

# Registering on the Attain portal and Applying for a tender

BravoAdvantage 16 Userguide  
March 2017

# Getting Started

A Contract Finders or an Official Journal of European Union (OJEU) Notice will ask you to register and obtain the tender documents for any procurement run on the Attain e-tendering Bravo Portal.

You must register your organisation if not already registered.

You will be required to do this only once.

Please note that all information submitted via this portal is strictly secure and restricted to the Attain Procurement Team.

# Types of tenders on Bravo

- **Pre-qualification questionnaire – PQQ**
  - This can also be Market Engagement or Request for Information (RFI)
- **Invitation to Tender – ITT**
  - This can also be an Invitation to Quote (ITQ)
- **Any qualified Provider (AQP)**

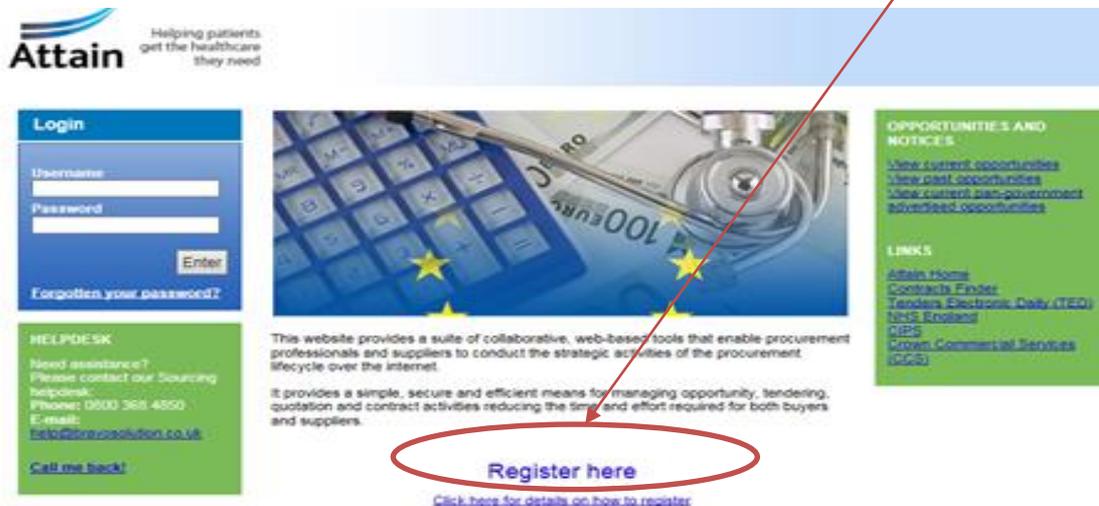
# Registration

To register with the Attain E-Tendering portal:

1. Click on link below for the portal

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

2. From the portal Home Page, click the 'Click Here to Register' link



**Attain** Helping patients get the healthcare they need

**Login**

Username:

Password:

[Forgotten your password?](#)

**HELPDESK**

Need assistance?  
Please contact our Sourcing helpdesk:  
Phone: 0500 368 4500  
E-mail: [help@bravosolution.co.uk](mailto:help@bravosolution.co.uk)  
[Call me back!](#)

This website provides a suite of collaborative, web-based tools that enable procurement professionals and suppliers to conduct the strategic activities of the procurement lifecycle over the internet.

It provides a simple, secure and efficient means for managing opportunity, tendering, quotation and contract activities reducing the time and effort required for both buyers and suppliers.

**OPPORTUNITIES AND NOTICES**

- [View current opportunities](#)
- [View past opportunities](#)
- [View current pan-government advertised opportunities](#)
- [View past opportunities](#)

**LINKS**

- [Attain Home](#)
- [Contracts Finder](#)
- [Tenders Electronic Daily \(TED\)](#)
- [The Electronic Procurement Gateway \(EPG\)](#)
- [Government Commercial Services \(GCS\)](#)

[Register here](#)

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

# Registration

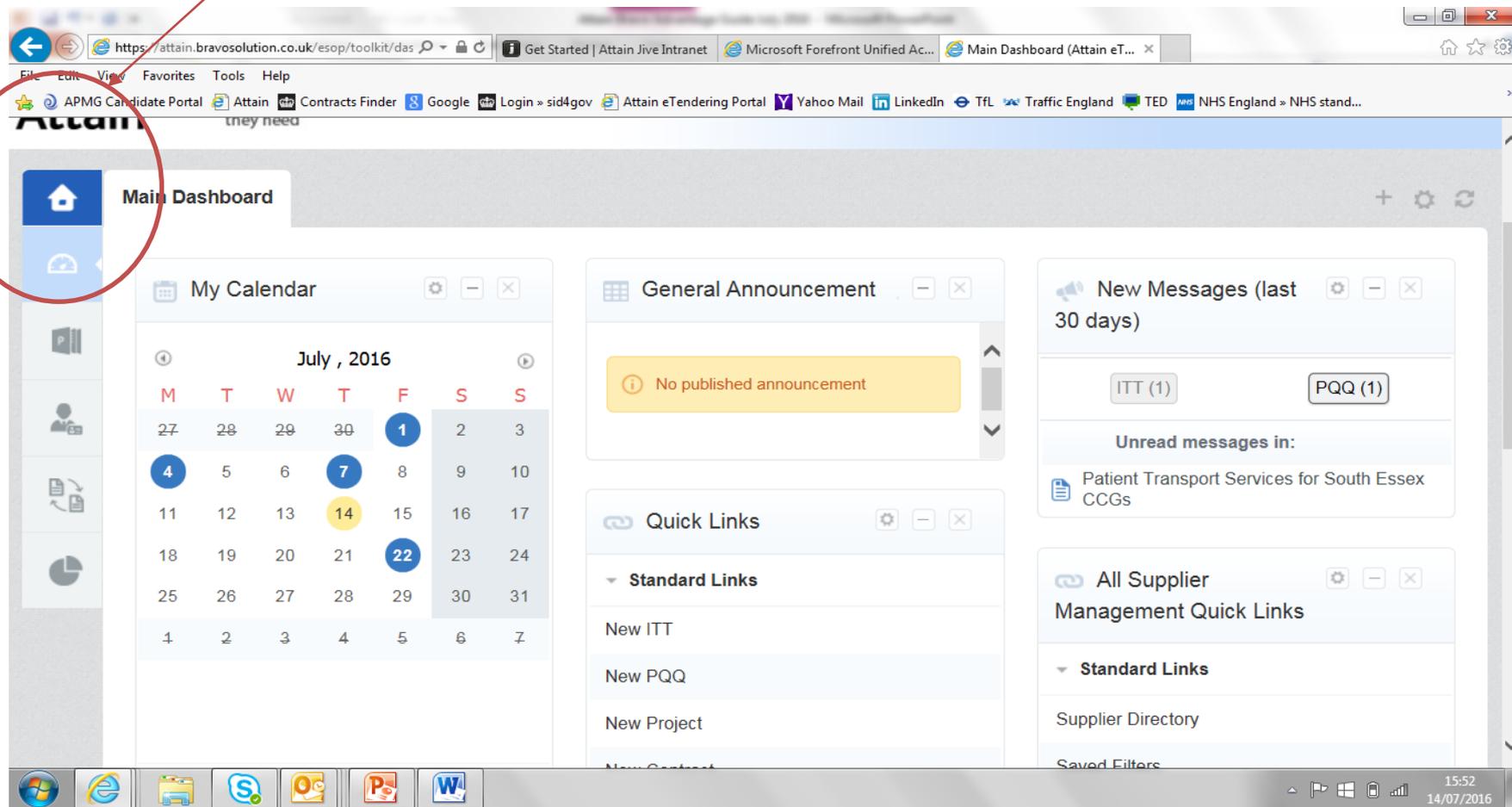
3. Accept the terms & conditions for using the portal
4. Complete your organisation & personal details
5. Choose a memorable username and submit
6. You will then be sent an email with your unique password, please treat this securely (if you lose it there is a 'Forgot my Password' link on the portal homepage)

