



## How to Register

Only one person from your Organisation will be required to register on behalf of the Organisation; it's probably wise to consider the following when determining who that should be.

Registration involves accepting a User Agreement, and providing basic information about your Organisation and about the User performing the Registration.

The User who performs the Registration becomes the Super User (they will manage the other users) for the Organisation.

On registering on the Platform the Super User will select a Username and will receive a Password.

The Password will be sent by email to the email address that was specified in the User Details section of the Registration page.

In order to log-in to the Platform please enter your Username and Password.



*Note: If you forget your Password then visit the homepage and click "Forgot your password?"*

Registration should only be performed once for each Organisation (this will ensure that you don't receive multiple copies of a message from us if we need to advise you of anything).

If you think that someone in your Organisation may have already registered on this Platform then please do not register again.

Please contact the person who Registered (i.e. the Super User) in order to arrange access to the Platform.

The Super User can enable other users from your organisation access to this e-tender portal, using the '**Your Account**' '**Manage Users**' (on the Home page) facility to add users by defining their details and access rights.

Contact the [Helpdesk](#) immediately if you are unable to contact the Super User (for example if they have left your Organisation).

If you encounter a situation where there are multiple registrations for your organisation you should:

- coordinate the users by using the 'User Management' facility to rationalise the situation;
- contact the Bravo Helpdesk on either 0800 368 4850 or [help@bravosolution.co.uk](mailto:help@bravosolution.co.uk) to remove any duplicate registrations for you organisation.

## Making responding to Pre-Qualification Questionnaires easier

After you login for the first time you are encouraged to complete the 'Extended Profile', as soon as possible. It will save you time subsequently, when you seek to bid for an advertised opportunity. This profile has sections on: organisation profile; financial information; grounds for exclusion; technical capacity; health & safety; environmental; quality; business continuity and TUPE.

The information that you save here will be drawn through to any Pre-Qualification Questionnaires (PQQ) on any advertised procurements that you subsequently express an interest in.

This is the Home Page you will find when you login:-

The screenshot shows the Southampton City Council Home Page in Internet Explorer. The browser address bar displays the URL: [https://southampton.bravosolution.co.uk/esop/ogc-host/private/southampton/second\\_s.jsp](https://southampton.bravosolution.co.uk/esop/ogc-host/private/southampton/second_s.jsp). The page content includes a navigation menu on the left with links for 'Logout', 'Your Tenders', 'Projects', 'My PQQs', 'PQQs Open to All Suppliers', 'My ITTs', 'ITTs Open to All Suppliers', 'Auctions', and 'Contracts'. The main content area features a 'Thank you for registering' message and information about PQQs and ITTs. A right-hand sidebar contains a 'Your Account' menu with links for 'Manage Your Profile', 'Modify Password', 'Manage Users', 'Supplier HelpCentre', and 'About Supplier Profile'. Three callout boxes are overlaid on the page: one pointing to the 'My PQQs' link in the left menu with the text 'Search for PQQs here'; one pointing to the 'Manage Your Profile' link in the right sidebar with the text 'Access your Extended Profile here'; and one pointing to the 'Supplier HelpCentre' link in the right sidebar with the text 'Keep track of your PQQs here'.

## Getting Help

Help is available from the online HelpCentre, click on the **Supplier HelpCentre** under the **Your Account** menu on the right hand side of the Home Page and from the BravoSolution Helpdesk Tel: 0800 368 4850.

If you are unable to find an answer to your question by searching the Help Topics in the HelpCentre then please contact the Helpdesk immediately.



Note: Screen-specific Help Topics for each screen within the Platform may be accessed by clicking the  icons on each screen.