

Jaggaer Supplier Guide

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HOW TO REGISTER ON JAGGAER

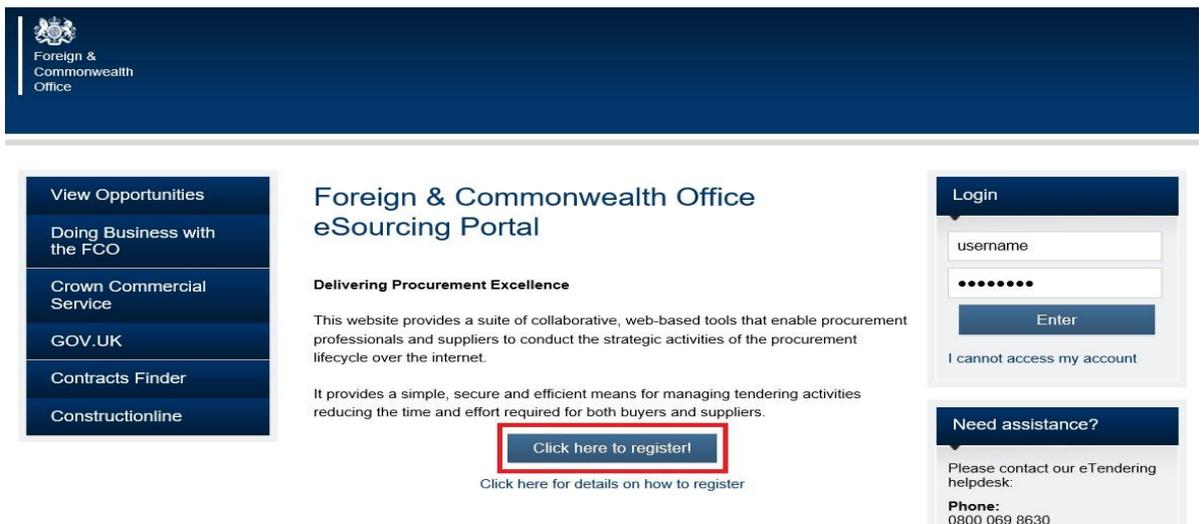
Register your company on the eSourcing portal (this is only required once).

Browse to the eSourcing Portal:

<https://fco.bravosolution.co.uk>. This is the JAGGAER homepage. You can choose “Click here for details on how to register” for video instructions. Otherwise, you may use this guide



Click ‘Click here to register!’ to start.



Fill up the Registration Data. Fields with asterisk (*) are mandatory fields.

Registration Data ... Close Save

Organisation Details

- * Organisation Name
- * Address line 1
- * City
- * Country
- * State/County
- * Postal Code
- * Main Organisation Phone Number

Once completed click Save button.



Answer the Basic Profile Form using the drop down buttons.

Begin Vendor Registration Cancel Save & Continue

Additional Information

GDPR			
QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	GDPR Compliance	* Please confirm that your organisation is GDPR compliant.	<input type="text"/> Supplier
ORGANISATIONAL CLASSIFICATION			
QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Do you classify as an SME?	* Please select the appropriate classification considering the below definition: "Small and medium-sized enterprises (SMEs) employ fewer than 250 persons and have an annual turnover not exceeding EUR 50 million, and/or an annual balance sheet total not exceeding EUR 43 million and are not part of a larger organisation that in total exceeds these thresholds." And the URL link: https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en	<input type="text"/> Supplier

Once completed click Save & Continue.