***To Note: Once you have registered, there is an option 'Help for suppliers for any stage of the process'***

***Important Note: Any AQP processes are always uploaded as an ITT (Invitation to Tender)***

# Finding your PQQ/ITT/AQP

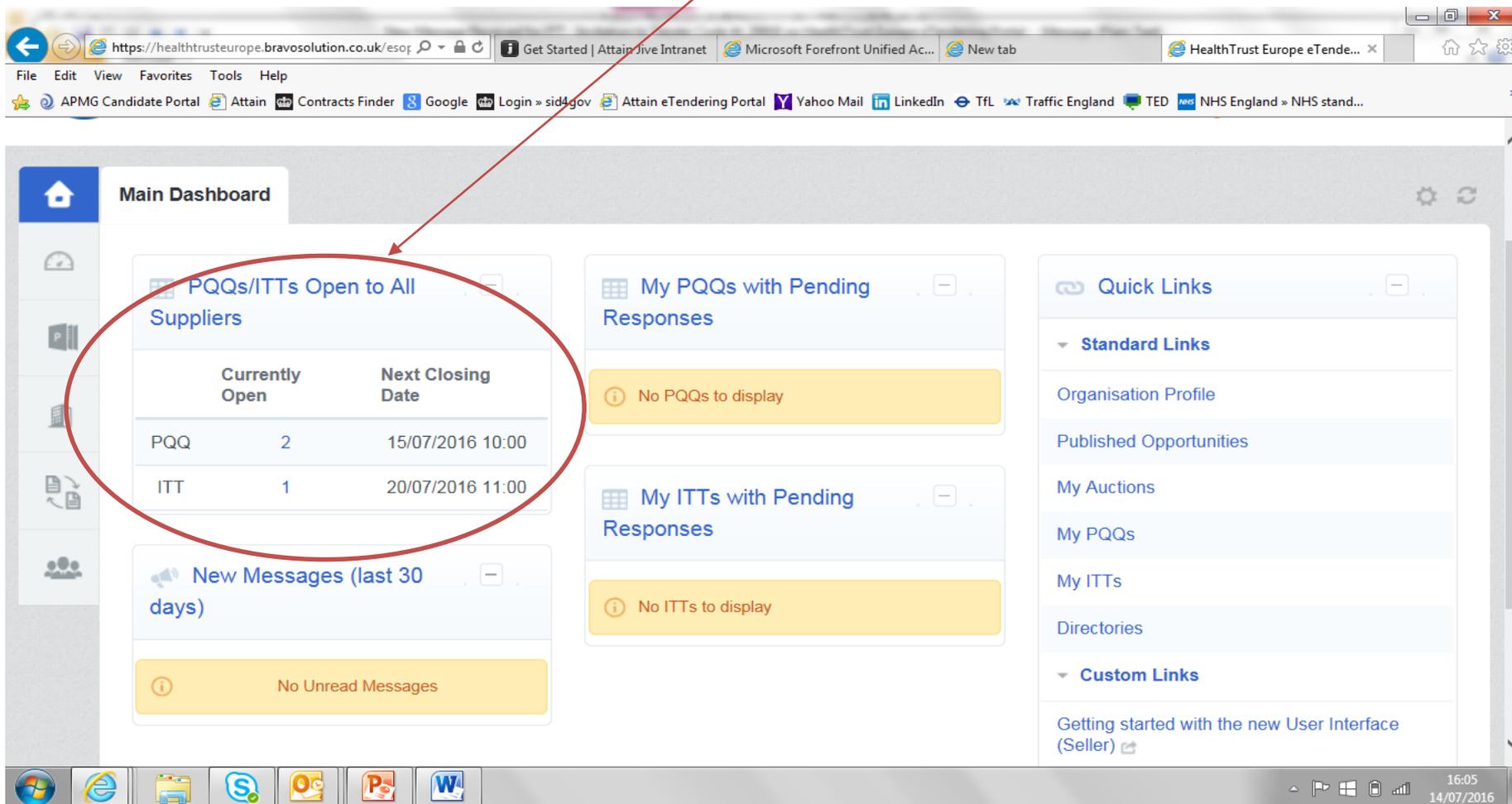
1. You will land on the Main Dashboard which looks like this:
2. Always use the home Key to go back to the dashboard.



The screenshot shows the Attain Main Dashboard in a web browser. The browser address bar displays <https://attain.bravosolution.co.uk/esop/toolkit/das>. The dashboard features a sidebar on the left with a home icon circled in red. The main content area includes a calendar for July 2016, a general announcement section with a 'No published announcement' message, a 'New Messages (last 30 days)' section showing 1 ITT and 1 PQQ, and a 'Quick Links' section with 'Standard Links' for New ITT, New PQQ, and New Project. The Windows taskbar at the bottom shows the time as 15:52 on 14/07/2016.

# Finding your PQQ/ITT/AQP

## 2. Navigate to PQQs/ITTs Open to all Suppliers (note AQPs are under ITT)



**Main Dashboard**

**PQQs/ITTs Open to All Suppliers**

	Currently Open	Next Closing Date
PQQ	2	15/07/2016 10:00
ITT	1	20/07/2016 11:00

**My PQQs with Pending Responses**

No PQQs to display

**My ITTs with Pending Responses**

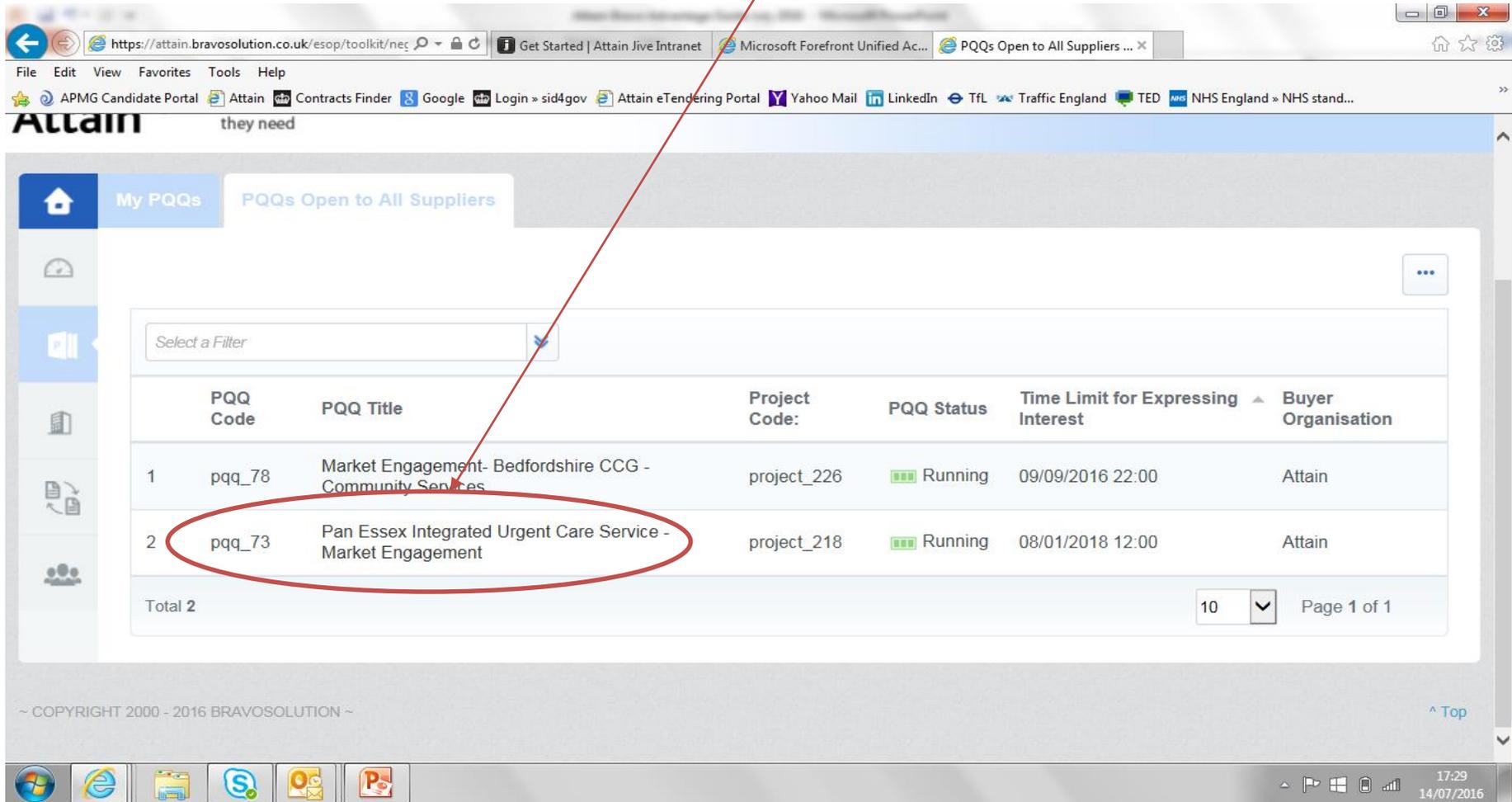
No ITTs to display

**Quick Links**

- Standard Links
  - Organisation Profile
  - Published Opportunities
  - My Auctions
  - My PQQs
  - My ITTs
  - Directories
- Custom Links
  - Getting started with the new User Interface (Seller)

# Finding your PQQ/ITT/AQP

3. Click on **PQQ** or **ITT** and then click on the **name** of the tender you are interested in



The screenshot shows a web browser window displaying the Attain portal. The page title is "PQQs Open to All Suppliers". A table lists two PQQs. The second entry, "Pan Essex Integrated Urgent Care Service - Market Engagement", is circled in red. A red arrow points from the text above to this entry.

