



city of  
**stoke**  
**on trent**



# Stoke-on-Trent City Council:

## eTendering Overview – Supplier Guide

# Agenda:

- BravoSolution Overview, Aims and Objectives
- eTendering Portal Overview and Registration
  1. Accessing PQQs/ITTs
  2. Downloading Buyer Attachments
  3. Sending Messages via your PQQ/ITT
  4. Responding to your PQQ/ITT
  5. Publishing your PQQ/ITT Response
  6. Managing Users
- eVendor Management
  1. Profile Area
  2. Pre-populated Responses
- Tips for a “stress-less tender”
- Help Available

## BravoSolution Overview

### Who are BravoSolution?

1. Market Leading technology provider for Supply Management.
2. We have experience in working with ~ over 100 Local Authorities and Central Government bodies.
3. We help Local Authorities utilise this technology to buy their goods and services in the best way for the tax payer.
4. Specifically, we have helped run many eTenders and provide software to:
  1. Scottish and Welsh Governments
  2. DFPNI
  3. DWP
  4. BBC
  5. Over 50 NHS Organisations

## Advantages

### Advantages of using the Tendering portal?

- **Reduced costs** - No postage and printing for tenders to be sent to SCC.
- **Speed** - Using the service means SCC will be able to shorten tendering periods for EU tenders, eliminate postage delays and rapidly disperse tender returns for evaluation, thus providing faster decision-making.
- **Peace of Mind** - Eliminates anxieties with delivery of documents by a deadline by giving instant delivery and real-time feedback on the progress of the procurement.
- **Efficiency** - Enables tenders to be created, exchanged and stored electronically. Additionally, responses to standard qualifying questions can be stored, ensuring that suppliers don't have to keep repeating themselves!
- **Open, fair and transparent** tendering process for all parties.
- **Secure**, encrypted service to ensure commercial integrity.

## Aim

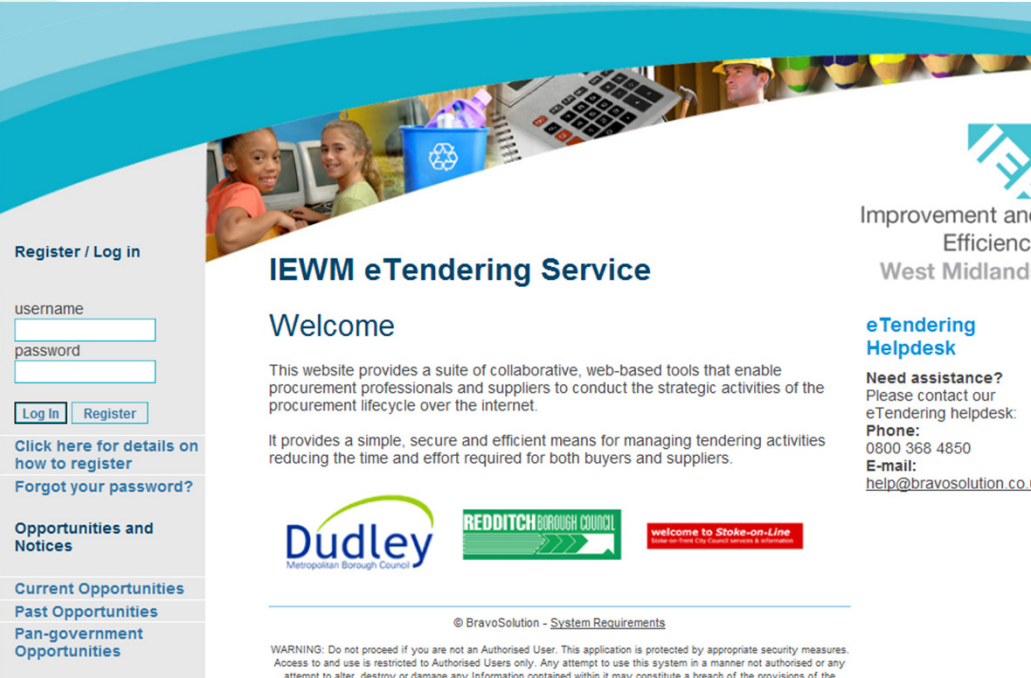
Our aim at BravoSolution is to support you to ensure you are comfortable with using the technology and participating in eTendering.

- There are **NO** Supplier fees
- You have access to a Freephone Telephone number
- We are independant

# Agenda:

- BravoSolution Overview, Aims and Objectives
- eTendering Portal Overview and Registration
  1. Accessing PQQs/ITTs
  2. Downloading Buyer Attachments
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  4. Responding to your PQQ/ITT
  5. Publishing your PQQ/ITT Response
  6. Managing Users
- eVendor Management
  1. Profile Area
  2. Pre-populated Responses
- Tips for a “stress-less tender”
- Help Available

# IEWM eTendering Portal Overview & Registration



The screenshot shows the IEWM eTendering Service portal. On the left is a navigation menu with links for 'Register / Log in', 'Click here for details on how to register', 'Forgot your password?', 'Opportunities and Notices', 'Current Opportunities', 'Past Opportunities', and 'Pan-government Opportunities'. The main content area features the 'IEWM eTendering Service' logo, a 'Welcome' message, and a description of the portal's collaborative tools. It also includes contact information for the 'eTendering Helpdesk' (phone: 0800 368 4850, email: help@bravosolution.co.uk) and logos for Dudley Metropolitan Borough Council and Redditch Borough Council. A footer contains a copyright notice and a warning about unauthorized access.

The portal that Stoke-on-Trent City Council use for their eTendering can be found at the address below and is available 24/7:

["https://iewm.bravosolution.co.uk"](https://iewm.bravosolution.co.uk)

The eTendering Portal is available FREE to all suppliers. System requirements are minimal (*IE 6+, internet access*)

To begin, click '**Register**' and fill out the mandatory fields. Click '**Save**' and your username and password to log in will be emailed to you.

The portal is fully compliant with EU procurement legislation , confidential and independently security accredited.

# 1. Accessing the PQQ/ITT



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Register / Log in

username

password

Log In

Register

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

[Forgot your password?](#)

[Opportunities and Notices](#)

[Current Opportunities](#)

[Past Opportunities](#)

[Pan-government Opportunities](#)

## IEWM eTendering Service

### Welcome

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 tendering activities reducing the time and effort required for both buyers and suppliers.



### eTendering Helpdesk

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

1.1 (a) Provided you have already registered, enter your username and password in order to access your Projects/PQQs/ITTs.

1.1 (b) If you haven't registered, you can still view current opportunities through the 'Opportunities and Notices' area.

© BravoSolution - [System Requirements](#)

WARNING: Do not proceed if you are not an Authorised User. This application is protected. Access to and use is restricted to Authorised Users only. Any attempt to use this system without authorisation or any attempt to alter, destroy or damage any Information contained within it may constitute a criminal offence.