Save & Continue

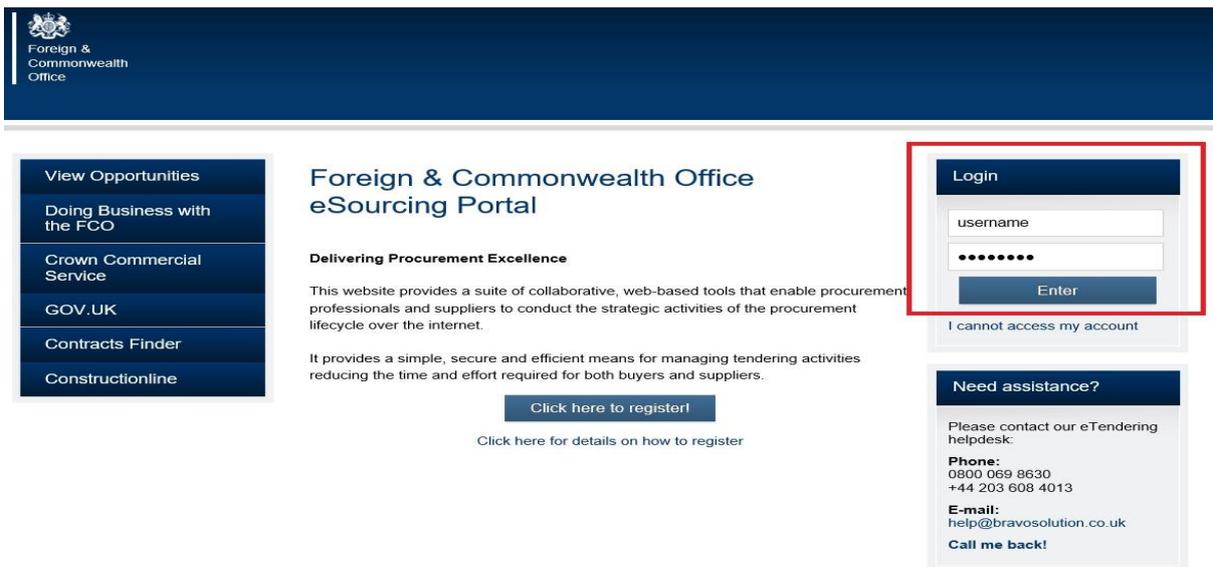
Your registration is done. Click Close Window and check your email for the Password to access the portal.

Registration Confirmation Close Window

 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.

Login the Username you registered and the Password that was sent to your email.



Foreign & Commonwealth Office
eSourcing Portal

Delivering Procurement Excellence

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.

[Click here to register!](#)

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

Login

username

••••••••

[Enter](#)

[I cannot access my account](#)

Need assistance?

Please contact our eTendering helpdesk:

Phone:
0800 069 8630
+44 203 608 4013

E-mail:
help@bravosolution.co.uk

Call me back!

After your first login, kindly read the USER AGREEMENT. Once understood tick I Agree then Next button to continue

USER AGREEMENT

1. Introduction
1.1. This User Agreement between **Foreign and Commonwealth Office** eSourcing Portal (the Buyer) and the Supplier governs the access and use of the eSourcing System (the System) by the Supplier to respond to an invitation from the Buyer to participate in a procurement exercise.
1.2. A procurement exercise may include a Pre-Qualification Questionnaire (PQQ), a Request for Information (RFI), an Invitation to Tender (ITT), an Invitation to Negotiate (ITN), an Invitation to Participate in Dialogue (ITPD), an Invitation to Submit Final Offer (ITSFO), Invitation to Submit Final Tender (ITSFT), a Best And Final Offer (BAFO), a Request for Proposal (RFP), a Request for Quotation (RFQ), an electronic Auction or an electronic Contract. This above list of individual procurement exercise processes is indicative and a non-exhaustive representation of commonly used terminology. Buyer Organisations may have their own, unique terminology to be applied on a case by case basis.
1.3. The System is provided by BravoSolution UK Ltd and operated by the Buyer. This User Agreement applies to the Supplier's and its Supplier Users' access to and use of the System. The Supplier acknowledges that by a Supplier User accessing the System using the user ID and password provided by, or on behalf of the Buyer, the Supplier agrees to be bound by this User Agreement.
1.4. The Supplier shall only use the System to respond to an invitation to participate in a procurement exercise in accordance with this User Agreement and any further rules expressed and presented in the System. In the event that there is any conflict between this User Agreement and any such further rules, then the provisions of such further rules shall take precedence over this User Agreement.

