# How to Register on BravoSolution

The following is standard wording you could issue to your suppliers in order for them to register on BravoSolution and register their interest in a tender opportunity

Note: If a requirement is subject to OJEU advertising (and assuming you are using BravoSolution for your procurement, then there is standard wording included in the OJEU Notice that gives details on how suppliers can register on Bravo)

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 BravoSolution homepage. You can click "**Click here for details on how to register"** for video instructions. Otherwise you may use this guide.


Click **Register now** to start.

Kindly read the **USER AGREEMENT.** Once understood, tick **I Agree** (1) then click **Next** (2) button to continue.

Fill up the **Registration Data**. Fields with **asterisks (*)** are mandatory fields. Once completed click **Save** button.

After clicking the **Save** button, you will see this screen. Click **Close** button to continue. Check your email for password to have access to the portal.

Login you username and the password that was sent on your email. Another window will appear asking you to change your default password to a new one.

You are now ready to use **BravoSolution.**

Expressing an Interest and Responding to a Tender Opportunity

Login to the portal with your username & password.

Click either the **PQQs Open To All Suppliers** (1) or **ITTs Open To All Suppliers** (2) link. (These are Pre-Qualification Questionnaires or Invitations to Tender open to any registered supplier)



Click on the relevant PQQ/ ITT to access the content.
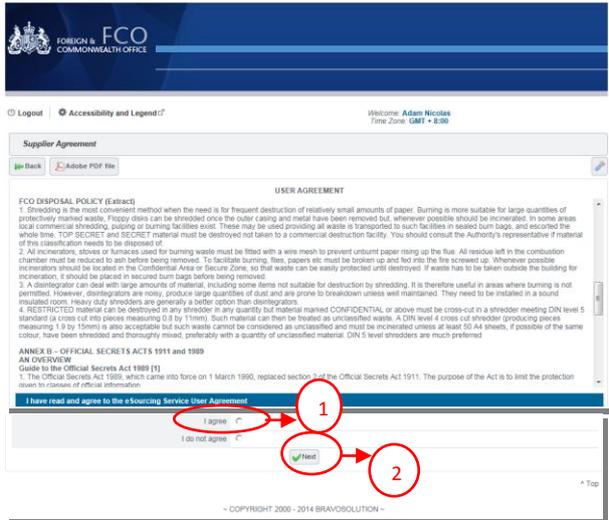
You will see the **Supplier Agreement Page**. Read then once finished, tick **I Agree** (1) then click **Next** (2).
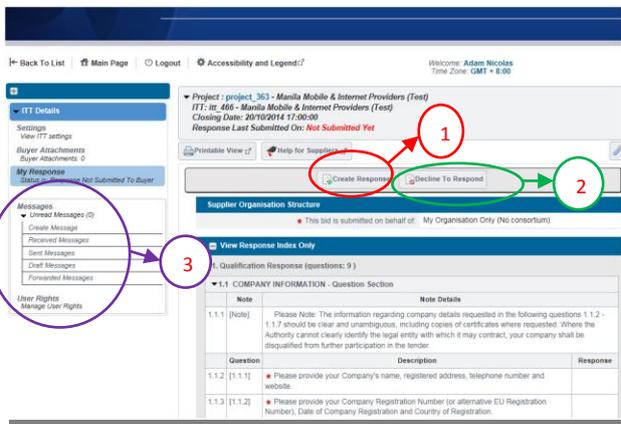
Responding to the tender - You can now choose to **Create Response** (1) or **Decline to Respond** (2) (please give a reason if rejecting). You can now use the **Messages** (3) function to communicate with the buyer and seek any clarification - Note the deadline for completion, then follow the onscreen instructions to complete the PQQ/ITT - There may be a mixture of online & offline actions for you to perform (there is detailed online help available)
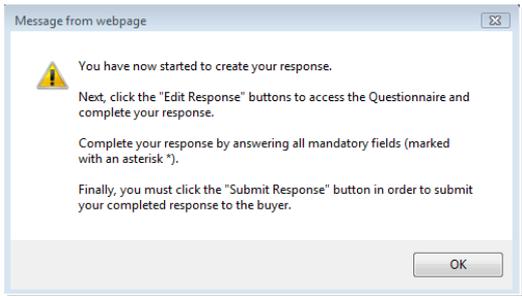
After clicking the Create Response button, you will see the dialog box above. Click OK to start.
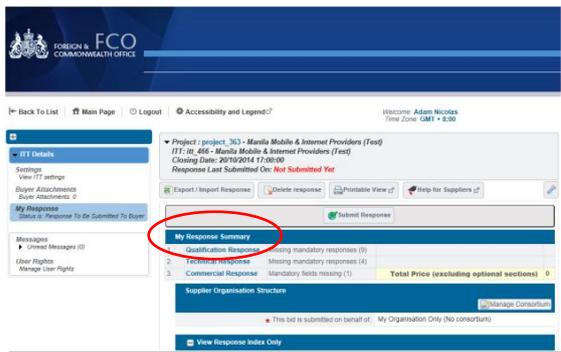
Click one of the options under **My Response Summary**. With this we have chosen **Qualification Responses.**

Answer the questions with the best of your knowledge. Just follow the instruction.