# 1. Accessing the PQQ/ITT



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[Logout](#) | [Accessibility and Legend](#)

Welcome: **Stojsavljevic Marko**  
Time Zone: GMT + 0:00 DST

English

Welcome

<b>▼ Dashboard</b> <a href="#">Main Dashboard</a>	<b>▼ Projects</b> <a href="#">Projects</a> <a href="#">PQQs</a> <a href="#">ITTs</a> <a href="#">Auctions</a> <a href="#">Contracts</a>	<b>▼ Published Opportunities</b> <a href="#">Published Opportunities</a>
<b>▼ File Sharing</b> <a href="#">Files</a>	<b>▼ Organisation Profile</b> <a href="#">Profile</a> <a href="#">User Management</a> <a href="#">Categories</a>	<b>▼ Change Language</b> <a href="#">Change Language Page</a>

1.2 From the homepage, click on 'ITTs' to see all available tenders, including those that are open to all suppliers or invited tenders

# 1. Accessing the PQQ/ITT



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[Main Page](#) | [Logout](#) | [Accessibility and Legend](#)

Welcome: **Stojsavljevic Marko**  
Time Zone: **GMT + 0:00 DST**

[Select Module](#)

[Projects](#) | [PQs](#) | [ITTs](#) | [Auctions](#) | [Contracts](#)

**Locations**

**My ITTs**  
My ITTs

**ITTs Open to All Suppliers**  
ITTs Open to All Suppliers

Search/Filter | Export List to Excel | Help for Suppliers

ITT Code	ITT Title	Project Code:	Buyer Organisation	ITT Status	Time limit for Expressing Interest
1 it_13872	<a href="#">Stationery 2012 ITT</a>	project_8735	WMCOE SRO	Running	26/10/2012 12:00

Total: 1      Page 1 of 1      Show: 10 elements

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1.3 Click on the PQQ/ITT you wish to take part in

# 1. Accessing the PQQ/ITT



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[Logout](#) | [Accessibility and Legend](#)

Welcome: **Stojsavljevic Marko**  
Time Zone: GMT + 0:00 DST

**Project : project\_8735 - Stationery Project 2012**  
**ITT: itt\_13872 - Stationery 2012 ITT**  
**Closing Date: 26/10/2012 12:00:00**

[Printable View](#)

### Response status

Response status: Response Not Submitted To Buyer

### Overview

ITT Code	itt_13872
ITT Title	Stationery 2012 ITT
ITT Description	This is the ITT for our stationery.
Type of Supplier Access	ITT Open to All Suppliers
Response Currency	GBP
Test ITT	No
Buyer Organisation	WMCOE SRO
Buyer Name	Responsible Officer Senior
Allow Suppliers to Respond by Consortium	No

**1.4 Review the information and then click, 'Express Interest'.**

### Contract information

Contract information

# 1. Accessing the PQQ/ITT



Project : project\_8735 - Stationery Pr  
ITT: itt\_13872 - Stationery 2012 ITT  
Closing Date: 26/10/2012 12:00:00

Message from webpage

Please click OK to Express Interest in this ITT.  
The ITT will move to your "My ITTs" area, and you will have the option to view all ITT Details, download Buyer Attachments, send and receive Messages with the Buyer, and submit your Response.

Printable View

### Response status

### Overview

ITT Code	itt_13872
ITT Title	Stationery 2012 ITT
ITT Description	This is the ITT for our stationery.
Type of Supplier Access	ITT Open to All Suppliers
Response Currency	GBP
Test ITT	No
Buyer Organisation	WMCOE SRO
Buyer Name	Responsible Officer Senior
Allow Suppliers to Respond by Consortium	No

### Contract information

1.5 Click 'OK' on the pop up to my the PQQ/ITT into your account.

# 1. Accessing the PQQ/ITT




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[Back To List](#) | [Main Page](#) | [Logout](#) | [Accessibility](#)

- ITT Details**
  - Settings**
    - View ITT settings
  - Buyer Attachments**
    - Buyer Attachments: 2
  - My Response**
    - Status is: Response Not Submitted To Buyer
- Messages**
  - Unread Messages (0)
- User Rights**
  - Manage User Rights


**Message from webpage**

 You have now Expressed Interest and invited yourself to participate in this ITT. This enables you to download any Buyer Attachments, send and receive Messages with the Buyer, and respond to the ITT.

Please select "My Response" from the left menu then click "Create Response" in order to start your response and then submit your completed response to the Buyer.

**IMPORTANT:** Please ensure that you submit your response to the Buyer before the stated Closing Date & Time.

**file(s) before submitting your**



Overview	
ITT Code	itt_13872
ITT Title	Stationery 2012 ITT
ITT Description	This is the ITT for our stationery.
Mode of Supplier Access	ITT Open to All Suppliers
Response Currency	GBP
Test ITT	No
Buyer Organisation	WMCOE SRO

1.6 Click on 'OK'. You will now be able to download any Buyer file Attachments, send and receive messages with the buyer and respond to the event.

## 2. Download Attachments

Welcome: **Stojsavljevic Marko**  
Time Zone: GMT + 0:00 DST

The screenshot displays a procurement system interface. On the left is a navigation menu with sections: ITT Details (containing Settings, Buyer Attachments, My Response, Messages, and User Rights), Contract information, and Date & Time Information. The main content area shows details for 'Project : project\_8735 - Stationery Project 2012' and 'ITT: itt\_13872 - Stationery 2012 ITT'. A prominent red warning message states: 'Warning: You have 2 unread Buyer Attachment(s). Please click here to read the file(s) before submitting your response.' Below the warning are buttons for 'Printable View' and 'Help for Suppliers'. A table below shows 'Response status' and 'Overview' sections with various fields like ITT Code, ITT Title, ITT Description, and Buyer Organisation. At the bottom, there are sections for 'Contract information' and 'Date & Time Information'.

**2.1** Here you have a summary page showing a description, closing date and the status of the PQQ/ITT...'

Also note the number of unread attachments shown in top of the screen.

It is important to download ALL attachments before completing your response. Attachments contain key information and instructions on how to publish a fully completed response. Please click on the warning to go straight to this area...

**2.2** Or click 'Buyer Attachments'

## 2. Download Attachments



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[Back To List](#) | [Main Page](#) | [Logout](#) | [Accessibility and Legend](#)

Welcome: **Stojsavljevic Marko**  
Time Zone: GMT + 0:00 DST

**ITT Details**

**Settings**  
View ITT settings

**Buyer Attachments**  
Buyer Attachments: 2

**My Response**  
Status is: Response Not Submitted To Buyer

**Messages**  
Unread Messages (0)

**User Rights**  
Manage User Rights

Project : **project\_8735 - Stationery Project 2012**  
ITT: **itt\_13872 - Stationery 2012 ITT**  
Closing Date: 26/10/2012 12:00:00  
Response Last Submitted On: **Not Submitted Yet**

Path: [Top Level](#)

Printable View Help for Suppliers

2.3 Click 'Mass Download' to download all attachments and their folder structure in one go!

Search/Filter Mass Download Export List to Excel

	▲ Folder/File Name	Description	Last Modification Date	
1	<a href="#">Other Attachments (1)</a>		19/10/2012 16:22:25	Properties
2	<a href="#">Supplier Quick Start Guide.doc</a>		19/10/2012 16:22:13	Properties

Total: 2 Page 1 of 1 Show: 10 elements

Please note 'Mass Download' downloads all the documents at once. You will need Java to perform this task. If your P.C. does not have Java you can download it at [www.java.com](http://www.java.com).