2. Access
2.1. The Buyer grants to the Supplier, free of charge, access to the System by Supplier Users for the purpose of responding to any invitation to participate in a procurement exercise, subject to this User Agreement.
2.2. The Buyer may immediately deny access to the System by the Supplier and/or one or more Supplier Users by giving notice in writing to the Supplier if any of the following events occur:
2.2.1. The Supplier commits a material breach of any of its obligations under this User Agreement; and

I have read and agree to the eSourcing Service User Agreement

I agree

I do not agree

Next

Another window will appear asking you to change your default password to a new one. Click Submit.

You are now ready to use JAGGAER.

Specify A New Password In Order To Proceed

✘ For security reasons you are required to change your Password.

Your new password must be at least 8 characters long.

Please enter a new Password in the fields below and click "Submit" to continue.

i Passwords must contain at least 8 characters
Password must be different from login
New password must be different from the previous 12 passwords

New Password (min 8 characters)

Confirm Password

Cancel **Submit**

MANAGING MY PAYMENT DETAILS

Login to the portal with your username & password.

Foreign & Commonwealth Office
eSourcing Portal

Delivering Procurement Excellence

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.

[Click here to register!](#)

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

Login

username

.....

Enter

[I cannot access my account](#)

Need assistance?

Please contact our eTendering helpdesk:

Phone:
0800 069 8630
+44 203 608 4013

E-mail:
help@bravosolution.co.uk

Call me back!

On the home page please select Manage Your Profile

Foreign, Commonwealth & Development Office
eSourcing Portal

Logout > Supplier reserved area

Delivering Procurement Excellence

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.

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User Profile

[Manage Your Profile](#)

[Modify Password](#)

[Manage Users](#)

Need assistance?

Please contact our eTendering helpdesk:

Phone:
0203 868 2859

Call me back!

JAGGASER System Requirements

You will be taken to the Registration Data page of the profile, please select the profile data

The screenshot shows the 'Organisation Details' section of a profile for 'Test Supplier 99'. The page includes a navigation menu on the left and a main content area with the following details:

- Organisation Name: Test Supplier 99
- Address line 1: Test Supplier Address
- Address Line 2
- City: Test City
- Country: UNITED KINGDOM
- State/Country: Other...
- Postal Code: NK01 0AA
- International Code (do not include (+))
- Main Organisation Phone Number: 00

All phases of the profile will be displayed, please click the Banking Details hyperlink

The screenshot shows the 'Organisation Profile' page with a table of profile phases. The table has columns for PHASE, TITLE, COMPLETION, DOCUMENT EXPIRY DATE (FIRST TO EXPIRE), and LAST MODIFIED DATE. The 'Banking Details' phase is highlighted in blue.

	PHASE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE
1	> Onboarding	Additional Information	●		03/05/2022 16:23
2	> Additional	Part 1	●		24/05/2022 10:36
3	> Additional	Part 2	●		24/05/2022 10:36
4	> Additional	Part 3	●		28/06/2022 14:14
5	> Additional	Additional Questions	●		28/06/2022 14:16
6	> Additional	Banking Details			