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

You will see this page. Click **Browse** button to find your file on your computer.
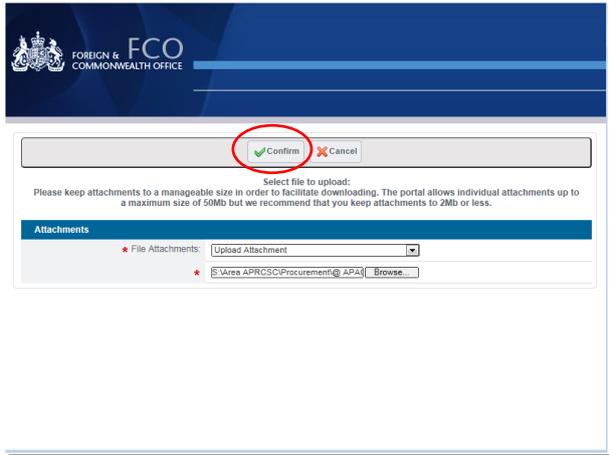
Once file is uploaded, click **Confirm** button to complete.

1.4.2 [1.8.2] ★ Please upload a signed copy of the attachment entitled 'Certificate of Bona Fide Tendering'. This document can be found in Attachment 8. Please copy the form and upload into the Qualification envelope. If this document is not completed and uploaded then your bid will be disqualified

att8.doc (33 KB)