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## 2. Download Attachments



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Welcome: **Stojsavljevic Marko**  
Time Zone: **GMT + 0:00 DST**

**ITT Details**

**Settings**  
View ITT settings

**Buyer Attachments**  
Buyer Attachments: 2

**My Response**  
Status is: Response Not Submitted To Buyer

**Messages**  
Unread Messages (0)

**User Rights**  
Manage User Rights

Project : [project\\_8735 - Stationery Project 2012](#)  
ITT: [itt\\_13872 - Stationery 2012 ITT](#)  
Closing Date: 26/10/2012 12:00:00  
Response Last Submitted On: **Not Submitted Yet**

[Printable View](#)

[Help for Suppliers](#)

[Back](#)

File name ▾

[Event\\_itt\\_13872 - Stationery 2012 ITT/Other Attachments/Commercial\\_Item\\_I...](#)

[Event\\_itt\\_13872 - Stationery 2012 ITT/Supplier\\_Quick\\_Start\\_Guide.doc](#)

[Download](#)

2.4 Once Java has loaded, click 'Download'



## 2. Download Attachments

[Back To List](#) | [Main Page](#) | [Logout](#) | [Accessibility and Legend](#)

**ITT Details**

**Settings**  
View ITT settings

**Buyer Attachments**  
Buyer Attachments: 2

**My Response**  
Status is: Response Not Submitted To Buyer

**Messages**  
Unread Messages (0)

**User Rights**  
Manage User Rights

Project : proje  
ITT: itt\_13872  
Closing Date: 2  
Response Last

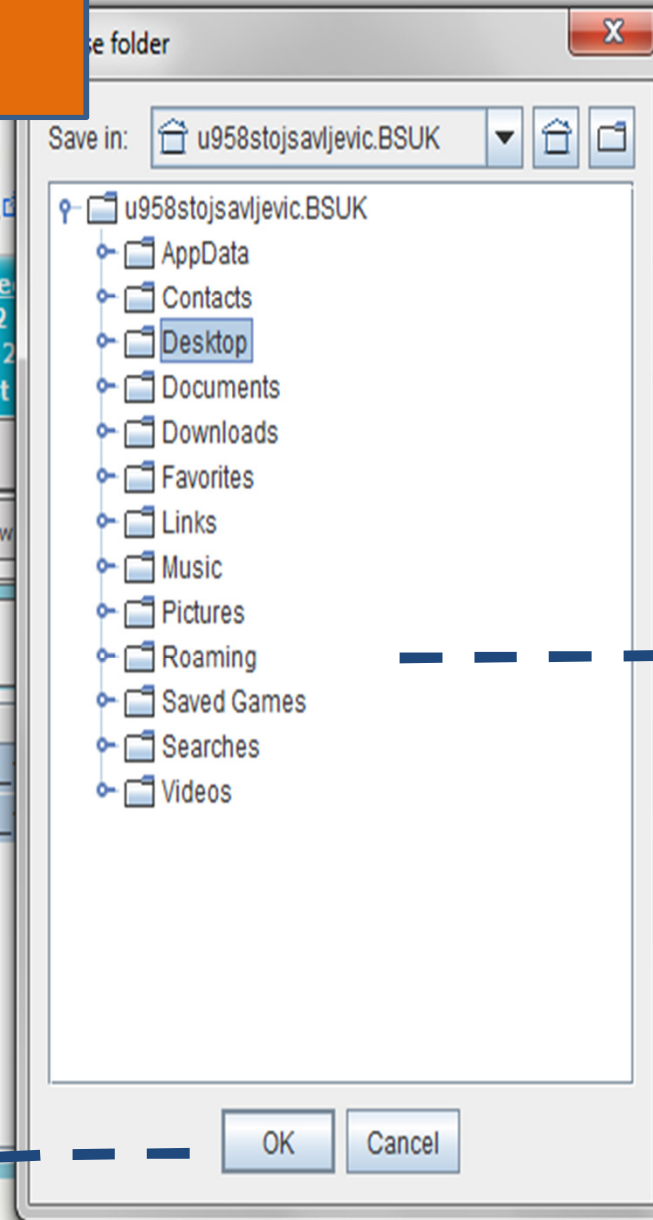
Printable View

Back

File name

Event\_itt\_

Event\_itt\_



2.5 Select where on your local machine you want to download all the files to...

2.6 Click 'OK' to confirm your download location

# 3. Messages

[Back To List](#) | [Main Page](#) | [Logout](#) | [Accessibility and Legend](#)

Welcome: **Stojsavljevic Marko**  
Time Zone: GMT + 0:00 DST

- ITTT Details
  - Settings
    - View ITT settings
  - Buyer Attachments
    - Buyer Attachments: 2
  - My Response
    - Status is: Response Not Submitted To Buyer
  - Messages
    - Unread Messages (0)
  - User Rights
    - Manage User Rights

Project : [project 8735 - Stationery Project 2012](#)  
ITT: [itt\\_13872 - Stationery 2012 ITT](#)  
Closing Date: 26/10/2012 12:00:00  
Response Last Submitted On: **Not Submitted Yet**

[Printable View](#) [Help for Suppliers](#)

[Back](#)

File name	Download
Event_itt_13872 - Stationery 2012 ITT/Other Attachments/Commercial_Item_Instru...	<a href="#">Download</a>
Event_itt_13872 - Stationery 2012 ITT/Supplier_Quick_Start_Guide.doc	

3.1 Click 'Messages' to be able to read and compose messages in relation your tender.

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## 3. Messages

**ITT Details**

- Settings**  
View ITT settings
- Buyer Attachments**  
Buyer Attachments: 2
- My Response**  
Status is: Response Not Submitted To Buyer

**Messages**

- Unread Messages (0)
- Create Message
- Received Messages
- Sent Messages
- Draft Messages
- Forwarded Messages

**User Rights**

- Manage User Rights

**Project : project 8735 - Stationery Project 2012**  
**ITT: itt\_13872 - Stationery 2012 ITT**  
**Closing Date: 26/10/2012 12:00:00**  
**Response Last Submitted On: Not Submitted Yet**

[Printable View](#) | [Help for Suppliers](#)

[Back](#)

File name	Download
Event_itt_13872 - Stationery 2012 ITT/Other Attachments/Commercial_Item_Instru...	<a href="#">Download</a>
Event_itt_13872 - Stationery 2012 ITT/Supplier_Quick_Start_Guide.doc	

3.2 A dropdown will appear with various Messaging options. Click 'Create Message' to compose a message to the buyer regarding your ITT.

## 3. Messages



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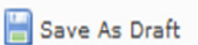


[Logout](#) | [Accessibility and Legend](#)

Welcome: **Stojsavljevic Marko**  
Time Zone: GMT + 0:00 DST

Project : project\_8735 - Stationery Project 2012  
ITT: itt\_13872 - Stationery 2012 ITT  
Closing Date: 26/10/2012 12:00:00  
Response Last Submitted On: **Not Submitted Yet**

3.3 Insert a relevant title and  
write your message in the text  
box area


3.4 Please note that you can also  
add attachments to your message  
(keep them below 50mb in size)

 Save As Draft  Send message  Cancel

Subject Clarification on Question 2 (b)

Message Attached is a document showing last year's financials. Can you confirm that this is what is required for 2 (b)?