The following fields will be displayed

JAGGAER-ONE 14:18 WET - Western Europe Time DST Welcome John Thomson

Organisation Profile

Banking Details

~ BANKING DETAILS

~ BANKING DETAILS			
	QUESTION	DESCRIPTION	EDITABLE BY
1	IBAN	IBAN	Supplier
2	Account number	Account number	Supplier
3	Bank Address Line 1	Bank Address Line 1	Supplier
4	Bank Address Line 2	Bank Address Line 2	Supplier
5	Bank Address Line 3	Bank Address Line 3	Supplier
6	Bank Address Line 4	Bank Address Line 4	Supplier
7	Bank County	Bank County	Supplier
8	Currency for Payment	Currency for Payment	Supplier
9	Name of Bank	Name of Bank	Supplier
10	Bank Postcode	Bank Postcode	Supplier
11	Sort Code	Sort Code	Supplier
12	Swift Code	Swift Code	Supplier
13	Name on Account	Name on Account	Supplier
14	Bank Town	Bank Town	Supplier
15	Currency of final destination bank account	Currency of final destination bank account	Supplier
16	Further Credit	Further Credit	Supplier
17	First intermediary bank name/address	First intermediary bank name/address	Supplier
18	First intermediary bank Swift code	First intermediary bank Swift code	Supplier
19	First intermediary bank country name	First intermediary bank country name	Supplier
20	First intermediary bank routing method	First intermediary bank routing method	Supplier
21	First intermediary bank routing method - other	First intermediary bank routing method - other	Supplier
22	Second intermediary bank name/address	Second intermediary bank name/address	Supplier
23	Second intermediary bank Swift code	Second intermediary bank Swift code	Supplier
24	Second intermediary bank country name	Second intermediary bank country name	Supplier
25	Second intermediary bank routing method	Second intermediary bank routing method	Supplier
26	Second intermediary bank routing method - other	Second intermediary bank routing method - other	Supplier
27	ABA Code	ABA Code	Supplier
28	IFSC Code	IFSC Code	Supplier
29	Purpose of Payment code	Purpose of Payment code	Supplier

To edit these fields please click the pencil icon in the top right-hand corner of the screen



You can now populate the fields

JAGGAER ONE 14:38 WET - Western Europe Time DST Welcome John Thomson 

Organisation Profile Cancel Save

Banking Details

▼ BANKING DETAILS

▼ BANKING DETAILS				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	IBAN	IBAN	<input type="text"/> <small>Characters available 2000</small>	Supplier
2	Account number	Account number	<input type="text"/> <small>Characters available 2000</small>	Supplier

Once you have finished populating the fields, please click the save button in the top right-hand corner of the screen

Save

EXPRESSING INTEREST TO A TENDER OPPORTUNITY

Login to the portal with your username & password.

The screenshot shows the login page of the Foreign & Commonwealth Office eSourcing Portal. On the left, there is a vertical menu with links: View Opportunities, Doing Business with the FCO, Crown Commercial Service, GOV.UK, Contracts Finder, and Constructionline. The main content area features the portal title, a 'Delivering Procurement Excellence' tagline, and a brief description of the portal's purpose. A 'Click here to register!' button is present, along with a link for registration details. On the right, a 'Login' form is highlighted with a red border, containing fields for 'username' and a password (represented by dots), and an 'Enter' button. Below the login form is a link for 'I cannot access my account'. At the bottom right, there is a 'Need assistance?' section with contact information for the eTendering helpdesk, including phone numbers (0800 069 8630 and +44 203 608 4013) and an email address (help@bravosolution.co.uk).

Click either the PQQs Open to All Suppliers or ITTs Open to All Suppliers link. (These are Pre-Qualification Questionnaires or Invitations to Tender open to any registered suppliers).

The screenshot shows the user profile page of the Foreign, Commonwealth & Development Office eSourcing Portal. The top header includes the logo and name of the office. Below this, a navigation menu on the left lists: Projects, My PQQs, PQQs Open to All Suppliers, My ITTs, ITTs Open to All Suppliers, Auctions, My Contracts, and Surveys. The main content area displays the user's profile, including a 'Logout » Supplier reserved area' link, the portal title, and the 'Delivering Procurement Excellence' tagline. A 'User Profile' section on the right offers options to 'Manage Your Profile', 'Modify Password', and 'Manage Users'. A 'Need assistance?' section at the bottom right provides contact information for the eTendering helpdesk, including a phone number (0203 868 2859) and a 'Call me back!' button.

Click on the relevant PQQ to access the content.