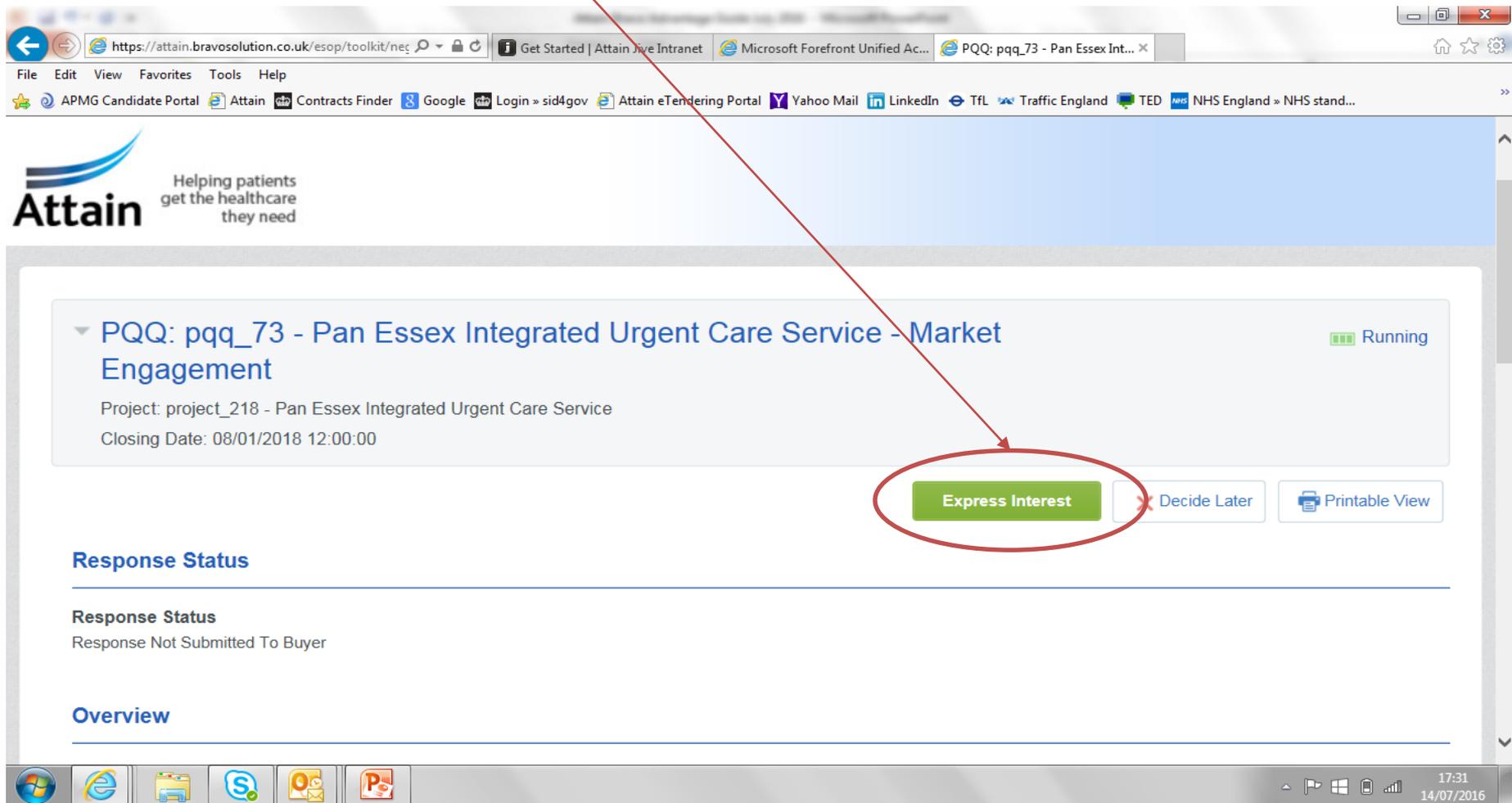
	PQQ Code	PQQ Title	Project Code:	PQQ Status	Time Limit for Expressing Interest	Buyer Organisation
1	pqq_78	Market Engagement- Bedfordshire CCG - Community Services	project_226	Running	09/09/2016 22:00	Attain
2	pqq_73	Pan Essex Integrated Urgent Care Service - Market Engagement	project_218	Running	08/01/2018 12:00	Attain

Total 2

10 Page 1 of 1

# Finding your PQQ/ITT/AQP

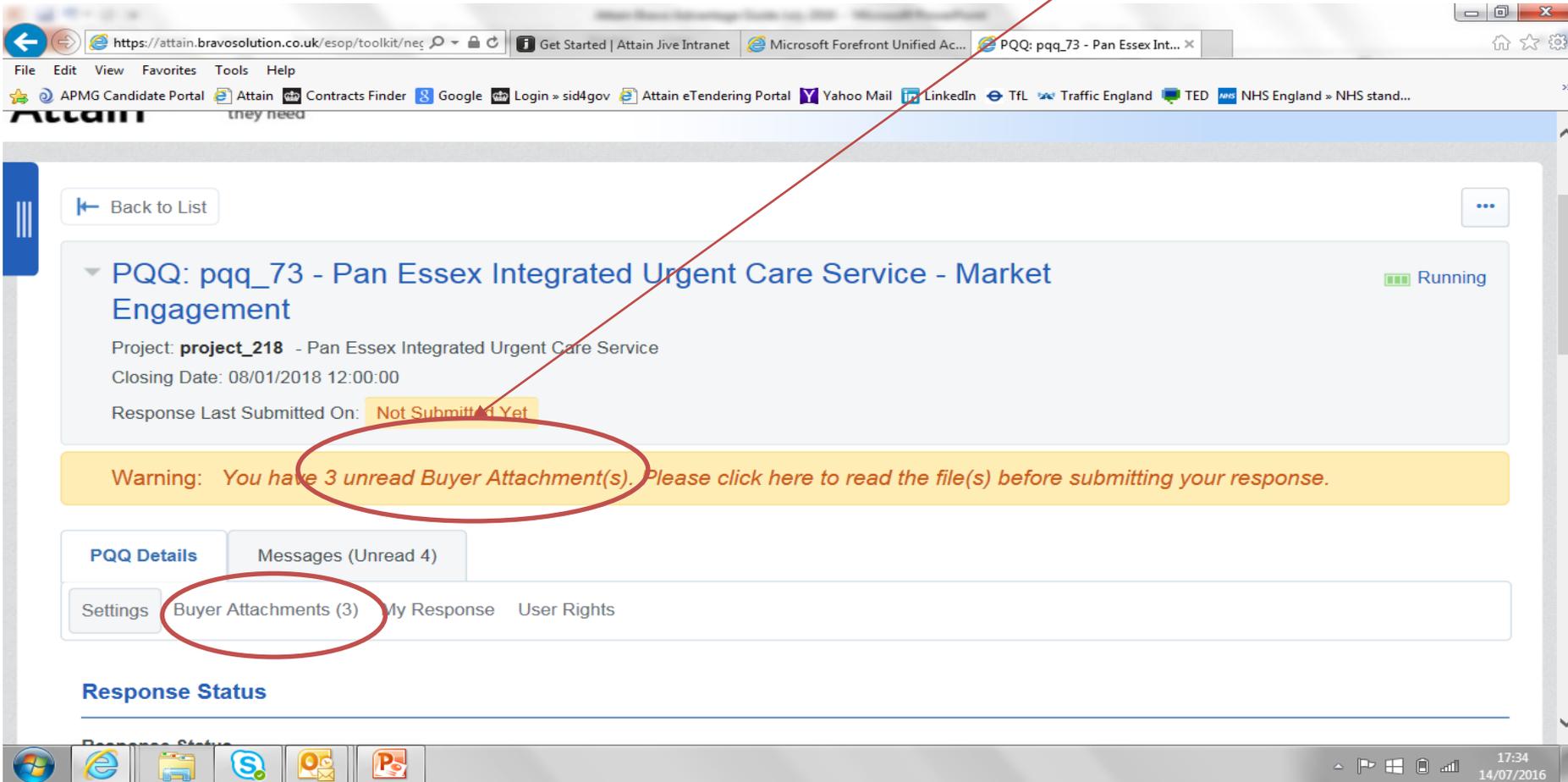
## 4. Then click on Express Interest



The screenshot shows a web browser window with the URL <https://attain.bravosolution.co.uk/esop/toolkit/nes>. The browser's address bar and tabs are visible, including 'Get Started | Attain Live Intranet', 'Microsoft Forefront Unified Ac...', and 'PQQ: pqq\_73 - Pan Essex Int...'. The browser's menu bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The browser's toolbar shows various icons for 'APMG Candidate Portal', 'Attain', 'Contracts Finder', 'Google', 'Login » sid4gov', 'Attain eTendering Portal', 'Yahoo Mail', 'LinkedIn', 'TfL', 'Traffic England', 'TED', and 'NHS England » NHS stand...'. The main content area features the Attain logo and the tagline 'Helping patients get the healthcare they need'. Below this, a PQQ entry is displayed: 'PQQ: pqq\_73 - Pan Essex Integrated Urgent Care Service - Market Engagement' with a 'Running' status indicator. The entry details include 'Project: project\_218 - Pan Essex Integrated Urgent Care Service' and 'Closing Date: 08/01/2018 12:00:00'. At the bottom of the entry, there are three buttons: 'Express Interest' (highlighted with a red circle and a red arrow), 'Decide Later', and 'Printable View'. Below the entry, there are sections for 'Response Status' (showing 'Response Not Submitted To Buyer') and 'Overview'. The Windows taskbar at the bottom shows the system tray with the time '17:31' and date '14/07/2016', and several application icons.