Thanks

Attachments [ 1 ]  Attachments

3.5 Click 'Send Message' (or Save  
as Draft' to send later on)

★		Recipient
1		WMCOE SRO

Total : 1

### 3. Messages



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Welcome: **Stojsavljevic Marko**  
Time Zone: GMT + 0:00 DST

**ITT Details**

**Messages**

- Unread Messages (0)
- Create Message
- Received Messages
- Sent Messages**
- Draft Messages
- Forwarded Messages

**User Rights**  
Manage User Rights

Project : [project\\_8735](#) - Stationery Project 2012  
ITT: [itt\\_13872](#) - Stationery 2012 ITT  
Closing Date: 26/10/2012 12:00:00  
Response Last Submitted On: **Not Submitted Yet**

Printable View

Search/Filter Create Export List to Excel Messages Report Print

	Recipient	Date	Subject	Read by Recipient	Replies
1	WMCOE SRO	21/10/2012 20:33	<a href="#">Clarification on Question 2 (b)</a>	<u>0</u>	<u>0</u>

Total: 1 Page 1 of 1

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Note that a record of your 'Sent Messages' are kept, as well as drafts and received messages...

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You can keep track of whether or not the message has been read by the Buyer here!

## 4. Responding to the PQQ/ITT



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Welcome: **Stojsavljevic Marko**  
Time Zone: GMT + 0:00 DST

**ITT Details**

**Settings**  
View ITT settings

**Buyer Attachments**  
Buyer Attachments: 2

**My Response**  
Status is: Response Not Submitted To Buyer

**Messages**

- Unread Messages (0)
  - Create Message
  - Received Messages
- Sent Messages**
- Draft Messages
- Forwarded Messages

**User Rights**  
Manage User Rights

Project : **project\_8735 - Stationery Project 2012**  
ITT: **itt\_13872 - Stationery 2012 ITT**  
Closing Date: 26/10/2012 12:00:00  
Response Last Submitted On: **Not Submitted Yet**

Printable View

4.1 Click 'My Response' to respond to the ITT.

Search/Filter Create Export List to Excel Messages Report Print

	Recipient	Date	Subject	Read by Recipient	Replies
1	WMCOE SRO	21/10/2012 20:33	Clarification on Question 2 (b)	0	0

Total: 1 Page 1 of 1

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## 4. Responding to the PQQ/ITT



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[Back To List](#) | [Main Page](#) | [Logout](#) | [Accessibility and Legend](#)

Welcome: **Stojsavljevic Marko**  
Time Zone: GMT + 0:00 DST

**ITT Details**

**Settings**  
View ITT settings

**Buyer Attachments**  
Buyer Attachments: 2

**My Response**  
Status is: Response Not Submitted To Buyer

**Messages**  
Unread Messages (0)

**User Rights**  
Manage User Rights

**Project : project 8735 - Stationery Project 2012**  
**ITT: itt\_13872 - Stationery 2012 ITT**  
**Closing Date: 26/10/2012 12:00:00**  
**Response Last Submitted On: Not Submitted Yet**

[Printable View](#) [Help for Suppliers](#)

[Create Response](#) [Decline To Respond](#)

[View Response Index Only](#)

▼ 1. Qualification Response (questions: 2 )

▼ 1.1 1. READ ME FIRST - SUPPLIERS TIPS FOR COMPLETING YOUR RESPONSE - Section of ITT Questions

1	Note:	USE THE ASK BEN ONLINE HELP FUNCTION – it provides support for both the screen you are in and by processes, e.g VE REGULARLY - ates if you do not
3	Note:	Please ensure that you read and digest all the required actions and appropriate deadlines and any subsequent communications.

4.2 To start creating your response click 'Create response'

Note, that you may 'Reject' the response which will remove your opportunity to respond to the PQQ/ITT

## 4. Responding to the PQQ/ITT



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### ITT Details

#### Settings

[View ITT settings](#)

#### Buyer Attachments

Buyer Attachments: 2

#### My Response

Status is: Response To Be Submitted To Buyer

#### Messages

Unread Messages (0)


#### User Rights

[Manage User Rights](#)

Project :  
ITT: itt\_1  
Closing D  
Response

Export /

Message from webpage

 You have now started to create your response.

Next, click the "Edit Response" buttons to access the Questionnaires and complete your response.

Complete your response by answering all mandatory Questions (marked with an asterisk \*).

Finally, you must click the "Submit Response" button in order to submit your completed response to the buyer.

OK

### My Response Summary

1.	<a href="#">Qualification Response</a>	Missing mandatory responses (2)		
2.	<a href="#">Technical Response</a>	Missing mandatory responses (10)		
3.	<a href="#">Commercial Response</a>	Mandatory fields missing (4)		
			<b>Total Price (excluding optional sections)</b>	GBP 0

### View Response Index Only

1. Qualification Response (questions: 2 )

1.1 1. READ ME FIRST - SUPPLIERS TIPS FOR COM

4.3 A summary of how to proceed will appear as an alert. Click 'OK' to continue

## 4. Responding to the PQQ/ITT



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Welcome: **Stojsavljevic Marko**  
Time Zone: GMT + 0:00 DST

**ITT Details**

**Settings**  
View ITT settings

**Buyer Attachments**  
Buyer Attachments: 2

**My Response**  
Status is: Response To Be Submitted To Buyer

**Messages**  
Unread Messages (0)

**User Rights**  
Manage User Rights

Project : [project\\_8735](#) - Stationery Project 2012  
ITT: [itt\\_13872](#) - Stationery 2012 ITT  
Closing Date: 26/10/2012 12:00:00  
Response Last Submitted On: **Not Submitted Yet**

[Export / Import Response](#) | [Delete response](#) | [Printable View](#) | [Help for Suppliers](#)

[Submit Response](#)

### My Response Summary

1.	<a href="#">Qualification Response</a>	Missing mandatory responses (2)		
2.	<a href="#">Technical Response</a>	Missing mandatory responses (10)		
3.	<a href="#">Commercial Response</a>	Mandatory fields missing (4)	<b>Total Price (excluding optional sections)</b>	GBP 0

[View Response Index Only](#)

▼ 1. Qualification Response (questions: 2)

[Edit response](#)

▼ 1.1 1. READ ME FIRST - SUPPLIERS TIPS FOR COMPLETING YOUR RESPONSE - Section of ITT Questions

1	Note:	USE THE ASK BEN ONLINE HELP FOR key processes, e.g. 'How to...
2	Note:	SAVE REGULARLY - For security minutes if you do not click "Sa...

4.4 This page shows an overview of the response area – click on any area to complete the relevant questions




## 4. Responding to the PQQ/ITT

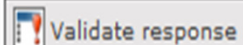
Welcome: **Stojšavljevic Marko**  
Time Zone: **GMT + 0:00 DST**

Closing Date: **26/10/2012 12:00:00**

Response Last Submitted On: **Not Submitted Yet**

Edit Mode

 Save Changes  Save and Exit Response  Cancel

 Validate response

2. Technical Response (questions: 13 )

### 2.1 Types of Pens - Section of ITT Questions


1	1.1	* Can you supply red biros?	<input type="text"/>
2	1.2	* Can you supply green biros?	<input type="text"/>
3	1.3	* Can you supply yellow biros?	<input type="text"/>
			<input type="text"/>

4.5 (b) When requested to upload an attachment click 'Upload Attachment'

4.5 (a) The web form will be presented in sections and questions. Populate your response, taking particular notice of the red asterisks indicating mandatory questions.

- Regularly click the 'Save' button to ensure that your information is stored.
- For security purposes the portal will log you out after 15-20 minutes of inactivity.
- Text fields are limited to 2000 characters for brief responses only.

