Registering and Logging In For The First Time

1. Registration & Sign in Screen

Registration on our eTendering service is free and only requires a simple registration form to be completed to gain instant access to all contract opportunities (past and current).

To access our site please go to:

http://www.thepensionsregulator.bravosolution.co.uk

To register your organisation please click the 'Register now' button.

2. Agreeing the User Agreement

All suppliers should read the 'User agreement'. You must then tick the box that states 'I agree' and click the 'continue' link to progress.

3. Completing the Simple Registration Form

The form contains 2 sections 'Organisation Details' and 'User Details'.

Once you have completed all the registration data, please click 'save'.

The next screen will ask you some additional company information. You may choose to complete this at a later stage if you wish.

Once you click <save> again you will be logged out of the system.

You will shortly receive an automated email, to the registered email address, containing your username and unique password.

4. Sign in

> To login to our eTendering service, please enter your username and password.

5. Changing your Password

> When you log in for the first time, you will need to change your password.
>
> New password – This should comprise:
>
> Minimum of 8 characters
> Letters and numbers
>
> Confirm password – enter your new password again.
>
> Then click 'submit' to save the new password.

6. Forgotten your password?

> If you lose your password, please click the 'Forgotten your password?' link.

> To receive a new password, please enter your 'username' and 'email' and then click 'submit'.
>
> You will receive an automated email detailing your new password.

Responding to PQQs and ITTs

1. Viewing PQQs/ITTs Open to all suppliers

Tender Projects

Projects

Pre-Qualification Questionnaires (PQQs)

My PQQs

PQQs Open to All Suppliers

Invitations To Tender (ITTs)

My ITTs

ITTs Open to All Suppliers

Auctions

Any registered Supplier may 'Express Interest' in a PQQ or ITT which is 'Open to all suppliers'.

You can view a list by clicking the 'ITTs open to all suppliers' link.

2. Select a PQQ/ITT you are interested in

Projects	PQQs	ITTs	Auctions

My ITTs | >> ITTs Open to All Suppliers

ITTs Open to All Suppliers

Show: 10 elements

ITTs

| Search / Filter | Export List to Excel |

	ITT Code	ITT Title	ITT Closing Date/Time	ITT Status
1	itt_1	Example ITT	05/01/2010 03:00	Running

Total ITTs:: 1 — Page 1 of 1

^ Top

Select an ITT that you would like to view. Then click on the ITT title to view the details of that ITT.

3. Expressing Interest

☐ **Details**

Settings

User Rights

☐ **Actions**

[🖨 Printable View]
[Express Interest]
[Back To List]

Response status

Response status	Response Not Submitted To Buyer

Overview

ITT Code	itt_1
ITT Title	Example ITT
ITT Description	This is an example ITT only
Type of Supplier Access	ITT Open to All Suppliers
Contract Duration	1 Year
Test ITT	No
Buyer Organisation	CJ Super User
Buyer Name	Test Buyer
Allow Suppliers to Respond by Consortium	Yes

If you are interested in responding to the PQQ or ITT, click on 'Express Interest' to register your interest with The Pensions Regulator and to view the entire PQQ or ITT, including any supporting documentation, and any questionnaires that you are required to complete.

4. Replying to the PQQ/ITT

Settings
Buyer Attachments (0)
Messages (0)
User Rights

☐ **Actions**

[Printable View]
[Reply]
[Reject]
[Back To List]

Response status

Response status | Response Not Submitted To Buyer

Overview

ITT Code	itt_1
ITT Title	Example ITT
ITT Description	This is an example ITT only
Type of Supplier Access	ITT Open to All Suppliers
Contract Duration	1 Year
Test ITT	No
Buyer Organisation	CJ Super User
Buyer Name	Test Buyer
Allow Suppliers to Respond by Consortium	Yes

Date & Time Information

Options for Viewing Responses	Sealed (parallel opening)

Once you express interest in the PQQ or ITT, it will automatically move into the 'My PQQ or ITT' list.

Click 'Reply' to respond to the PQQ or ITT. You can choose not to respond by clicking 'Reject' and providing a reason as to why you do not wish to respond.

5. Completing and Publishing your Response

☐ Response Details
Response Summary
☐ ITT Details
Settings, Buyer Attachments & Messages

☐ **Actions**

[Publish]
[Delete response]
[Reject]
[Export / Import Response]
[Back To List]

Qualification Response

[Save] - [Manage Consortium] - [Reset]

Qualification Envelope

Response status | Response To Be Submitted To Buyer
Qualification Response Attachments >>> [0] [Add Qualification Attachments]

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

	Question	Description	Response
1	Note:	USE THE ONLINE 'HELP' FUNCTION – it provides support for both the screen you are in and for key processes, e.g. 'How to Express Interest' (it also has a help function and glossary).	
2	Note:	SAVE REGULARLY - For security reasons your access to the portal will 'time out' if inactive for c15 minutes if you do not click "Save" within this time. Failure to do so means you risk losing your work- this is part of strict government requirements to maintain security and tender integrity and cannot be changed. NOTE: typing does not mean you are active on the portal - you MUST CLICK 'SAVE'!	
3	Note:	Please ensure that 'pop ups' are NOT blocked on your browser. Should you be inactive for c15 minutes, the portal will notify you through a 'pop up'. It is vital that you are able to see this in order to click the 'Refresh' link in this 'pop up' so you are not disconnected from the portal and lose any unsaved information.	
4	Note:	Please ensure that you read and digest all the required actions and appropriate deadlines and any subsequent communications.	
5	Note:	DO NOT leave your response until the last minutes/hours before the deadline (if you	

You should work your way through each of the sections and questions.