# Finding your PQQ/ITT/AQP

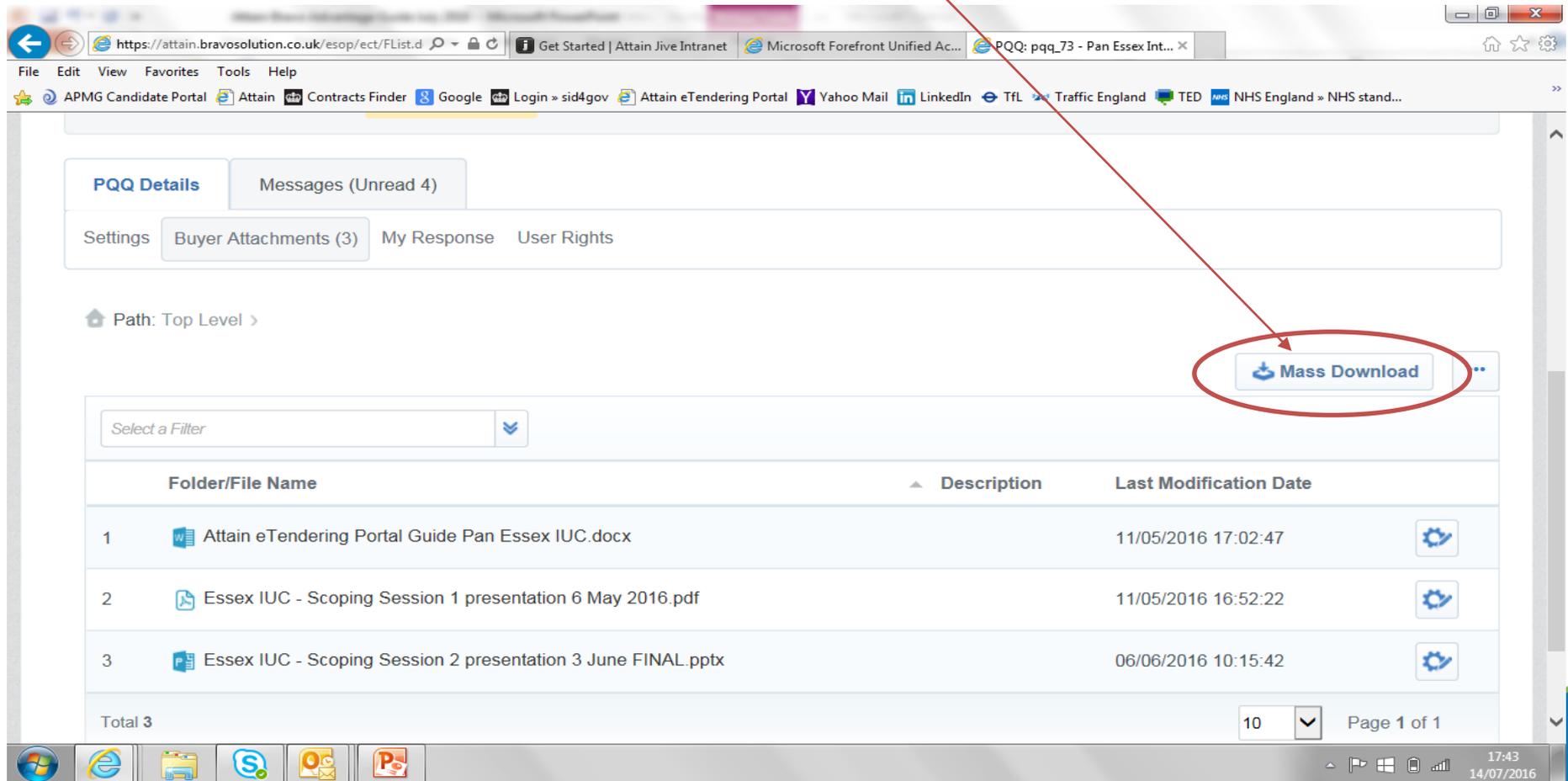
5. Once you Express Interest, you will be able to download the documents by clicking on the message or clicking on “Buyer Attachments”



The screenshot shows a web browser window displaying the Attain eTendering Portal. The main content area shows a PQQ entry for "PQQ: pqq\_73 - Pan Essex Integrated Urgent Care Service - Market Engagement" with a status of "Running". Below the entry, there is a warning message: "Warning: You have 3 unread Buyer Attachment(s). Please click here to read the file(s) before submitting your response." The "Buyer Attachments (3)" link is circled in red. The "Response Last Submitted On" field is highlighted in yellow and contains the text "Not Submitted Yet". The browser's address bar shows the URL "https://attain.bravosolution.co.uk/esop/toolkit/nec...". The Windows taskbar at the bottom shows the system tray with the date and time "17:34 14/07/2016".

# Downloading Documents

6. After clicking on message you can see the document list which you can download individually by clicking on their names or use **“Mass Download”** to get all documents in one go



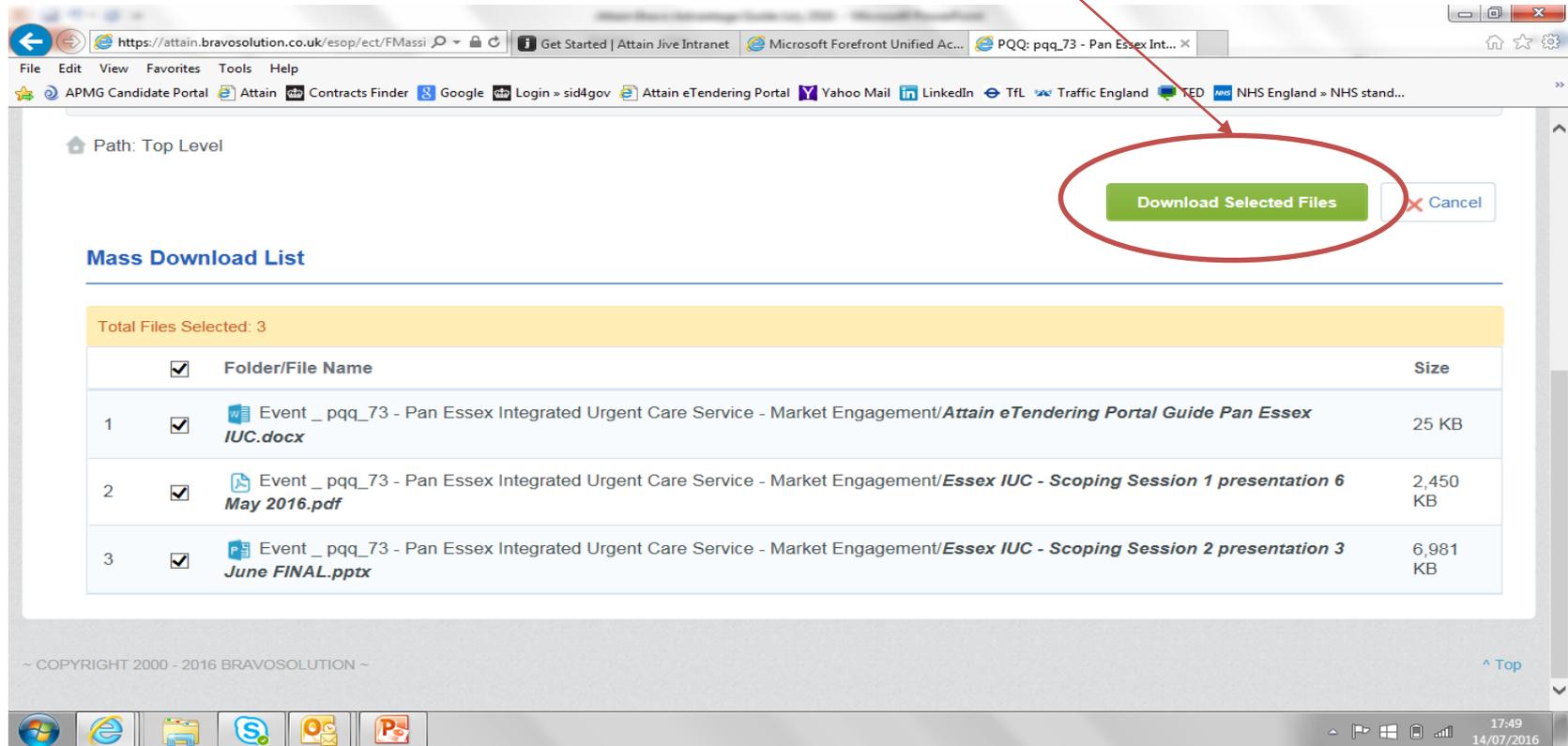
The screenshot shows a web browser window displaying the Attain eTendering Portal. The URL is <https://attain.bravosolution.co.uk/esop/ect/FList.d>. The page has several tabs: "PQQ Details", "Messages (Unread 4)", "Settings", "Buyer Attachments (3)", "My Response", and "User Rights". A breadcrumb path shows "Path: Top Level >". A "Mass Download" button is circled in red, with a red arrow pointing to it from the text above. Below the button is a table of documents:

Folder/File Name	Description	Last Modification Date
1	Attain eTendering Portal Guide Pan Essex IUC.docx	11/05/2016 17:02:47
2	Essex IUC - Scoping Session 1 presentation 6 May 2016.pdf	11/05/2016 16:52:22
3	Essex IUC - Scoping Session 2 presentation 3 June FINAL.pptx	06/06/2016 10:15:42

At the bottom of the table, it says "Total 3". The page is on "Page 1 of 1". The Windows taskbar at the bottom shows the time as 17:43 on 14/07/2016.