Characters available = 2000

 Upload

(0 Kb)

Astor North

## 4. Responding to the PQQ/ITT

Closing Data  
Response L  
Edit Mode



2. Techn

2.1 Ty

1 1

2 1

3 1

4 1

5 1

6 1

2.2 St

1 2

Attach Cancel

**Attachments**

\* File Attachments: Upload Attachment

\* Select file to upload:  Browse...

Please keep attachments to a manageable size in order to facilitate downloading. The portal allows individual attachments up to a maximum size of 50Mb but we recommend that you keep attachments to 2Mb or less.

4.6 (a) Browse to the location of your file to be uploaded...

4.6 (b) Once this has been done, click on 'Attach'

## 4. Responding to the PQQ/ITT

Edit Mode

 Save Changes

 Save and Exit Response

 Cancel


### 2.1 Types of Pens - Section of ITT Questions

1	1.1	* Can you supply red biros?	Yes ▾
2	1.2	* Can you supply green biros?	No ▾
3	1.3	* Can you supply yellow biros?	Yes ▾
4	1.4	* Can you supply pencils?	Yes ▾
5	1.5	Can you supply any additional colours?	<input type="text" value="All colours available..."/> Characters available = <input type="text" value="1976"/>
6	1.6	* Please provide a copy of your catalogue.	<input type="text" value="Pens.pdf"/> (60 Kb) <input type="button" value="Replace Attachment"/> <input type="button" value="Download Attachment"/> <input type="button" value="Delete Attachment"/>

4.8 Click 'Save & Continue' to save your work and continue working on it, or click 'Save and return' to return to Response screen

4.7 Complete all remaining questions, including tick-box, drop-down and text responses.




### 2.2 Supply - Section of ITT Questions

1	2.1	* Can you deliver to any of the following locations?	<input checked="" type="checkbox"/> Astor North <input checked="" type="checkbox"/> Astor West <input type="checkbox"/> Astor South
2	2.2	* Please select your lead time for delivery	Less than 4 working days ▾
3	2.3	* Please specify your on time delivery percentage	<input type="text" value="95"/> 

### 2.3 Accreditation - Section of ITT Questions

## 4. Responding to the PQQ/ITT

Edit Mode


 Save Changes  Save and Exit Response  Cancel

2. Technical Response (questions: 13 )



### 2.1 Types of Pens - Section of ITT Questions

1	1.1	* Can you supply red birds
2	1.2	* Can you supply green birds
3	1.3	* Can you supply yellow birds
4	1.4	* Can you supply pencils?
5	1.5	Can you supply any additional
6	1.6	* Please provide a copy of


**Message from webpage**

 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.

 Replace Attachment  Download Attachment  Delete Attachment

### 2.2 Supply - Section of ITT Questions

1	2.1	* Can you deliver to any of the following locations?	<input checked="" type="checkbox"/> Astor North <input checked="" type="checkbox"/> Astor West <input type="checkbox"/> Astor South
2	2.2	* Please select your lead time for delivery	Less than 4 working days ▾
3	2.3	* Please specify your on time delivery percentage	95 

**4.9 Click 'OK' to finalise these answers**

# 5. Publishing Your Response



Improvement and  
Efficiency  
West Midlands

[Back To List](#) | [Main Page](#) | [Logout](#) | [Accessibility and Legend](#)

Welcome: **Stojsavljevic Marko**  
Time Zone: GMT + 0:00 DST

- ITT Details**
- Settings**  
View ITT settings
- Buyer Attachments**  
Buyer Attachments: 2
- My Response**  
Status is: Response To Be Submitted To Buyer
- Messages**  
Unread Messages (0)
- User Rights**  
Manage User Rights

Project : [project\\_8735](#) - Stationery Project 2012  
ITT: [itt\\_13872](#) - Stationery 2012 ITT  
Closing Date: 26/10/2012 12:00:00  
Response Last Submitted On: **Not Submitted Yet**

[Export / Import Response](#) | [Delete response](#) | [Printable View](#) | [Help for Suppliers](#)

**Submit Response**

My Response Summary			
1.	<a href="#">Qualification Response</a>	All questions answered	
2.	<a href="#">Technical Response</a>	All questions answered No additional attachments	
3.	<a href="#">Commercial Response</a>	All quoted items completed No attachments uploaded	
<b>Total Price (excluding optional sections)</b>			<b>GBP 3,382.5</b>

[View Response Index Only](#)

(questions: 2) [Edit response](#)

**SUPPLIERS TIPS FOR COMPLETING YOUR RESPONSE - Section of ITT Questions**

USE THE ASK BEN ONLINE HELP FUNCTION - it provides support for both the screen you

5.1 Once you are happy with your response, click on 'Submit Response' to send it to the SCC

## 5. Publishing Your Response



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### ITT Details

#### Settings

[View ITT settings](#)

#### Buyer Attachments

Buyer Attachments: 2

#### My Response

Status is: Response Submitted To Buyer

#### Messages

Unread Messages (0)

#### User Rights

[Manage User Rights](#)

### Message from webpage



You have successfully submitted your response to the buyer, if you wish you can update the response and submit your changes anytime before the deadline.

OK

### My response Summary

1.	<a href="#">Qualification Response</a>	All questions answered		
2.	<a href="#">Technical Response</a>	All questions answered No additional attachments		
3.	<a href="#">Commercial Response</a>	All quoted items completed No attachments uploaded	<b>Total Price (excluding optional sections)</b>	<b>GBP 3,382.5</b>

[View Response Index Only](#)

(questions: 2 )

[Edit response](#)

**SUPPLIERS TIPS FOR COMPLETING YOUR RESPONSE - Section of ITT Questions**

USE THE ASK BEN ONLINE HELP FUNCTION - it provides support for both the screen you are on and for key processes, e.g. 'How to Express Interest'

5.2 As long as all mandatory questions have been answered and the deadline hasn't passed, the following alert will confirm submission

**Successful publication of response to ITT - Invitation to Tender Code itt\_13872 on**  
**["https://iewm.bravosolution.co.uk"](https://iewm.bravosolution.co.uk)**

test.wmcoe@bravosolution.com

Sent: Sun 21/10/2012 22:36

To: STOJSAVLJEVIC Marko

---

Dear Supplier,

**This email is to confirm that you have successfully published your response to the following eTendering Event:**

Event Type: ITT - Invitation to Tender

Code: itt\_13872.

Title: Stationery 2012 ITT.

Date of response: 21/10/2012 22:35:52 (GMT + 0:00).

To view the details of the eTendering Event and review your response:

- Connect to ["https://iewm.bravosolution.co.uk"](https://iewm.bravosolution.co.uk)
- Enter your Username and Password
- Browse to the Projects module.
- Click on ITT - Invitation to Tenders
- Click ITT - Invitation to Tender Code itt\_13872 to view details of the eTendering Event.

To change and republish your response to the Event:

- Click on Edit Response.
- Edit your Response as required.
- Click on Save and then Confirm to publish your Response.

PLEASE NOTE:

If you edit your response after the deadline has passed then your response may be rejected by the Buyer during evaluation.

Please only edit a response after the deadline if you have made prior arrangements with the Buyer.

Please do not reply to this message. This is an automated email alert, and replies to this message are routed to an unmonitored mailbox.