PQQs

My PQQs PQQs Open To All Suppliers

Enter Filter (type to start search)

Showing Result 1 - 1 of 1 Show: 10

PQQ CODE	PQQ TITLE	PROJECT CODE	TIME LIMIT FOR EXPRESSING INTEREST ↑	PQQ STATUS	BUYER ORGANISATION	
1	pqq_93	ECHO 2 DPS TEST (ONGOING APPLICATION) - COPY	project_393	30/09/2028 17:00	Running	Foreign & Commonwealth Office

Click on the relevant ITT to access the content.

ITTs

My ITTs ITTs Open To All Suppliers

Enter Filter (type to start search)

Showing Result 1 - 1 of 1 Show: 10

ITT CODE	ITT TITLE	PROJECT CODE	TIME LIMIT FOR EXPRESSING INTEREST ↑	ITT STATUS	BUYER ORGANISATION	
1	itt_333	Test, Country, Department	project_552	15/04/2022 17:00	Running	Foreign & Commonwealth Office

You will see the Supplier Agreement page. Read, then once finished, tick I Agree then click Next.

← Accept Contract Adobe PDF File

AGREEMENT

1. Organisations registering an interest and/or tendering for FCDO (Foreign, Commonwealth and Development Office) contracts are required to accept obligations (collectively known as 'the Agreement') controlling the potential disclosure of confidential information.

2. It may be necessary to disclose Confidential Information for the purpose of enabling Organisations to register an interest and/or tender for FCDO contracts ('the Purpose').

2.1. 'Confidential Information' means all information disclosed by FCDO, the disclosure of which would constitute an actionable breach of confidence, which has either been designated as confidential by FCDO in writing or that ought to be considered as confidential (however it is conveyed or on whatever media it is stored).

2.2. Such information shall include but not be limited to all information relating to the operations, plans, proposals, intentions, know-how, trade secrets, copyright and other intellectual property rights, software, market opportunities, strategies, customers and potential customers, competitors and potential competitors, business and/or financial affairs of any member of FCDO or of any customer or potential customer of any members of FCDO and all personal data and sensitive personal data within the meaning of the Data Protection Act 1998 including both Parties' data and that of any member of FCDO.

3. Failure to accept the following obligations will prejudice opportunities to supply to FCDO.

4. You understand that the failure to refer to such information as confidential shall not prejudice the effect of this Agreement.

I have read and agree to the Non disclosure agreement

I agree

I do not agree

[Next](#)

You can now choose to Express Interest or Decide Later

ITT: itt_333 - Test, Country, Department Running Decide Later Printable View Express Interest

→| **Response Status**
Response Status
Response Not Submitted To Buyer

Overview

ITT Code itt_333	ITT Title Test, Country, Department
ITT Description	Supplier Access ITT Open to All Suppliers
Event Currency GBP	Test ITT No
Buyer Organisation Foreign & Commonwealth Office	Buyer Name Greg Trotter
Allow Bidding Group Response Yes	
Categories 10101600 - 10101600 - Birds and fowl	

Decide Later Printable View Express Interest

If you choose Decide Later it will lead you back to your dashboard (list of PQQs/ITTs Open to all Suppliers). If you choose Express Interest, a pop out box will appear. Click OK to continue.

fcdo-prep.bravosolution.co.uk says

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.

OK Cancel

Every tender has its own set of requirements.

Click Buyer Attachments link to check them.

After you click the Buyer Attachments link, this screen will appear. You will see list of documents that you need to read before answering the questions.



Click any of the documents to download individually or click Mass Download to download all documents at once.



RESPONDING TO A TENDER OPPORTUNITY

After reading all documents and you wish to participate with the tender, go to My Response and click Intend To Respond.

ITT: itt_335 - Test, Country, Department Running

ITT Details Messages (Unread 0)

Settings Buyer Attachments (2) **My Response** Associated Users

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

Currency: GBP

1. Technical Response (Questions: 13)

1.1 DELIVERY - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
1.1.1	delivery company * Which delivery company do you use?	
1.1.2	Delivery * How long does it take you to deliver?	