# Mass Downloading

7. Files are already selected so you click on the green button



Path: Top Level

**Download Selected Files**

### Mass Download List

Total Files Selected: 3

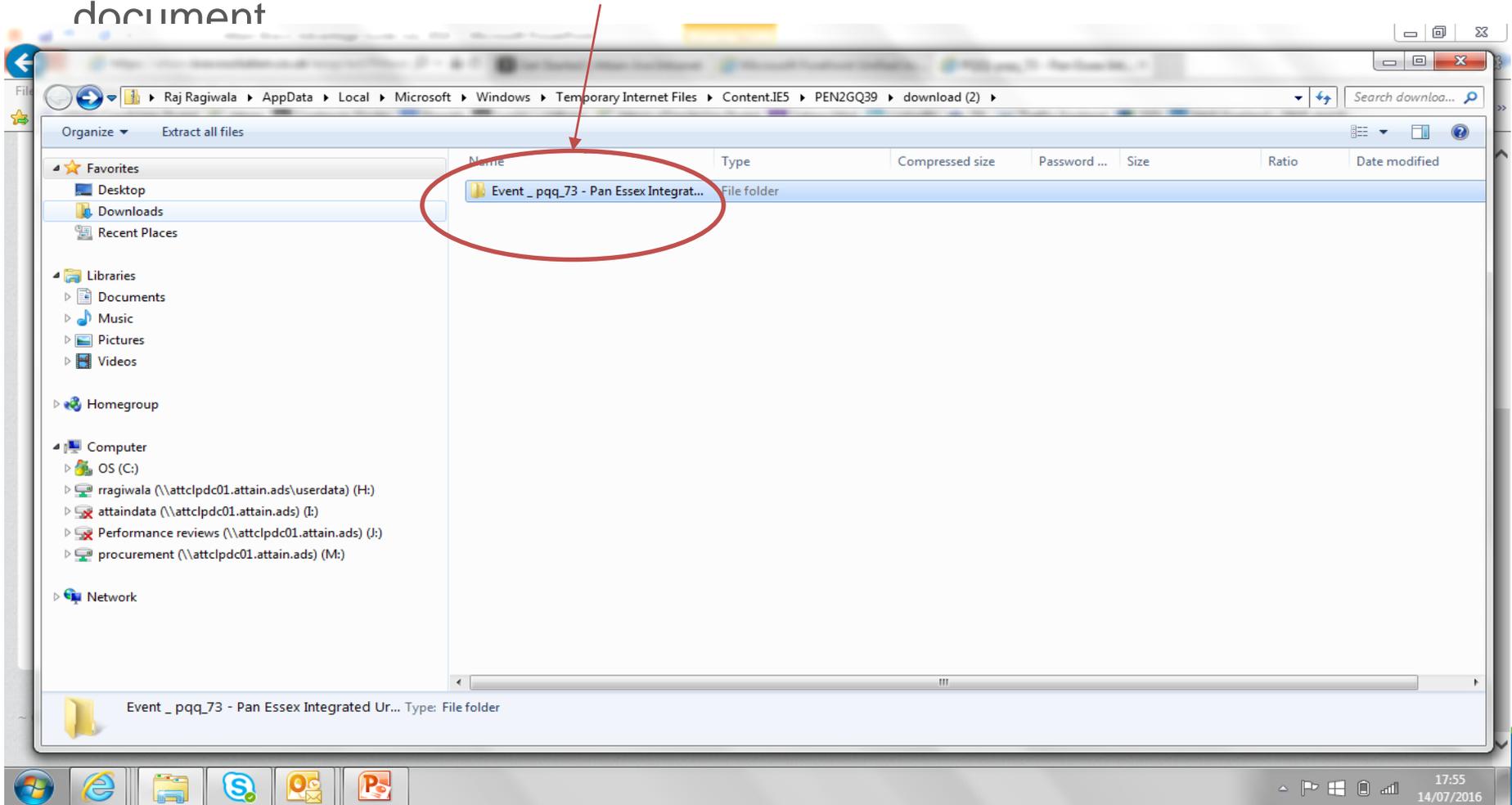
<input checked="" type="checkbox"/>	Folder/File Name	Size
1 <input checked="" type="checkbox"/>	Event _ pqq_73 - Pan Essex Integrated Urgent Care Service - Market Engagement/ <i>Attain eTendering Portal Guide Pan Essex IUC.docx</i>	25 KB
2 <input checked="" type="checkbox"/>	Event _ pqq_73 - Pan Essex Integrated Urgent Care Service - Market Engagement/ <i>Essex IUC - Scoping Session 1 presentation 6 May 2016.pdf</i>	2,450 KB
3 <input checked="" type="checkbox"/>	Event _ pqq_73 - Pan Essex Integrated Urgent Care Service - Market Engagement/ <i>Essex IUC - Scoping Session 2 presentation 3 June FINAL.pptx</i>	6,981 KB

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**Note: mass download requires a Java plug-in, if you cannot use mass download then proceed downloading individual files.**