For assistance please contact our Helpdesk operated by BravoSolution:  
Freephone: 0800 368 4850

**In addition, an email will be sent as a  
'receipt' of submission**

## 5. Publishing Your Response



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[Main Page](#) | [Logout](#) | [Accessibility and Legend](#)

Welcome: **Stojsavljevic Marko**  
Time Zone: GMT + 0:00 DST

[Select Module](#)

[Projects](#) | [PQOs](#) | [ITTs](#) | [Auctions](#) | [Contracts](#)

### Locations

#### My ITTs

My ITTs

#### ITTs Open to All Suppliers

ITTs Open to All Suppliers

Filter By: All ITTs

[Search/Filter](#)

[Export List to Excel](#)

[Help for Suppliers](#)

	ITT Code	ITT Title	Project Code:	Buyer Organisation	ITT Status	Response Status	ITT Closing Date/Time
1	itt_13872	<a href="#">Stationery 2012 ITT</a>	project_8735	WMCOE SRO	Running	Response Submitted To Buyer	26/10/2012 12:00

Total: 1

Page 1 of 1

Show: 10 elements

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- The response window will then close and the 'My ITTs' screen will refresh and show the new 'Response status' as 'Response Submitted to Buyer'

## 6. Managing Users



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[Logout](#) | [Accessibility and Legend](#)

Welcome: **Stojsavljevic Marko**  
Time Zone: GMT + 0:00 DST

English ▾

Welcome

▼ <b>Dashboard</b>	▼ <b>Projects</b>	▼ <b>Published Opportunities</b>
<a href="#">Main Dashboard</a>	<a href="#">Projects</a>	<a href="#">Published Opportunities</a>
	<a href="#">PQQs</a>	
	<a href="#">ITTs</a>	
	<a href="#">Auctions</a>	
	<a href="#">Contracts</a>	
▼ <b>File Sharing</b>	▼ <b>Organisation Profile</b>	▼ <b>Change Language</b>
<a href="#">Files</a>	<a href="#">Profile</a>	<a href="#">Change Language Page</a>
	<a href="#">User Management</a>	
	<a href="#">Categories</a>	

6.1 From the homepage, click on 'User Management' to start adding users

## 6. Managing Users



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[Main Page](#) | [Logout](#) | [Accessibility and Legend](#)

Welcome: **Stojsavljevic Marko**  
Time Zone: GMT + 0:00 DST

[Select Module](#)

[Profile](#) | [User Management](#) | [Categories](#)

**Locations**

**Users**

Users

**Roles**

Roles

**Divisions**

Divisions

**Default User**

Default User

Filter By: All Users

[Search/Filter](#)

[Create](#)

[Export List to Excel](#)

[Help for Suppliers](#)

No Users found.

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6.2 A list of current sub-users will appear. To add a new sub-user, click 'Create'

## 6. Managing Users

### New User



#### User Details

* Last Name	<input type="text"/>
* First Name	<input type="text"/>
User Tag for Codes	<input type="text"/>
* E-mail	<input type="text"/>
* Telephone Number	<input type="text"/>
Mobile Phone Number (please enter "+" "country code" and "your mobile phone number" with no spaces)	<input type="text"/>
* Division Title	Division ▼
Department	--- ▼
Role	--- ▼
* Choose your Username and check it is not already in use.	<input type="text"/>
* Preferred Language	--- ▼
* Time Zone	(GMT 0:00) Western Europe Time, London, Lisbon ▼
Use High Contrast Stylesheet (for visually impaired users)	No ▼
Use Accessible Controls by default	No ▼

6.3 Fill in all the mandatory details regarding the user and then click, 'Save'. The user will be sent an automatic email containing their username and password.

## 6. Managing Users




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[Back To List](#) | [Main Page](#) | [Logout](#) | [Accessibility and Legend](#)

Welcome: **Stojsavljevic Marko**  
Time Zone: GMT + 0:00 DST

### New User

Phil Vickers was registered as new user. The Users access codes have been sent via email to the following email address: m.stojsavljevic@bravosolution.com . The new User account does not have any Role associated to it. Please review the User Rights of the account in order to grant access to Negotiations. The account currently has no access to Negotiations by default.

 View User Rights

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6.4 After creating the user, click 'View User Rights' to assign user rights to that account.

## 6. Managing Users

Welcome: **Stojšavljevic Marko**  
Time Zone: GMT + 0:00 DST

### User Details

View User Details

### User Rights

View User Rights



Edit



Delete



Help for Suppliers



Edit Auction Rights

#### Auctions

Visibility of Auction Lists	No
Access Auction Details	No
Access to Auction Monitor	No
Participate	No
Contact Visible to Buyer	No
Manage Messages	No



Edit PQQ/ ITT Rights

#### PQQs/ITTs

See PQQ/ITT (Supplier)	No
View PQQ/ITT Details (Supplier)	No
Create Response	No
Modify Before Publishing	No
Publish and Modify	No
Contact Visible to Buyer	No
Messages Management	No
View Sensitive Data (including; attachments, response, original etc)	No

6.5 Edit individual user rights and then click, 'Save' once you are done.

# Agenda:

- BravoSolution Overview, Aims and Objectives
- eTendering Portal Overview and Registration
  1. Accessing PQQs/ITTs
  2. Downloading Buyer Attachments
  3. Sending Messages via your PQQ/ITT
  4. Responding to your PQQ/ITT
  5. Publishing your PQQ/ITT Response
  6. Managing Users
- eVendor Management
  1. Profile Area
  2. Pre-populated Responses
- Tips for a “stress-less tender”
- Help Available

## eVendor Management

eVendor Management allows storage of responses to Library questions within the system. This means that suppliers will be able to store responses to questions and re-call these answers in subsequent PQQs/ITTs!

- You can keep your responses to the Library questions up-to-date from your Profile area.
- Stored answers will pre-populate in a response if the Buyer has chosen to ask these Library questions in their questionnaire.
- You can update these answers at any time, including within a response
  - crucially, these answers will not back populate into your profile until the Buyer has opened your response!

# 1. Profile Area



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[Logout](#) | [Accessibility and Legend](#)

Welcome: **Stojsavljevic Marko**  
Time Zone: GMT + 0:00 DST

English ▾

Welcome

<b>▼ Dashboard</b> <a href="#">Main Dashboard</a>	<b>▼ Projects</b> <a href="#">Projects</a> <a href="#">PQQs</a> <a href="#">ITTs</a> <a href="#">Auctions</a> <a href="#">Contracts</a>	<b>▼ Published Opportunities</b> <a href="#">Published Opportunities</a>
<b>▼ File Sharing</b> <a href="#">Files</a>	<b>▼ Organisation Profile</b> <a href="#">Profile</a> <a href="#">User Management</a> <a href="#">Categories</a>	<b>▼ Change Language</b> <a href="#">Change Language Page</a>

1.1 From the homepage, click on the 'Profile' link

# 1. Profile Area



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[Main Page](#) | [Logout](#) | [Accessibility and Legend](#)

Welcome: **Stojisavljevic Marko**  
Time Zone: GMT + 0:00 DST

[Select Module](#)

