then be sent a username and password to log in.

THE FOLLOWING INSTRUCTIONS WILL ENABLE THE ACCOUNT ADMINSTRATOR/SUPER USER TO CHANGE YOUR USER RIGHTS [\(single administrator for your organisation with ability to change user rights of others within your organisation using BravoSolution\)](#)

1. Super User needs to log in to their account
2. Click on to 'Manage Users' underneath "User Profile" near the top left hand corner of the main page
3. Click onto the sub user's name
4. Underneath 'User management' on the left hand side of the screen click on to 'User Rights'
5. Click on to [Edit] at the top or bottom of the screen
6. Change all relevant fields
7. Click on to [Save] at the top or bottom of the screen

LOGGING IN

 **centro**
transforming public transport

Centro home

Register / Login

username

password

[Click here for details on how to register](#)

[Forgot your password?](#)



eTendering Helpdesk

Need assistance?
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Phone:
0800 368 4850
E-mail:
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[Click Here for Centro's Supplier Zone](#)

PROFILE MANAGEMENT

Main Dashboard

My PQQs with Pending Responses

No PQQs found.

Contracts in Negotiation

No Contracts found

New Messages (last 30 days)

No Unread Messages

Quick Links

▼ Standard Links

- Profile
- Published Opportunities
- My Auctions
- My PQQs
- My ITTs
- My Contracts
- Directories

PQQs/ITTs Open to All Suppliers

Currently Open	Next Closing Date
PQQ 0	
ITT 3	

Open and Pending Auctions

No Auctions found.

My ITTs with Pending Responses

No ITTs found.

Profile | User Management | Categories

Locations

- Status Summary
- Status Summary
- Registration Data**
- Registration Data
- Basic Profile
- Basic Profile
- Extended Profile
- Extended Profile
- Questions
- Questions

Company Name: Centro Procurement Test Supplier

[Edit](#) [Modify Password](#) [Print your Supplier Profile](#) [Help for Suppliers](#)

Organisation Details

Organisation Name	Centro Procurement Test Supplier
Address line 1	Centro House, 16 Summer Lane
City	Birmingham
State/County	West Midlands
Postal Code	B19 3SD
Country	UNITED KINGDOM
Main Organisation Phone Number	1212147225
Organisation Fax Number	
Organisation Email Address	procurementteam@centro.org.uk;jennifer mills@centro.org.uk
Web site	http://www.centro.org.uk
Organisation Legal Structure	Legal structure not listed
Company Registration Number (if not registered enter 'N/A')	N/A
VAT Number (if not registered enter 'N/A')	N/A

User Details

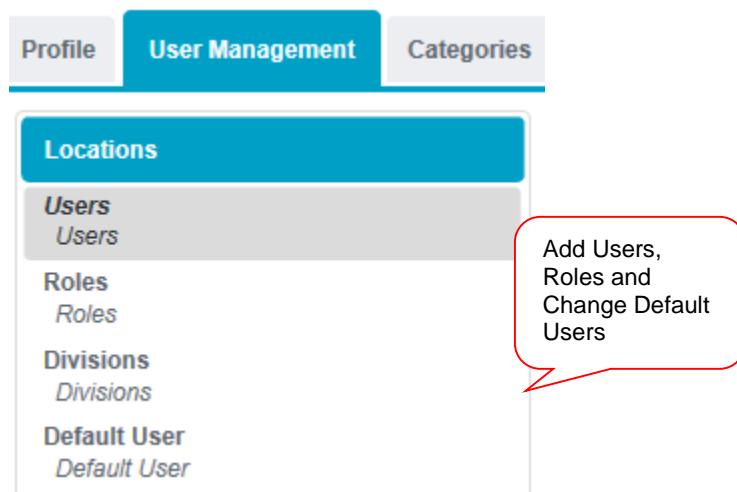
Title	Ms.
Last Name	Mills
First Name	Jennifer
Phone Number	1212147393

This is the
supplier
profile screen

If you have a few folks within your organisation that will work on tenders and wish to give varying access according to roles, you may define roles and divisions and then assign users to those by going to the “User Management” tab.



USER MANAGEMENT



CATEGORY MANAGEMENT



Click on any opportunity you have an interest in; you will then be able to express an interest. You will then have access to relevant documents related to the tender provision.

Published Opportunities

Locations

Current Opportunities

Current Opportunities

Past Opportunities

Past Opportunities

Published Opportunities

Locations

Current Opportunities

Current Opportunities

Past Opportunities

Past Opportunities

Search/Filter

Export List to Excel

Help for Suppliers

	Organisation	Project Reference	Project Title
1	West Midlands Passenger Transport Executive (Centro)		Longbridge Connectivity Package
2	West Midlands Passenger Transport Executive (Centro)	A2015222	Supply and Installation of Automatic Doors
3	West Midlands Passenger Transport Executive (Centro)	A2013090	Smartcard Systems

Published Lots

	Code	Title	Time Limit to Express Interest	
1	itf_291	Request for initial cost estimate - Longbridge Park and Ride Decking Scheme	26/01/2016 12:00	Express Interest View Summary

Buyer Details

Click on Project Title of Interest

Click here to Express Interest

It is important to note that every tender provision has an end date and time (e.g., 12:00 18/01/2016). You may access documents and/or upload or remove documents as often as you like from the time you express an interest until the end date and time. However, you must click **Submit** by the end date and time in order for your tender submission to be considered. Any late submissions may not be considered.

Listing Deadline
26/01/2016 12:00
16/02/2016 16:30
31/03/2016 12:00