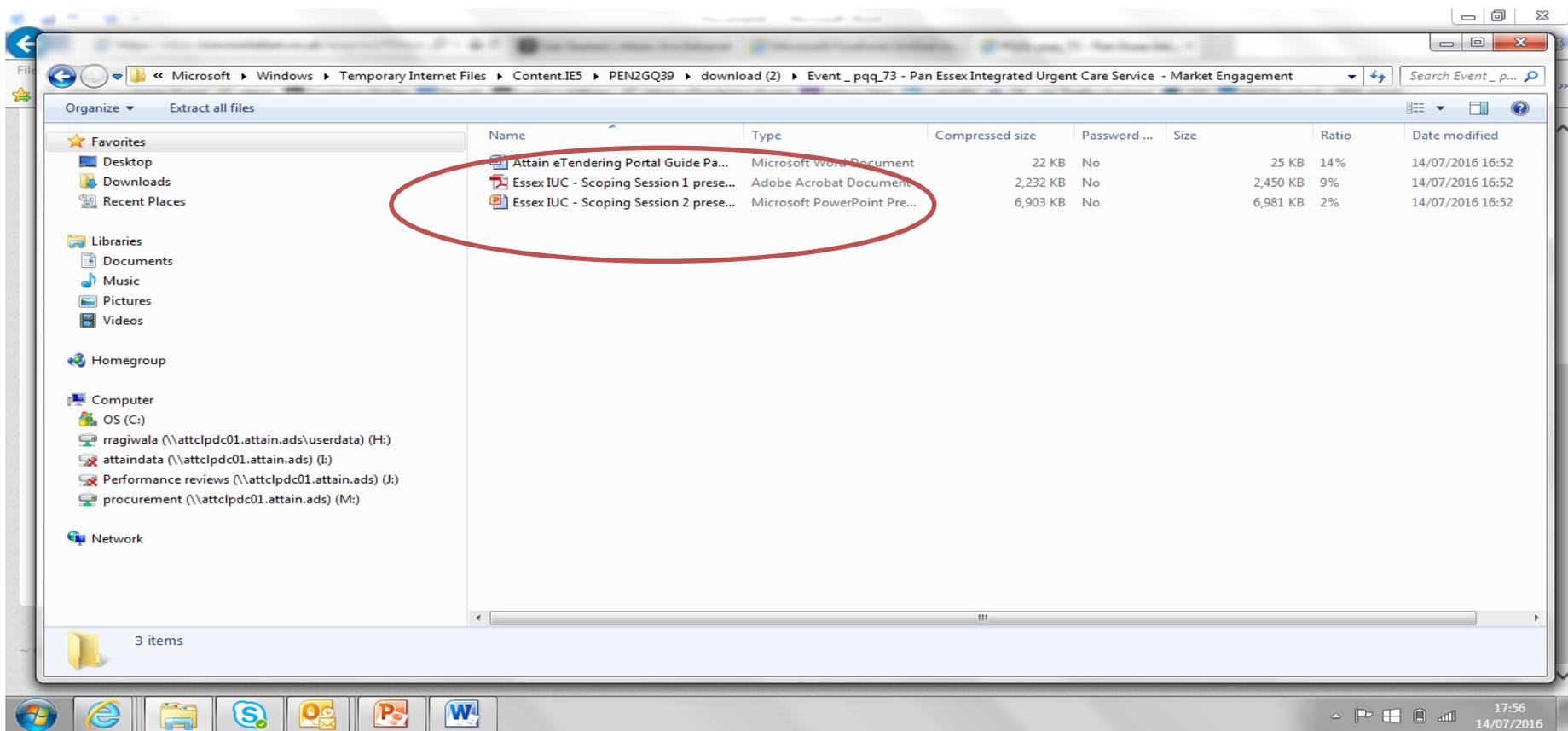
# Mass Downloading

8. Files are downloaded in a folder and double click to see the document



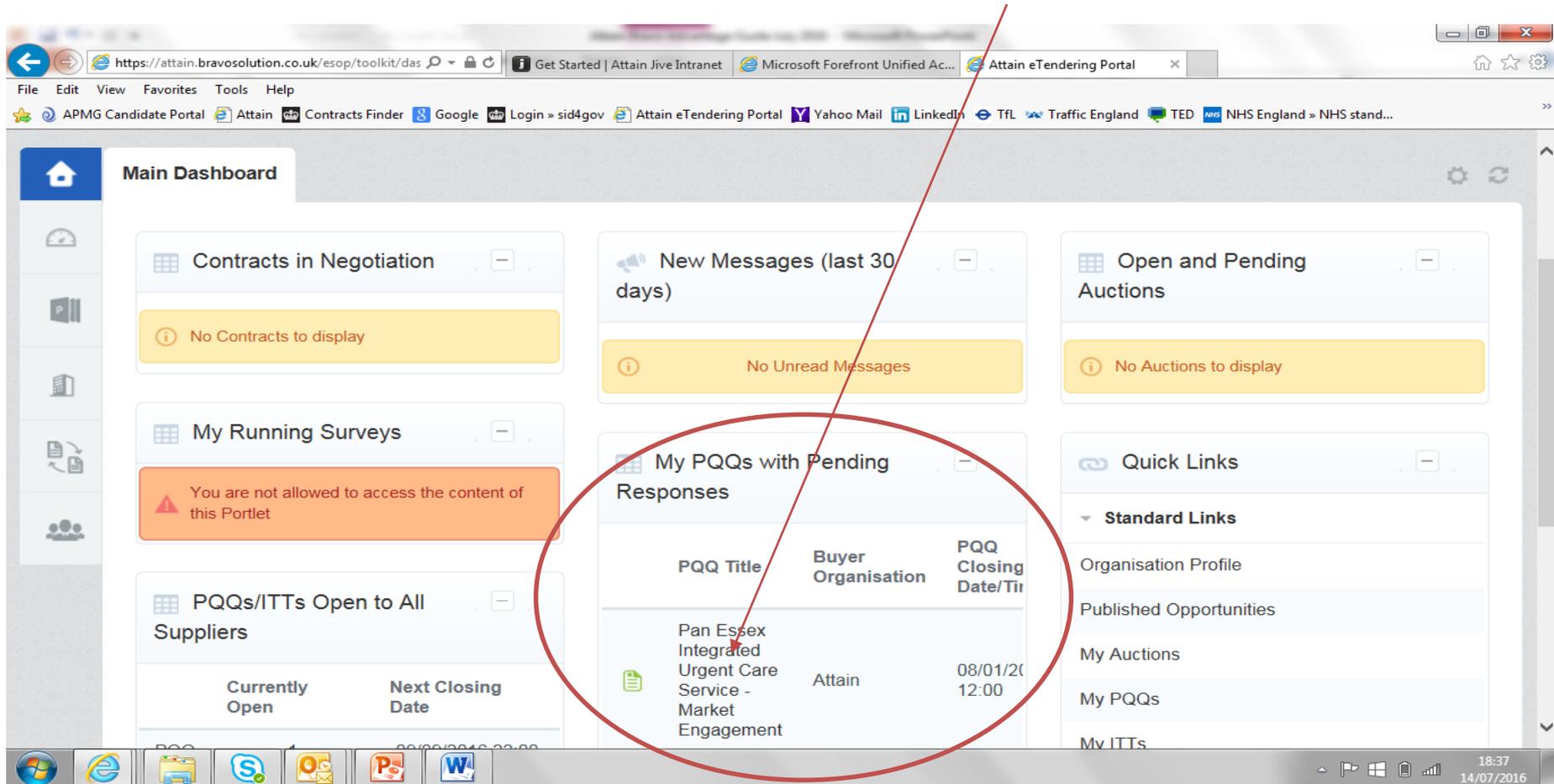
# Mass Downloading

9. Save these files on your computer and then on Bravo cancel the mass download to get back to the PQQ or ITT Screen. You can now answer the questions in the word document and return to Bravo to submit your bid.



# Submitting your response

10. When you return to Bravo, you can access the tender from My PQQs or if it is an ITT – My ITTs from the main Dashboard. Click on name



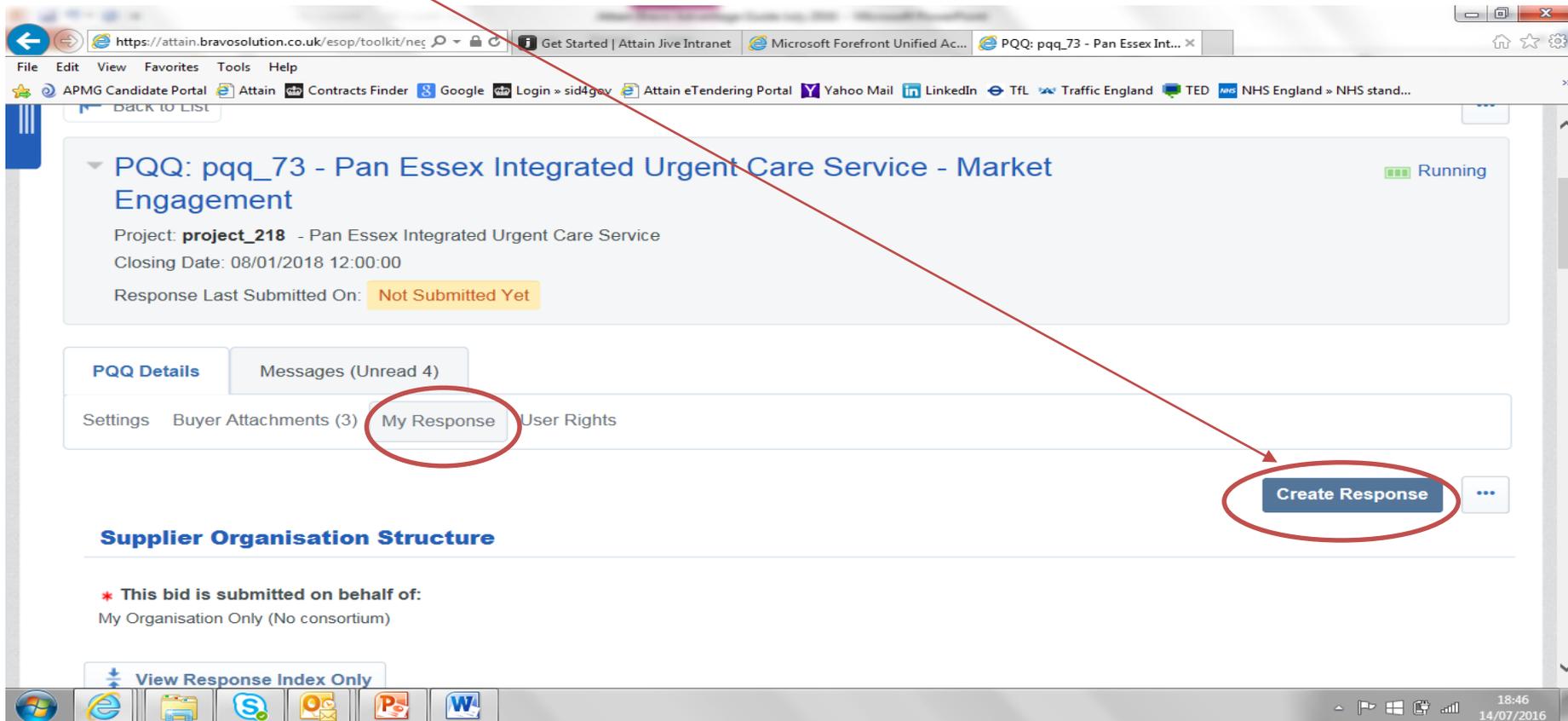
The screenshot shows the Attain eTendering Portal Main Dashboard. The dashboard is divided into several sections:

- 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 PQQs with Pending Responses:** A table with the following data:

PQQ Title	Buyer Organisation	PQQ Closing Date/Ti
Pan Essex Integrated Urgent Care Service - Market Engagement	Attain	08/01/2016 12:00
- Quick Links:** Organisation Profile, Published Opportunities, My Auctions, My PQQs, My ITTs.
- PQQs/ITTs Open to All Suppliers:** A table with columns for 'Currently Open' and 'Next Closing Date'.

