



Improving health and wellbeing

# Supplier guide to registering on the Attain eProcurement Portal

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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'

The screenshot shows the Attain eProcurement Portal registration page. At the top left is the Attain logo with the tagline 'Improving health and wellbeing'. Below the logo is a navigation bar with a blue background and white text that reads 'Working in partnership with the NHS to improve people's health and wellbeing'. To the right of this text is a 'More about Attain' button. Below the navigation bar is a main content area with three columns. The left column is titled 'Login' and contains a 'Username' field with the placeholder 'username', a 'Password' field with a masked password '.....', and an 'Enter' button. Below the login fields is a link that says 'I cannot access my account'. The middle column is titled 'Registration' and contains the text 'If you are a Supplier and do not have an existing account, please click Register'. Below this is a section titled 'Opportunities and notices' with a list of three items: 'View current opportunities', 'View past opportunities', and 'View current pan government advertised opportunities'. At the bottom of the middle column is a section titled 'Links' with a list of five items: 'Attain Home', 'Contracts Finder', 'Find a Tender', 'NHS England', and 'Crown Commercial Services (CCS)'. The right column is titled 'Help Desk' and contains the text 'Need assistance? Please contact our eTendering helpdesk:'. Below this are the contact details: 'Phone: 0800 069 8630 +44 203 608 4013', 'E-mail: help\_UK@jaggaer.com', and a 'Call me back!' button.

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.





# Registration

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



## 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'**

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.

✓ 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.


The screenshot shows the JAGGAER ONE dashboard interface. At the top, the logo and time '13:19 WET - Western Europe Time DST' are visible on the left, and 'Welcome Jo Bloggs' with a user icon on the right. The dashboard is divided into several sections:

- Top Row:** Three informational boxes with blue borders and 'i' icons: 'No Contracts to display', 'No Unread Messages', and 'No Auctions to display'.
- Second Row:**
  - MY RUNNING SURVEYS:** A yellow warning box with a triangle icon stating 'You are not allowed to access the content of this Portlet'.
  - MY SQS WITH PENDING RESPONSES:** An informational box with a blue border and 'i' icon stating 'No SQs to display'.
  - QUICK LINKS:** A section containing 'STANDARD LINKS' with a list of blue links: 'My Auctions', 'My Contracts', 'Projects', 'My SQs', 'My ITTs', 'Directories', 'Organisation Profile', and 'My Categories'. The 'Published Opportunities' link at the bottom is highlighted with a red rectangular box.
- Third Row:**
  - SQS/ITTS OPEN TO ALL SUPPLIERS:** A table with two columns: 'CURRENTLY OPEN' and 'NEXT CLOSING DATE'. The first row shows 'SQ' with '0' in the 'CURRENTLY OPEN' column and '-' in the 'NEXT CLOSING DATE' column.
  - MY ITTS WITH PENDING RESPONSES:** An informational box with a blue border and 'i' icon stating 'No ITTs to display'.

# Accessing SQs and ITTs

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



-  Sourcing
  - Projects
  - SQs
  - ITTs**
    - My ITTs**
    - ITTs Open to All Suppliers
  - Auctions
  - Contracts
  - Published Opportunities

### NEW MESSAGES (LAST 30 DAYS)

No Unread Messages

### OPEN AND PENDING AUCTIONS

No Auctions to display

### 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

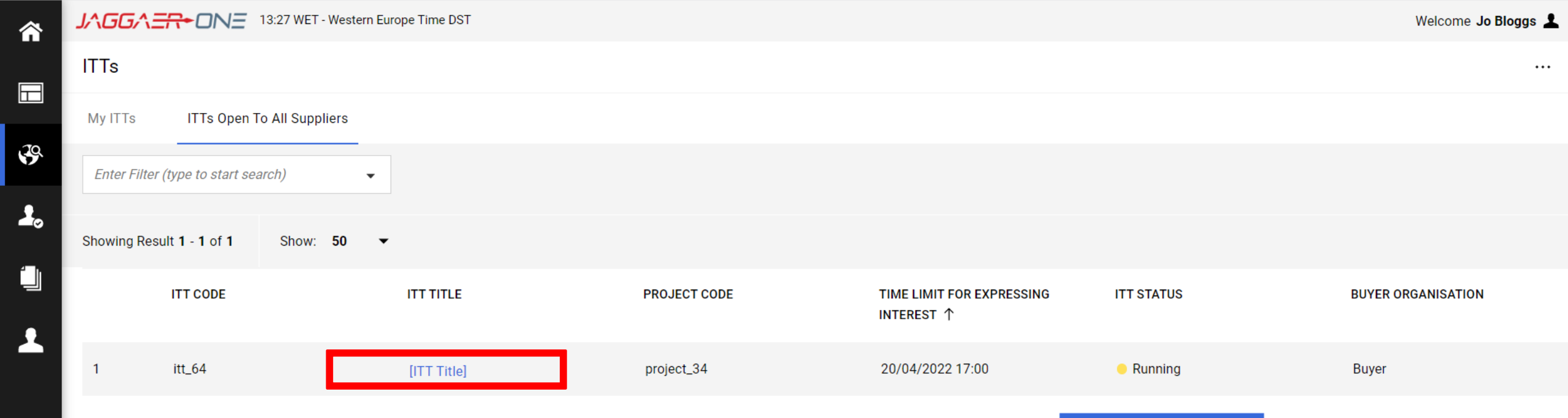
CURRENTLY OPEN	NEXT CLOSING DATE
0	-

### MY ITTS WITH PENDING RESPONSES

No ITTs to display

# 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



The screenshot shows the Attain Bravo Supplier Guide interface. At the top, there is a header with the JAGGAER ONE logo, the time 13:27 WET - Western Europe Time DST, and a welcome message for Jo Bloggs. Below the header, there is a navigation bar with 'ITTs' and a search filter 'Enter Filter (type to start search)'. The main content area displays a table of ITTs. The table has the following columns: ITT CODE, ITT TITLE, PROJECT CODE, TIME LIMIT FOR EXPRESSING INTEREST, ITT STATUS, and BUYER ORGANISATION. The first row of the table is highlighted, and the 'ITT TITLE' cell is enclosed in a red box. The 'Express Interest' button is visible in the bottom right corner of the screenshot.