**Profile** | [User Management](#) | [Categories](#)

## Locations

### Status Summary

Status Summary

### Registration Data

Registration Data

### Basic Profile

Basic Profile

### Extended Profile

Extended Profile

## Company Name: ABC Supplier



Edit



Modify Password



Print your Supplier Profile



Help for Suppliers

## Organisation Details

Organisation Name	ABC Supplier
Address line 1	85 London Wall
City	London
State/County	GREATER LONDON
Postal Code	EC2M 7AD
Country	UNITED KINGDOM
Main Organisation Phone Number	0207401294
Organisation Fax Number	
Organisation Email Address	m.stojisavljevic@bravosolution.com
Web site	

1.2 This screen shows an overview of registration information. There will also be two profile areas to enter – to start with, go to 'Basic Profile'

# 1. Profile Area

## Locations

### Status Summary

Status Summary

### Registration Data

Registration Data


### Basic Profile


Basic Profile

### Extended Profile

Extended Profile

## Basic Profile Details: Registration

 [Print your Supplier Profile](#)

 [Help for Suppliers](#)

 [Edit](#)

1.3 A selection of Basic information questions will appear. To answer them now, click 'Edit'

Total: 1 of 1

### Registration

[OD] Organisational Details - Organisation Type	* Is your organisation a:
[OD] Organisational Details - Company Number	* Please state the name of the ultimate parent company (if applicable).
[OD] Organisational Details - Holding / Parent company	* Please state the name of the holding or parent company:
[OD] Organisational Details - Ultimate Parent Company	* Please state the ultimate parent company (if applicable)
[OD] Organisational Details - Executive Directors / Partners	* Please provide the name of Executive Directors/Partners and their responsibilities within the organisation
[OD] Organisational Details - History of Organisation.	* Please provide a brief history of your organisation.
[OD] Organisational Details - Locations of Premises	* Please state the number and locations of premises from which your organisation provides services similar to those required by the Authority.

# 1. Profile Area

Welcome: **Stojsavljevic Marko**  
Time Zone: **GMT + 0:00 DST**

1.4 You can then populate your answers and click 'Save' to confirm them against your profile

Total: 1 of 1

Registration	
[OD] Organisational Details - Organisation Type	* Is your organisation a: <input type="text" value="Public Limited Company"/>
[OD] Organisational Details - Company Number	* Please state the name of the ultimate parent company (if applicable). <input type="text" value="ABC Supplies Ltd"/> Characters available = <input type="text" value="1984"/>
[OD] Organisational Details - Holding / Parent company	* Please state the name of the holding or parent company: <input type="text"/> Characters available = <input type="text" value="2000"/>
[OD] Organisational Details - Ultimate Parent Company	* Please state the ultimate parent company (if applicable) <input type="text"/> Characters available = <input type="text" value="2000"/>
[OD] Organisational Details - Executive Directors / Partners	* Please provide the name of Executive Directors/Partners and their responsibilities within the organisation

Note: Some responses may already exist! This is because you have answered these elsewhere in the system and the responses have back-populated into your profile!

1. Profile Area

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

Extended Profile Details: Financial Information

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

[Edit](#)

Total: 1 of 1

Financial Information	
[FI] Financial - Turnover - most recent year	* Please state Financial Turnover for the most recent year
[FI] Financial - Turnover - two years prior to most recent year	* Please state Financial Turnover for the year two years prior to the most recent year
[FI] Financial - Turnover - year prior to most recent year	* Please state Financial Turnover for the year prior to the most recent year
[FI] Financial - Annual Turnover - Statement	* Upload a statement of Turnover, Profit and Loss and Cash Flow position for the most recent full year of trading.
[FI] Financial - Profit/(Loss) Before Tax - most recent year	* Please state profit/(loss) before tax for most recent year
[FI] Financial - Profit/(Loss) Before Tax - two years prior to most recent year	* Please state profit/(loss) before tax for the year two years prior to the most recent year
[FI] Financial - Profit/(Loss) Before Tax - year prior to most recent year	* Please state profit/(loss) before tax for the year prior to the most recent year
[FI] Financial - Bank Address	* Please confirm the name and address of your banker.
[FI] Financial - Reference	* Please confirm that you are happy for the City Council to obtain a credit reference check in respect of your expression of interest

The same can be done in the extended profile – just navigate to this area, click on 'Edit' and start populating your responses

## 2. Pre-Populated Responses



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[Main Page](#) | [Logout](#) | [Accessibility and Legend](#)

Welcome: **Stojisavljevic Marko**  
Time Zone: GMT + 0:00 DST

[Select Module](#)

[Projects](#) | [PQOs](#) | **[ITTs](#)** | [Auctions](#) | [Contracts](#)

### Locations

**My ITTs**  
My ITTs

**ITTs Open to All Suppliers**  
ITTs Open to All Suppliers

[Search/Filter](#) | [Export List to Excel](#) | [Help for Suppliers](#)

	ITT Code	ITT Title	Project Code:	Buyer Organisation	ITT Status	Time limit for Expressing Interest
1	itt_13873	<a href="#">Vendor Management Example</a>	project_8735	WMCOE SRO	Running	24/10/2012 16:00

Total: 1      Page 1 of 1      Show: 10 elements

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Now, if answers exist against your profile (either because you've filled them in from the Profile area or during a previous PQQ/ITT), they will automatically appear when you express interest in another event...

## 2. Pre-Populated Responses



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[Logout](#) | [Accessibility and Legend](#)

Welcome: **Stojsavljevic Marko**  
Time Zone: GMT + 0:00 DST

Project : project\_8735 - Stationery Project 2012  
ITT: itt\_13873 - Vendor Management Example  
Closing Date: 24/10/2012 16:00:00

Express Interest  Decide Later

Printable View

### Response status

Response status Response Not Submitted To Buyer

### Overview

ITT Code itt\_13873

ITT Title Vendor Management Example

ITT Description

Type of Supplier Access ITT Open to All Suppliers

Response Currency GBP

Test ITT No

Buyer Organisation WMCOE SRO

2.1 Once you've located the event you wish to be involved in, click on 'Express Interest'

## 2. Pre-Populated Responses



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[Back To List](#) | [Main Page](#) | [Logout](#) | [Accessibility and Legend](#)

Welcome: **Stojsavljevic Marko**  
Time Zone: **GMT + 0:00 DST**

**ITT Details**

**Settings**  
View ITT settings

**Buyer Attachments**  
Buyer Attachments: 0

**My Response**  
Status is: Response Not Submitted To Buyer

**Messages**  
Unread Messages (0)

**User Rights**  
Manage User Rights

Project : **project\_8735 - Stationery Project 2012**  
ITT: **itt\_13873 - Vendor Management Example**  
Closing Date: **24/10/2012 16:00:00**  
Response Last Submitted On: **Not Submitted Yet**

[Printable View](#) | [Help for Suppliers](#)

Response status	
Response status	Response Not Submitted To Buyer
Overview	
ITT Code	itt_13873
ITT Title	Vendor Management Example
ITT Description	
Type of Supplier Access	ITT Open to All Suppliers
Response Currency	GB
Test ITT No	
Buyer Organisation	WM

2.2 Again, navigate to the 'My Response' area...

## 2. Pre-Populated Responses

Welcome: **Stojsavljevic Marko**  
Time Zone: **GMT + 0:00 DST**

5 - Stationery Project 2012  
for Management Example

Closing Date: 24/10/2012 16:00:00

Response Last Submitted On: **Not Submitted Yet**

### Settings

[View ITT settings](#)

### Buyer Attachments

Buyer Attachments: 0

### My Response

Status is: Response Not Submitted To Buyer

### Messages

▶ Unread Messages (0)

### User Rights

[Manage User Rights](#)

[Printable View](#)

[Help for Suppliers](#)

[Create Response](#)

[Decline To Respond](#)

Consortium (0)

[View Response Index Only](#)

▼ 1. Qualification Response (questions: 3 )

#### ▼ 1.1 Organisation Details - Section of eVM Questions:

**IMPORTANT:** This Section contains Questions you may have already answered in your Organisation Profile, the answers to those questions will be used to pre-populate your response. You may change these answers so they differ from those saved in your Organisation Profile and save new answers on your response. These answers will be applied back to your Organisation Profile when the PQQ/ITT is evaluated by the Buyer. You may also supply different answers to these Questions in other PQQs/ITTs. In this case the response saved to your Organisation Profile will always be the response which was most recently evaluated by the Buyer.