You will see on the question where it is required for the attachment the filename of your file that was successfully uploaded.
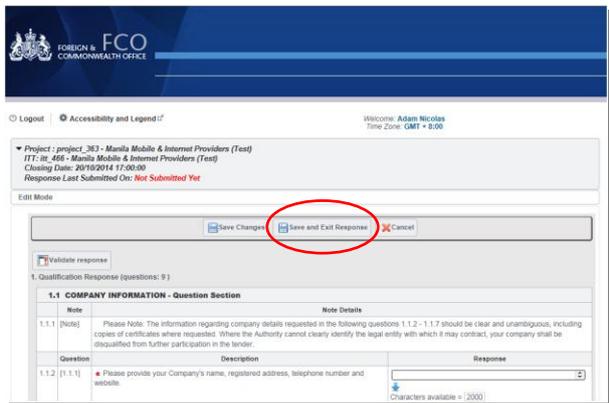
Once all questions have been answered, click **Save and Exit Response** button to proceed with the next set of questions. Or you can just click **Save** button if you want to come back later on.
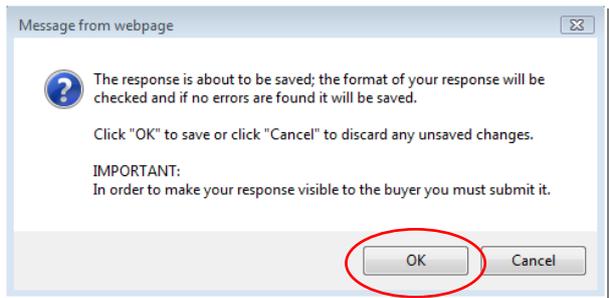
You will see this dialog box after clicking, **Save and Exit Response** button. Just click **OK** to continue. Continue answering the rest of the questions by following all the steps 8-13 as a guide.
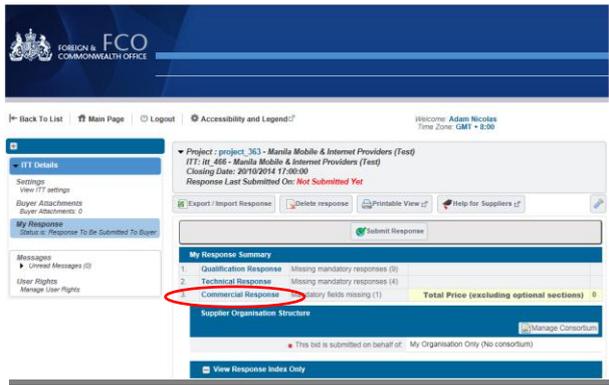
When it comes to the **Commercial Response** link, after clicking you will see the dialog box below:
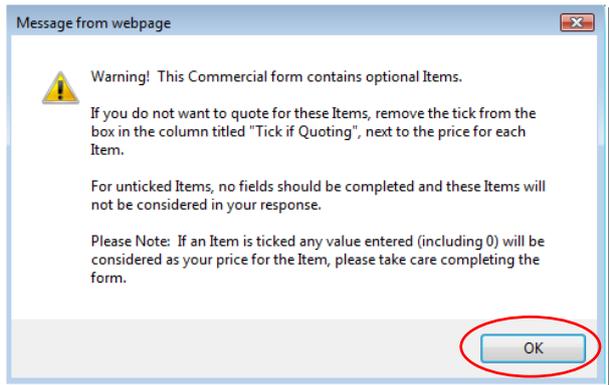
Just click **OK**
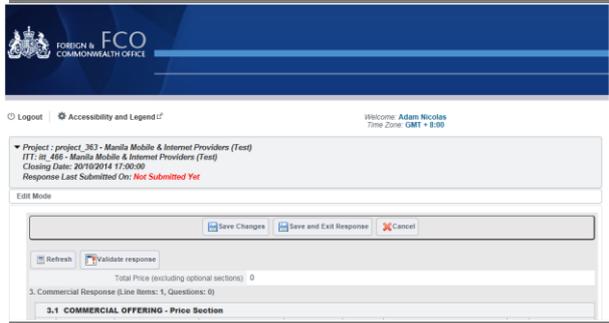
Answer the required field once more. Once completed, click **Click and Exit Response** button to complete and continue.
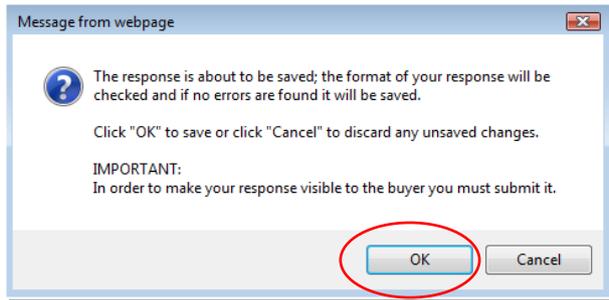
Another dialog box will appear, click **OK** to continue.
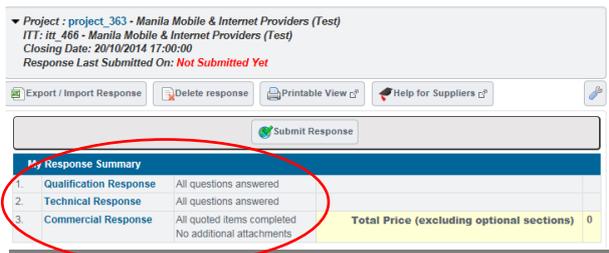
Once all questions have been answered and completed, you will see on your **My Response Summary** list that **All questions answered**.
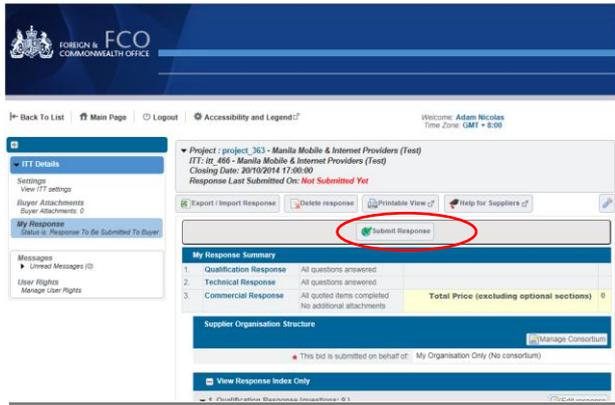
Click **Submit Response** button to publish your reply.
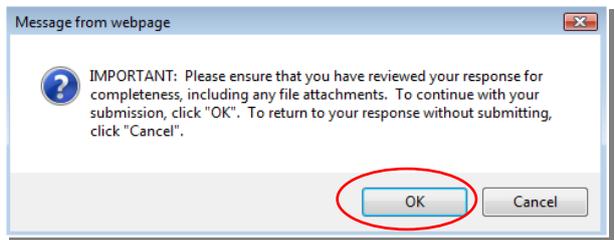
You will then see this dialog box, click **OK** to continue. Another dialog box will appear to inform you that you have successfully submitted your response to the buyer. Click **OK** then wait for the buyer to contact you.
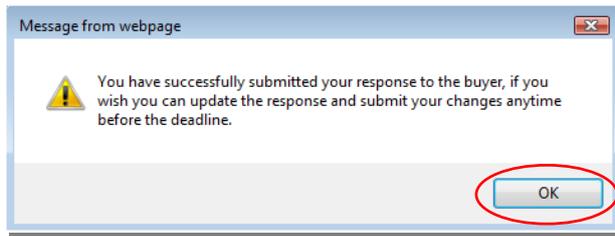
If you require any further assistance please consult the online help, or contact the eTendering helpdesk.