A pop-up box will appear, please select whether it is My Organisation Only or Consortium

Respond as a Single Organisation or Bidding Group: ✕

i Replying as a Bidding Group requires configuration in the Manage Bidding Group area

Select Response Type

My Organisation Only (No consortium)

Consortium (unspecified / other type)

In this section 'My Response Summary, you can see the evaluation criteria here which are mandatory to answer.

At the right side next to every criteria, you will see a pencil button. Click and answer the questions.

If one of the questions require an attachment, use Click to attach file.

QUESTION	DESCRIPTION	RESPONSE
1.2.4	<p>[2.1]</p> <p>* Provide a detailed compliant integrated procurement and construction Delivery Programme that accords with the dates identified in the Project Brief for this requirement. i) The Tenderer must provide a construction programme that shows engagement of sub-contractors and suppliers, mobilisation period, procurement of any long lead items and the sequence which he proposes to execute the works including durations and milestone dates as well as details of any temporary works, method of work, labour and plant proposed to be employed and events which, in his opinion, are critical to the satisfactory completion of the works, highlighting the programme critical path and key dates for approvals/ information required.</p> <p>The Delivery Programme should:</p> <ol style="list-style-type: none"> 1. Cover all work from award of contract to completion on site. 2. Allow for commissioning and testing, sectional completions, 3. Show critical path and dependencies. 4. Include all requirements described in Works Information and Contract Data. 5. Include all key dates and attendencie. 	<p>+ Attach File</p>

You will see this page. Click Select File button to find your file on your computer

← Attachments Select File Confirm

1 Select file to upload:
Please keep attachments to a manageable size in order to facilitate downloading. The portal allows individual attachments up to a maximum size of 10 MB but we recommend that you keep attachments to 2Mb or less.

1 File extensions not permitted: .bin, .exe, .dll, .pif, .bat, .cmd, .com, .htm, .html, .msi, .js, .json, .reg

Attachments

#	TYPE	FILE NAME	SIZE
<i>Use the button to Upload or DRAG and DROP into this area</i>			

Once a file is selected, you will see this page.

Click Confirm button to complete or the bin button if you wish to delete the file selected.

← Attachments 🗑 Select File Confirm

1 Select file to upload:
Please keep attachments to a manageable size in order to facilitate downloading. The portal allows individual attachments up to a maximum size of 10 MB but we recommend that you keep attachments to 2Mb or less.

1 File extensions not permitted: .bin, .exe, .dll, .pif, .bat, .cmd, .com, .htm, .html, .msi, .js, .json, .reg

Attachments

#	TYPE	FILE NAME	SIZE
1	DOCX	Attachment Test.docx	11.7 kb

🗑 Select File Confirm

When the file is successfully uploaded, you will see the filename you selected where the attachment is required

QUESTION	DESCRIPTION	RESPONSE
1.2.4	<p>[2.1]</p> <p>* Provide a detailed compliant integrated procurement and construction Delivery Programme that accords with the dates identified in the Project Brief for this requirement. I) The Tenderer must provide a construction programme that shows engagement of sub-contractors and suppliers, mobilisation period, procurement of any long lead items and the sequence which he proposes to execute the works including durations and milestone dates as well as details of any temporary works, method of work, labour and plant proposed to be employed and events which, in his opinion, are critical to the satisfactory completion of the works, highlighting the programme critical path and key dates for approvals/ information required.</p> <p>The Delivery Programme should:</p> <ol style="list-style-type: none"> 1. Cover all work from award of contract to completion on site. 2. Allow for commissioning and testing, sectional completions, 3. Show critical path and dependencies, 4. Include all requirements described in Works Information and Contract Data. 5. Include all key dates and attendance. 	<p>Attachment Test.docx (12 KB)</p> 

After you finish answering all the questions, make sure that you click Save and Exit Response (this will allow you to proceed with the next set of questions) or Save Changes (you will remain on the same page).