# Submitting your response

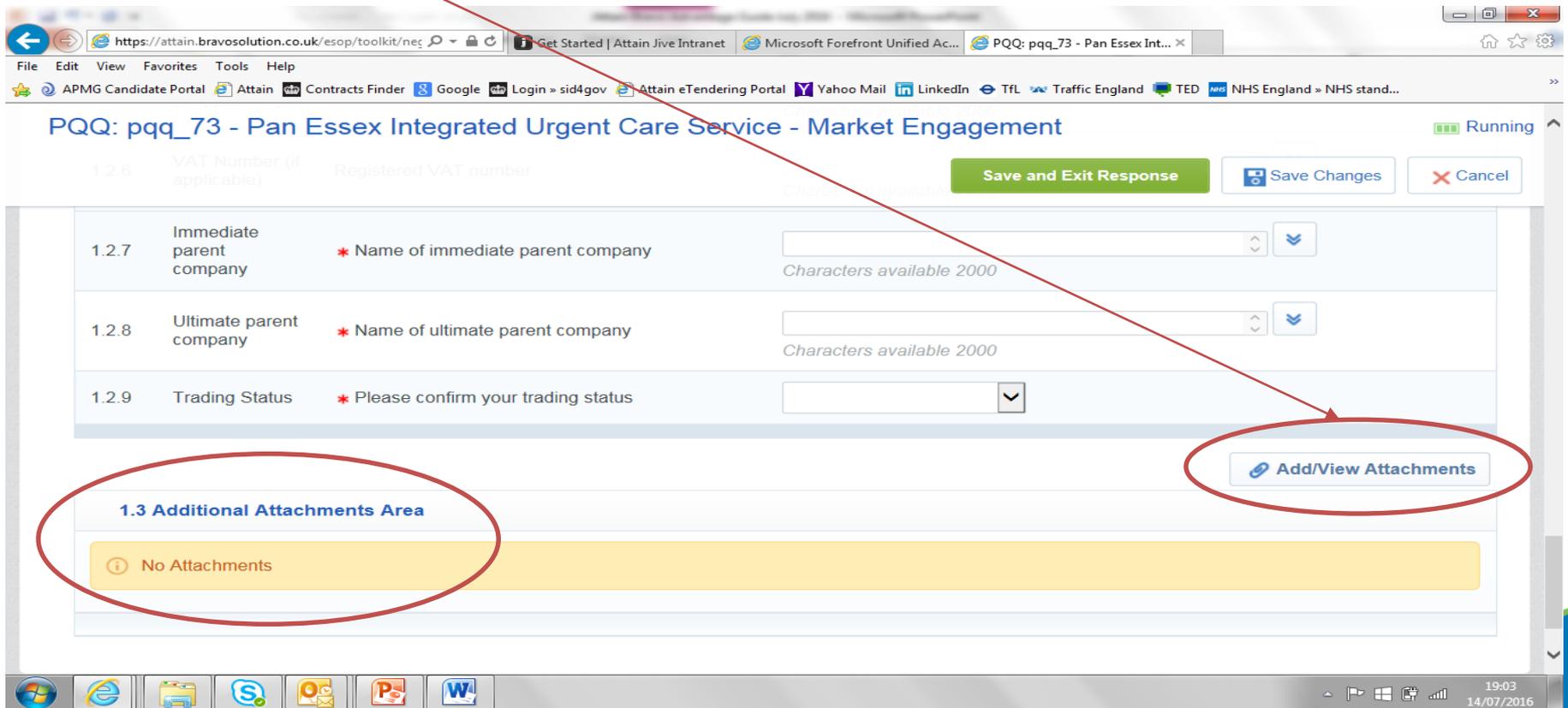
11. Clicking on name will take you into the **My Response** and the standard questions will show further down to complete on-line by clicking on **Create Response**



The screenshot displays the Attain eTendering Portal interface. The main heading is "PQQ: pqq\_73 - Pan Essex Integrated Urgent Care Service - Market Engagement", with a status of "Running". Below this, project details are shown: "Project: project\_218 - Pan Essex Integrated Urgent Care Service", "Closing Date: 08/01/2018 12:00:00", and "Response Last Submitted On: Not Submitted Yet". A navigation bar includes tabs for "PQQ Details", "Messages (Unread 4)", "Settings", "Buyer Attachments (3)", "My Response", and "User Rights". The "My Response" tab is circled in red. A "Create Response" button is also circled in red, with a red arrow pointing from the "My Response" tab to it. Below the navigation bar, the "Supplier Organisation Structure" section is visible, indicating the bid is submitted on behalf of "My Organisation Only (No consortium)". The Windows taskbar at the bottom shows the time as 18:46 on 14/07/2016.

# Uploading your response documents

12. Once you have answered the questions (some answers require uploading of an attachment and the option is next to the question). There is also a general area where you can upload any other documents required for this tender using **Add/View Attachments**



The screenshot shows a web browser window with the URL <https://attain.bravosolution.co.uk/esop/toolkit/next>. The page title is "PQQ: pqq\_73 - Pan Essex Integrated Urgent Care Service - Market Engagement". The page is in a "Running" state. The form contains the following fields:

- 1.2.6 VAT Number (if applicable) / Registered VAT number:  (Characters available 2000)
- 1.2.7 Immediate parent company:  \* Name of immediate parent company (Characters available 2000)
- 1.2.8 Ultimate parent company:  \* Name of ultimate parent company (Characters available 2000)
- 1.2.9 Trading Status:  \* Please confirm your trading status

Buttons at the top right: **Save and Exit Response**, **Save Changes**, **Cancel**.

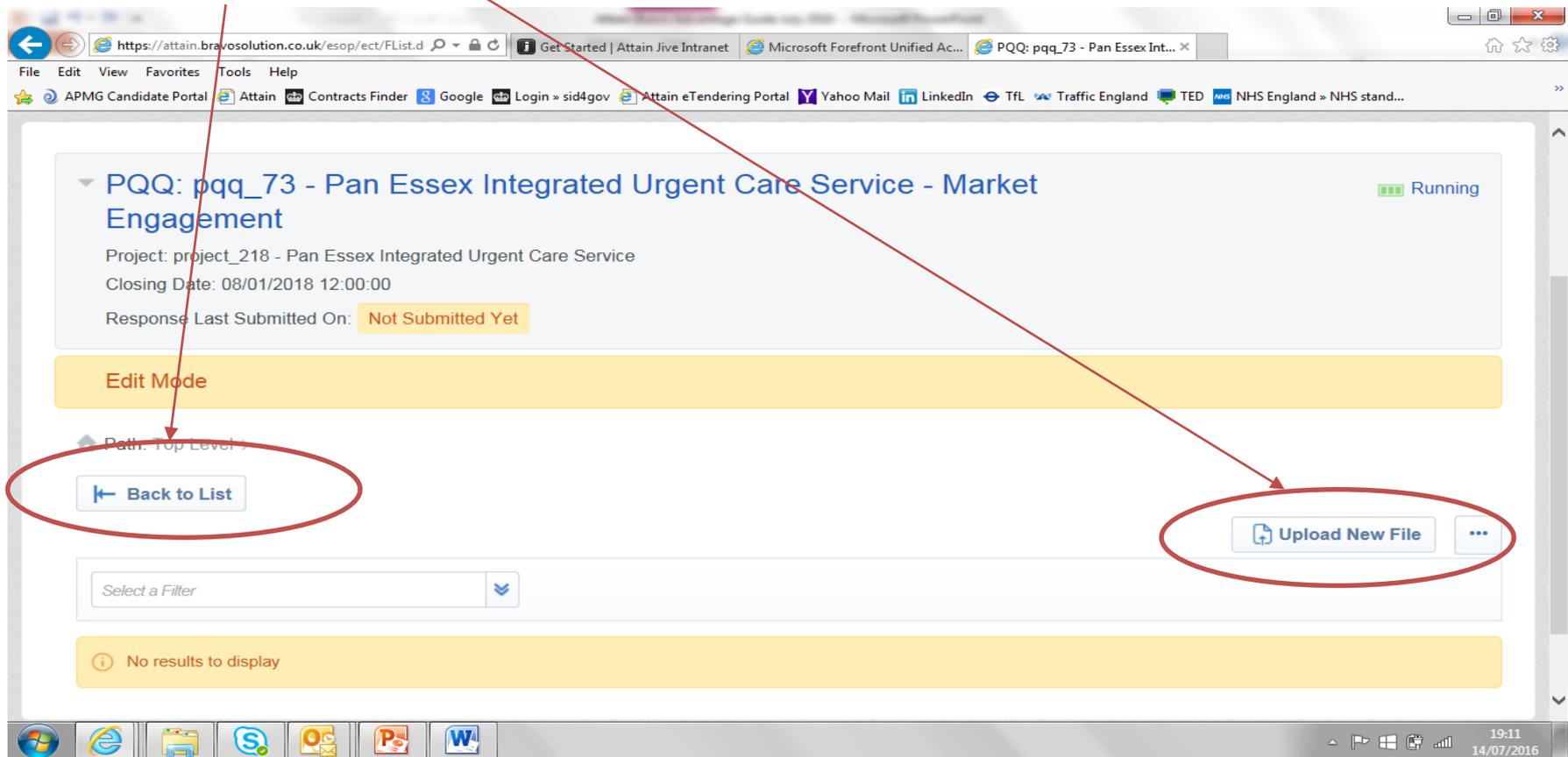
At the bottom right, a button labeled **Add/View Attachments** is circled in red. A red arrow points from the text above to this button.

At the bottom left, a yellow box labeled **1.3 Additional Attachments Area** contains the text **No Attachments**, also circled in red.