Any question with a red asterisk indicates that it is mandatory. You MUST complete all the mandatory questions before the portal will allow you to publish your response to The Pensions Regulator.

Always click the 'Save' button to save your changes.

When the response is complete, click the 'Publish' link.

6. Checking and Confirming your Response

[Export List to Excel] - [Confirm] - [Edit Response]

IMPORTANT: Please review your response for completeness (including any file attachments), and then click on "Confirm" to submit your response to the buyer.

Response Summary

Supplier |
Response status | Response Not Submitted To Buyer

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

	Question	Description	Response
1	Note:	USE THE ONLINE 'HELP' FUNCTION – it provides support for both the screen you are in and for key processes, e.g. 'How to Express Interest' (it also has a help function and glossary).	
2	Note:	SAVE REGULARLY - For security reasons your access to the portal will 'time out' if inactive for c15 minutes if you do not click "Save" within this time. Failure to do so means you risk losing your work- this is part of strict government requirements to maintain security and tender integrity and cannot be changed. NOTE: typing does not mean you are active on the portal - you MUST CLICK 'SAVE'!	
3	Note:	Please ensure that 'pop ups' are NOT blocked on your browser. Should you be inactive for c15 minutes, the portal will notify you through a 'pop up'. It is vital that that you are able to see this in order to click the 'Refresh' link in this 'pop up' so you are not disconnected from the portal and lose any unsaved information.	
4	Note:	Please ensure that you read and digest all the required actions and appropriate deadlines and any subsequent communications.	

After selecting publish, the system will display your response to the entire questionnaire and any attachments that you have included. It is strongly recommended that you double check that your response is complete before you click 'Confirm' to submit it.

Your response status will show 'Response Submitted to Buyer' and you will receive an auto-receipt to the registered email confirming the response has been submitted to the buyer at The Pensions Regulator.

Top Tips

- USE THE ONLINE 'HELP' FUNCTION – it provides help for both the screen you are in and for key processes e.g. 'How to Express Interest' (it also has a help function and glossary).

- SAVE REGULARLY – For security reasons your access to the portal will 'time out' if you are inactive for c15 minutes and you do not click 'save' within this time. Failure to do so means you risk losing your work; this is part of strict government requirements to maintain security and tender integrity and cannot be changed.

  NB: Typing does not mean you are active on the portal – you MUST CLICK 'SAVE'.

- Please ensure that 'pop ups' are NOT blocked on your browser. Should you be inactive for c15 minutes, the portal will notify you through a 'pop up'. It is vital that you are able to see this in order to click the 'Refresh' link in this 'pop up' so you are not disconnected from the portal and lose any unsaved information.

- Please ensure that you read and digest all the required actions and appropriate deadlines and any subsequent communications.

- DO NOT leave your response until the last minutes / hours before the deadline (if you experience connection problems you will miss the deadline and your response may be deemed non-compliant and rejected by the buying team – always upload generic information early to avoid last minute time pressure).

- PUBLISH your response when completed, this will submit your response to the Buyer. If you do not click 'Publish' the Buyer will not be able to evaluate your response. The 'Publish' link can be found in the 'Actions' box in the left hand side of the PQQ / ITT.

- If the Buyer makes any changes to the settings and questions areas of a live tender Suppliers MUST re-publish their response – this is to ensure that changes are brought to your attention – you will receive a message prompt from the Buyer – generally this will not mean re-entering information.

- Whilst the portal allows for large individual attachment sizes (max 50Mb at a time), we recommend that you keep attachments to a manageable size to ensure ease and speed of access. Only attach documents that the Buyer has requested.

For more information please visit the eTendering portal at
http://www.thepensionsregulator.bravosolution.co.uk

Top Tips

- Please attach files only into the Envelopes, and to the Questions, specified by the Buyer. When uploading files at Envelope level, upload non-price attachments into your 'Technical Response' and price attachments into the 'Commercial Response' page. When the Buyer has asked for an attachment at a Question level, upload the file to the correct Question in order to complete your response.

- Use the secure messaging to communicate with the Buyer and seek clarifications – this will give you an audit trail of all discussions / clarifications.

- If you have any software queries refer to online help in the first instance. If you still have an issue, email or phone the BravoSolution helpdesk, ensure you have the PQQ / ITT code, the web address of the portal, a clear description of the problem and your contact details (ensure that you leave plenty of time for issues to be resolved prior to any deadlines).

- Do not use the 'Back' or 'Forward' buttons on your browser, you could potentially lose your work. Please use the links on the eTendering portal to navigate through the tenders.

- Mac users should use a Firefox browser (available free of charge at: http://www.mozilla.com/firefox) as the Safari browser does not support certain java scripts. If you still experience problems with Firefox please call the BravoSolution helpdesk.

- Use the 'Legend' to understand icons. Text responses are deliberately capped at 2000 characters (+350 words). If the Buyer requires a larger response they will add an additional text box. Also note that Numeric fields will not accept text, spaces, symbols etc. Note the red asterix indicates a mandatory field – this must be completed in order to submit your response to the buyer.

- Supplier sub-users can be set up on the system to allow colleagues to be involved with various stages of the tender – see the online help function for details.