Both functions save all your answers and will allow you to continue even on another day if unfinished.

ITT: itt_335 - Test, Country, Department ● 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. Technical Response (Questions: 13)

1.1 DELIVERY - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
1.1.1	<p>delivery company</p> <p>* Which delivery company do you use?</p>	<p>test</p> <p style="text-align: right;"><small>Characters available 1996</small></p>
1.1.2	<p>Delivery</p> <p>* How long does it take you to deliver?</p>	<p>Next Day</p>

Cancel Save Changes Save And Exit Response

After you click Save and Exit Response, a popout box will appear. Click OK to save and continue or click Cancel to return and review your answers.

fcdo-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.

SUBMITTING A RESPONSE

Click the Submit Response to submit your proposal.

ITT: itt_335 - Test, Country, Department Running

ITT Details Messages (Unread 0)

Settings Buyer Attachments (2) **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.	Technical Response	All questions answered	
2.	Commercial Response	All quoted items completed	Total Price (excluding optional sections) 100

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

Currency: GBP

1. Technical Response (Questions: 13)

You will then see this dialog box, click OK to continue.

fcdo-prep.bravosolution.co.uk says

IMPORTANT: Please ensure that you have reviewed your response for completeness, including any file attachments. To continue with your submission, click "OK". To return to your response without submitting, click "Cancel".

OK
Cancel

To confirm if your submission is successful, click the left arrow next to My Response Summary you will see on the Response Last Submitted On the date and time you submitted.

Alternatively, you can go back to list by clicking the left arrow next to the ITT Title.

← ITT: itt_335 - Test, Country, Department ● Running Withdraw Response Online Questionnaire in Excel

ITT Details Messages (Unread 0)

Settings Buyer Attachments (2) **My Response** Associated Users

Details

Project
project_552 - Test, Country, Department

ITT Closing Date
15/04/2022 17:00:00

Response Last Submitted On:
13/04/2022 16:37:52

My Response Summary

ENVELOPE		QUESTION INFORMATION		
1.	Technical Response	All questions answered		
2.	Commercial Response	All quoted items completed	Total Price (excluding optional sections)	100

Details

Project
project_552 - Test, Country, Department

ITT Closing Date
15/04/2022 17:00:00

Response Last Submitted On:
13/04/2022 16:37:52

← ITT: itt_335 - Test, Country, Department ● Running

After clicking back to list, you will be directed on your ITTs and on the Response Status column you will see Response Submitted To Buyer.

ITTs

My ITTs ITTs Open To All Suppliers

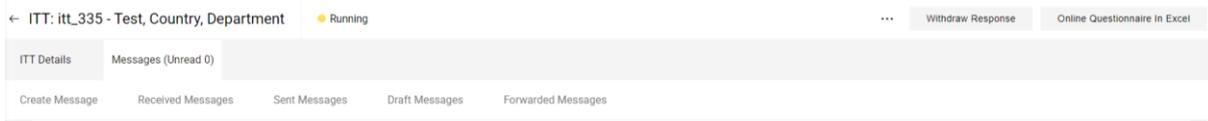
All ITTs

Showing Result 1 - 1 of 1 Show: 10

ITT CODE	ITT TITLE	PROJECT CODE	ITT CLOSING DATE/TIME ↓	ITT STATUS	RESPONSE STATUS	BUYER ORGANISATION
1	itt_335	Test, Country, Department	project_552	15/04/2022 17:00 ● Running	Response Submitted To Buyer	Foreign & Commonwealth Office

Reminder : Make sure that all questions, Qualification, Technical and Commercial are answered before you click the **Submit Response** button. An error message will appear if Mandatory Fields (*) are not answered.

You can use the Messages function to communicate with the buyer and seek any clarification.



Contact the helpdesk if you encounter any technical problems.