	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

[Express Interest](#)

11. You may see a pop up notification. Click **'OK'**



# Accessing Buyer Attachments



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)
- 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.

Showing Result 1 - 1 of 1

Cancel Download Selected Files

	<input type="checkbox"/>	FOLDER/FILE NAME	SIZE
1	<input checked="" type="checkbox"/>	Event _ itt_64 - [ITT Title]/ Test Document.docx	12 KB

Total Files Selected: 1

Download Selected Files

# 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

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 Title [ITT Title]
ITT Description	Supplier Access ITT Open to All Suppliers
Event Currency GBP	Test ITT No
Buyer Organisation Buyer	Buyer Name Training Buyer 1
Allow Bidding Group Response Yes	
Categories 85323000-9 - Community health services	

→| 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 shows the JAGGAER ONE interface for an ITT (ITT: itt\_64 - [ITT Title]). The status is 'Running'. In the top right corner, there are two buttons: 'Decline To Respond' (highlighted in red) and 'Intend To Respond' (highlighted in blue). The main content area shows the 'My Response' tab selected, with a dropdown menu for 'Respond as a Single Organisation or Bidding Group: My Organisation Only (No consortium)'. Below this, there are sections for '1. Qualification Response (Questions: 2)' and '1.1 HEADING A - QUESTION SECTION'. The table below shows two questions:

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

A modal dialog is open over the table, titled 'Enter Decline to Respond Reason Details'. It contains a text input field with the text: 'If you Decline, you will be asked to give a reason and then click 'Decline to Respond' again.' The dialog also shows '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'.

The screenshot shows the JAGGAER ONE application interface. At the top, the user is logged in as 'Jo Bloggs'. The main navigation bar includes 'ITT: itt\_64 - [ITT Title]' with a 'Running' status, and buttons for 'Online Questionnaire In Excel' and 'Submit Response'. Below this, there are tabs for 'ITT Details', 'Messages (Unread 0)', 'Settings', 'Buyer Attachments (1)', 'My Response', and 'Associated Users'. The 'My Response' tab is active, showing a message: 'Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response''. Below this is a 'My Response Summary' section with an 'ENVELOPE' table:

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

Below the table, there is a dropdown menu for 'Respond as a Single Organisation or Bidding Group: My Organisation Only (No consortium)'. The currency is set to 'GBP'. The main content area shows a question section '1.1 HEADING A - QUESTION SECTION' with columns for 'QUESTION', 'DESCRIPTION', and 'RESPONSE'. A dialog box is open in the center, titled 'Respond as a Single Organisation or Bidding Group:'. It contains a message: 'Replying as a Bidding Group requires configuration in the Manage Bidding Group area'. Below this is a 'Select Response Type' section with two radio buttons: 'My Organisation Only (No consortium)' (selected) and 'Consortium (unspecified / other type)'. At the bottom of the dialog are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted by a red box.

# 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. <a href="#">Qualification Response</a>	All questions answered	
2. <a href="#">Technical Response</a>	All questions answered	
3. <a href="#">Commercial Response</a>	All quoted items completed	
<b>Total Price (excluding optional sections)</b>		<b>1,000</b>

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.....	<div style="border: 2px solid red; padding: 5px;"><p>---</p><p>---</p><p>Yes</p><p>No</p></div>

1.2 HEADING B - QUESTION SECTION

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

# 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

→ | **i** 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.

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.

**OK** Cancel

Intranet Home - Ho... Attain NetSuite - Custome... Google SIMAP - | Ho... Supplier Registratio... Contracts Finder -... » Other bookmarks

Welcome Jo Blogs

JAGGAER ONE 13:56 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 Respon

Cancel Save Changes Save And Exit Response

Refresh Validate Response

Total Price (excluding optional sections) 0

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

Characters available 509

Save And Return

Section Sub Total 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-ONE 14:00 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.	<a href="#">Qualification Response</a>	All questions answered	
2.	<a href="#">Technical Response</a>	All questions answered	
3.	<a href="#">Commercial Response</a>	All quoted items completed	<b>Total Price (excluding optional sections)</b> <span style="float: right; background-color: #ffff00;">0</span>

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

**1** 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 [Question 1]	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.

JAGGAER ONE 13:38 WET - Western Europe Time DST

Welcome Jo Bloggs

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

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.	<a href="#">Qualification Response</a>	All questions answered		
2.	<a href="#">Technical Response</a>	All questions answered		
3.	<a href="#">Commercial Response</a>	All quoted items completed	<b>Total Price (excluding optional sections)</b>	<b>0</b>

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
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# Attain eProcurement portal helpdesk



## Phone:

0800 069 8630

+44 203 608 4013

## E-mail:

[help\\_UK@jaggaer.com](mailto:help_UK@jaggaer.com)

**Call me back!**





Improving health and wellbeing

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