# Uploading your response documents

13. Add/View Attachments will bring you to this screen where you can click on **Upload New file**

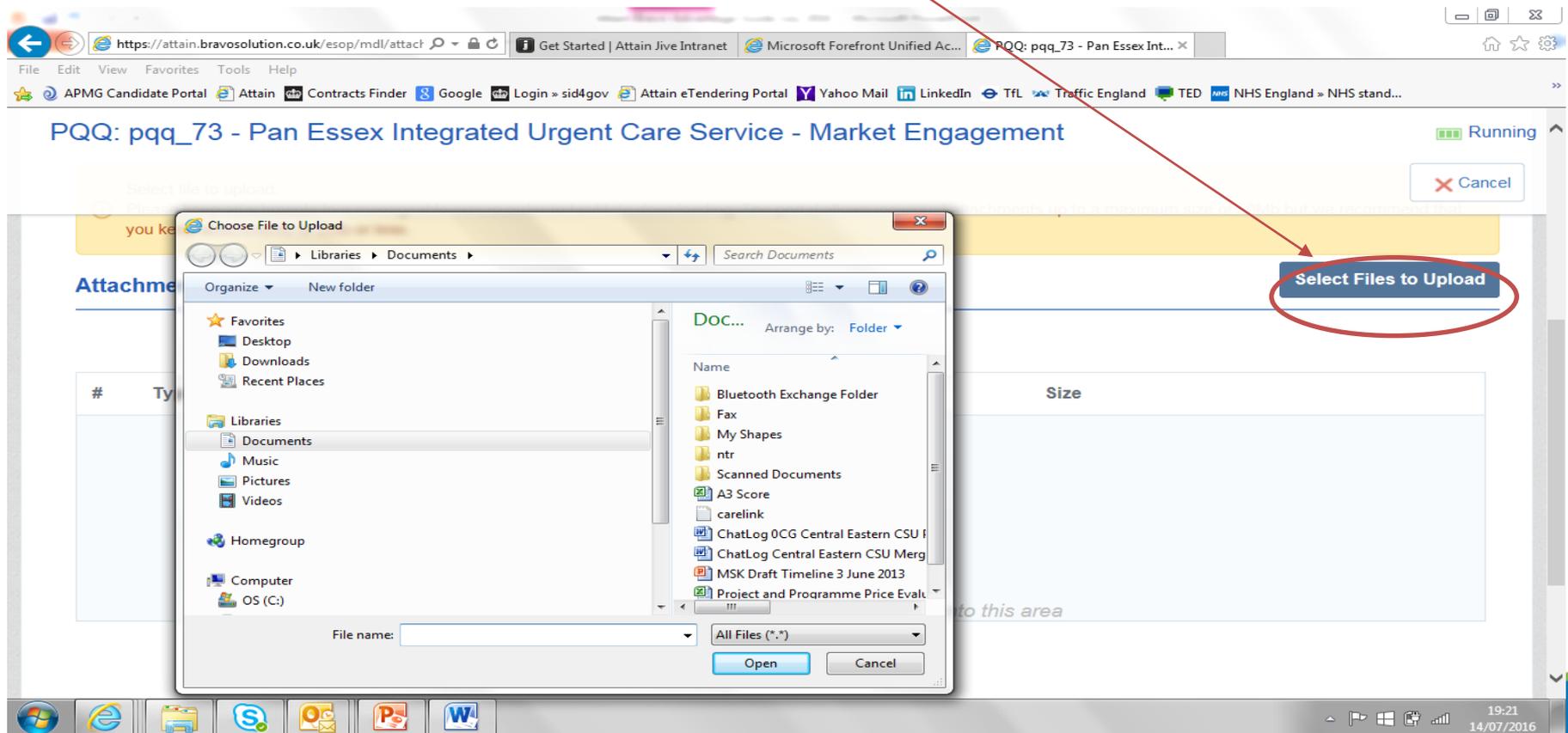
14. Click the back button to go back a page to ensure you do not lose your work



The screenshot displays a web browser window with the URL <https://attain.bravosolution.co.uk/esop/ect/FList.d>. The main content area shows a project titled "PQQ: pqq\_73 - Pan Essex Integrated Urgent Care Service - Market Engagement" with a status of "Running". Below the project details, there is a yellow "Edit Mode" bar. At the bottom of the page, there is a "No results to display" message. Two buttons are highlighted with red circles: "Back to List" on the left and "Upload New File" on the right. A red arrow points from the "Upload New File" button to the "Back to List" button.

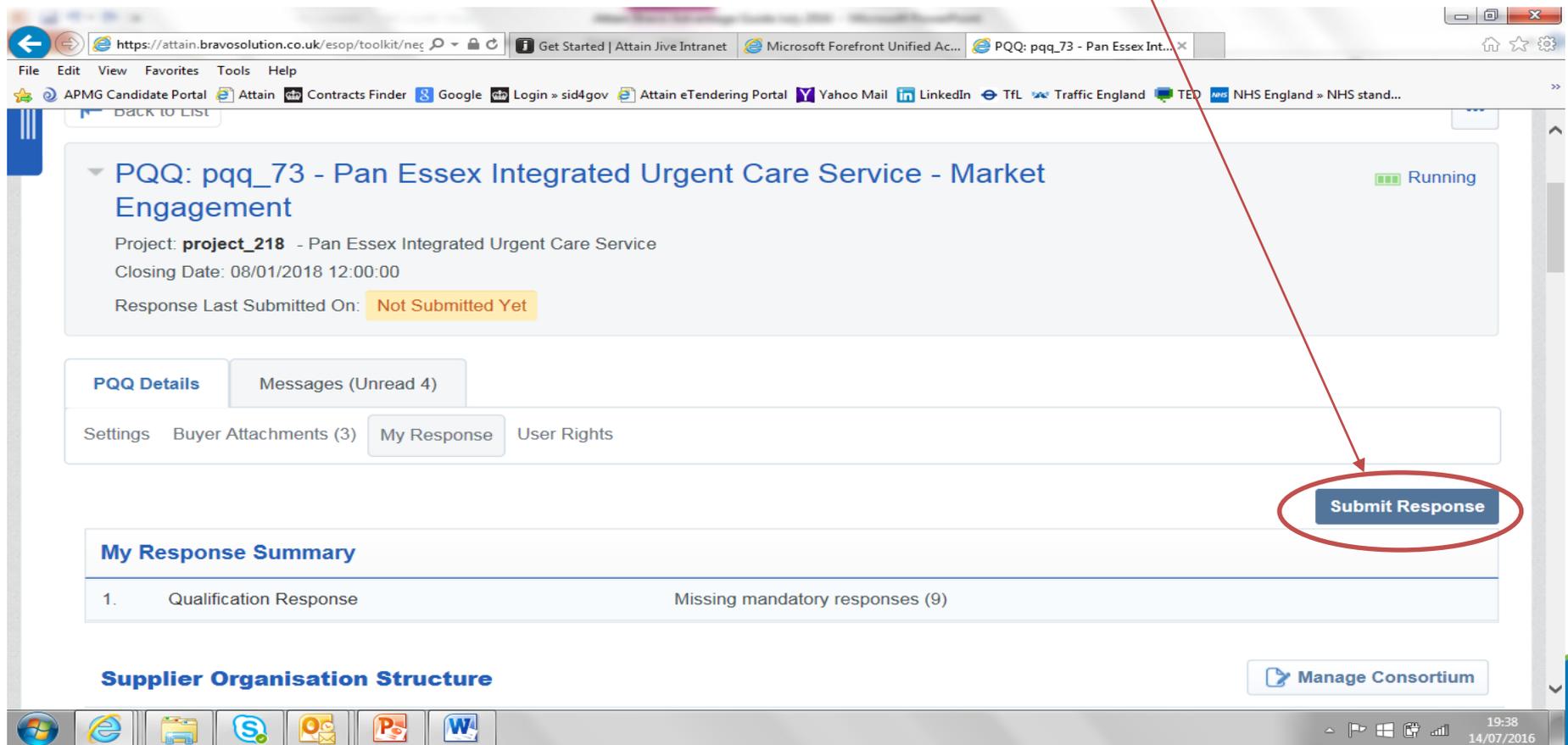
# Uploading your response documents

14. Then Click on **Select Files to Upload**, choose the file from your PC that you want to upload and then **Confirm Upload**. You can then choose to upload another file or select **Save All** to save all the files added so far. **Note that the files are only uploaded into Bravo when you click on **Save All**.**



# Final submission of your response

15. Once your response is complete you can select **Submit Response**, you are still able to change your response as many times as you need until the closing date and time. Each time you will need to **re-submit** your response.



The screenshot shows a web browser window displaying the Attain eTendering Portal. The main content area shows a project titled "PQQ: pqq\_73 - Pan Essex Integrated Urgent Care Service - Market Engagement" with a status of "Running". Below the project details, there are tabs for "PQQ Details", "Messages (Unread 4)", "Settings", "Buyer Attachments (3)", "My Response", and "User Rights". The "My Response" tab is active, showing a "My Response Summary" section with a table:

My Response Summary	
1. Qualification Response	Missing mandatory responses (9)

At the bottom right of the page, there is a "Submit Response" button, which is circled in red. A red arrow points from the text "re-submit" in the paragraph above to this button. The browser's address bar shows the URL "https://attain.bravosolution.co.uk/esop/toolkit/nc...", and the taskbar at the bottom shows the time as 19:38 on 14/07/2016.

# Further Information

There are a number of on-line videos that may help which can be viewed at link below:

[http://more.bravosolution.com/uk/bravoadvantage/guidance-for-suppliers?utm\\_campaign=UK\\_2015\\_BravoAdvantage\\_Comms&utm\\_medium=email&\\_hsenc=p2ANqtz--](http://more.bravosolution.com/uk/bravoadvantage/guidance-for-suppliers?utm_campaign=UK_2015_BravoAdvantage_Comms&utm_medium=email&_hsenc=p2ANqtz--)

For further information or assistance please contact the Bravo Helpdesk on:

Tel: 0800 368 4850

E-Mail: [help@bravosolution.co.uk](mailto:help@bravosolution.co.uk)