1	[OD] Organisational Details - Organisation Type	* Is your organisation a:	Public Limited Company
2	[OD] Organisational Details - Ultimate Parent Company	* Please state the ultimate parent company (if applicable)	
3	[OD] Organisational Details - Organisational Structure Upload Confirmation	* Please confirm that you have uploaded a copy of your organisational structure chart.	

2.3 Notice that some sections may be headed with 'Section of eVM Questions' – these are sections of library questions that have been used in this PQQ/ITT

2.4 Within this section, any questions answered previously will be pre-populated with a response (before we've even 'Created' the response)!

## 2. Pre-Populated Responses

Welcome: **Stojsavljevic Marko**  
Time Zone: GMT + 0:00 DST


Project : project\_8735 - Stationery Project 2012  
ITT: itt\_13873 - Vendor Management Example  
Closing Date: 24/10/2012 16:00:00  
Response Last Submitted On: **Not Submitted Yet**

Edit Mode

 Save Changes

 Save and Exit Response

 Cancel

 Validate response

### 1. Qualification Response (questions: 3 )

#### 1.1 Organisation Details - Section of eVM Questions:

**IMPORTANT:** This Section contains Questions you may have already answered in your Organisation Profile, the answers to those questions will be used to pre-populate your response. You may change these answers so they differ from those saved in your Organisation Profile and save new answers on your response. These answers will be applied back to your Organisation Profile when the PQQ/ITT is evaluated by the Buyer. You may also supply different answers to these Questions in other PQQs/ITTs. In this case the response saved to your Organisation Profile will always be the response which was most recently evaluated by the Buyer.

1	[OD] Organisational Details - Organisation Type	* Is your organisation a:	Public Limited Company
2	[OD] Organisational Details - Ultimate Parent Company	* Please state the ultimate parent company (if applicable)	

- Public Limited Company
- Public Limited Company
- Private Limited Company
- Sole Trader
- Partnership
- Voluntary Sector Organisation
- Charity
- Public Sector Body
- Social Enterprise
- Other

2.5 By clicking on 'Create Response' and navigating to the correct area, you can still edit these pre-populated responses (if, perhaps, the information has changed since the last time it was answered)...

These answers will only back populate to your Profile when this response has been opened, ensuring that no-one can see your answers before they've been made public!

# Agenda:

- BravoSolution Overview, Aims and Objectives
- eTendering Portal Overview and Registration
  1. Accessing PQQs/ITTs
  2. Downloading Buyer Attachments
  3. Sending Messages via your PQQ/ITT
  4. Responding to your PQQ/ITT
  5. Publishing your PQQ/ITT Response
  6. Managing Users
- eVendor Management
  1. Profile Area
  2. Pre-populated Responses
- Tips for a “stress-less tender”
- Help Available

# Tips for a 'stress-less' tender

1. Ensure that you read and digest all documentation thoroughly and make note of key actions and deadlines (you may want to create a checklist of actions to review prior to publishing your response).
2. Don't leave your response until the last minute – if you have problems you may not be able to resolve them before the deadline for responses.
3. Always use the secure messaging tool for communicating with the Buying team.
4. Only upload attachments when requested. Try to avoid uploading very large files.
5. Try and answer all questions not just the mandatory ones.
6. Please treat your username and password securely – if you lose or forget your password there is a link on the portal homepage where it can be emailed to the registered email address.
7. Consistently **SAVE** your work – security protocols will automatically “time-out” after 20 minutes of Inactivity
8. Please remember you **MUST** publish your response to make it visible to the Buyer

# Agenda:

- BravoSolution Overview, Aims and Objectives
- eTendering Portal Overview and Registration
  1. Accessing PQQs/ITTs
  2. Downloading Buyer Attachments
  3. Sending Messages via your PQQ/ITT
  4. Responding to your PQQ/ITT
  5. Publishing your PQQ/ITT Response
  6. Managing Users
- eVendor Management
  1. Profile Area
  2. Pre-populated Responses
- Tips for a “stress-less tender”
- Help Available

# Content

- BravoSolution Overview, aims and objectives
- eTendering Portal Overview
  1. Accessing the PQQ/ITT
  2. Downloading Buyer Attachments
  3. Sending Messages via your PQQ/ITT
  4. Responding to your PQQ/ITT
  5. Publishing your PQQ/ITT Response
- Tips for a “stress-less tender”
- Help Available

# Help Available

## **BravoSolution Help Desk**

Mon- Fri: 8am – 6pm

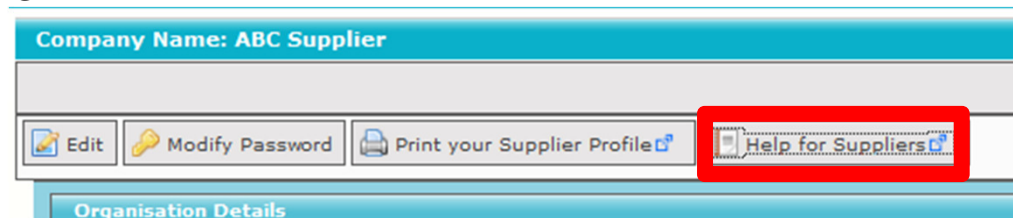
Phone : 0800 368 4850

Email:

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

# Online Help Files

Within the eTendering portal you have access to the online help files by clicking on the 'Help for Suppliers' button in the web page.



PQQs/ITTs (UK Public Sector)

Projects module			
Projects	PQQs & ITTs	Auctions	Contracts
File Sharing module		Users & Organisation Profile module	
Dashboard module		Common Features	

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### Definition

A **Request for Information** (or **PQQ**) is used to collect Qualification and Technical information from Suppliers in order to evaluate the Supplier base and to narrow the field of competition to qualified Suppliers. Closed PQQs on the platform may be finalised and converted into ITTs.

A **Request for Quotation** (or **ITT**) is used to collect detailed Technical and Commercial information from pre-qualified Suppliers in the form of a private offer. Closed ITTs on the platform may be converted into **Auctions**, or awarded, and converted into **Contracts**.

The generic term 'PQQ/ITT' is used to describe the common behaviours of PQQs and ITTs on the platform.

Each PQQ/ITT on the platform is managed by a Buyer within the Buyer Organisation. The Buyer is able to configure the Settings of the PQQ/ITT, such as the response deadline and awarding strategy, and decide how Suppliers should be able to participate. The Buyer may also attach files to the PQQ/ITT for the attention of participating Suppliers.