eTenderWales Supplier Guide
Invitation to Tender

Version 1.0

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Before You Begin
Before you start you must be registered on eTenderWales. You can find guidance about registering on the Linc website.

If for whatever reason you cannot access your organisation's account please contact the eTendering Helpdesk on 0800 069 8634 and advise them of the issue.

System Requirements
You need an internet connection to use the eTenderWales platform.
To check the compatibility of your device with eTenderWales visit https://etenderwales.bravosolution.co.uk/esop/common-host/public/browserenv/requirements.jsp.

Navigation
Navigation around the eTenderWales site is the same as any web site with the exception that you should not use the Internet Explorer 'Back', 'Forwards' or 'Refresh' buttons. Instead please use the links, menus and back buttons available within each page.

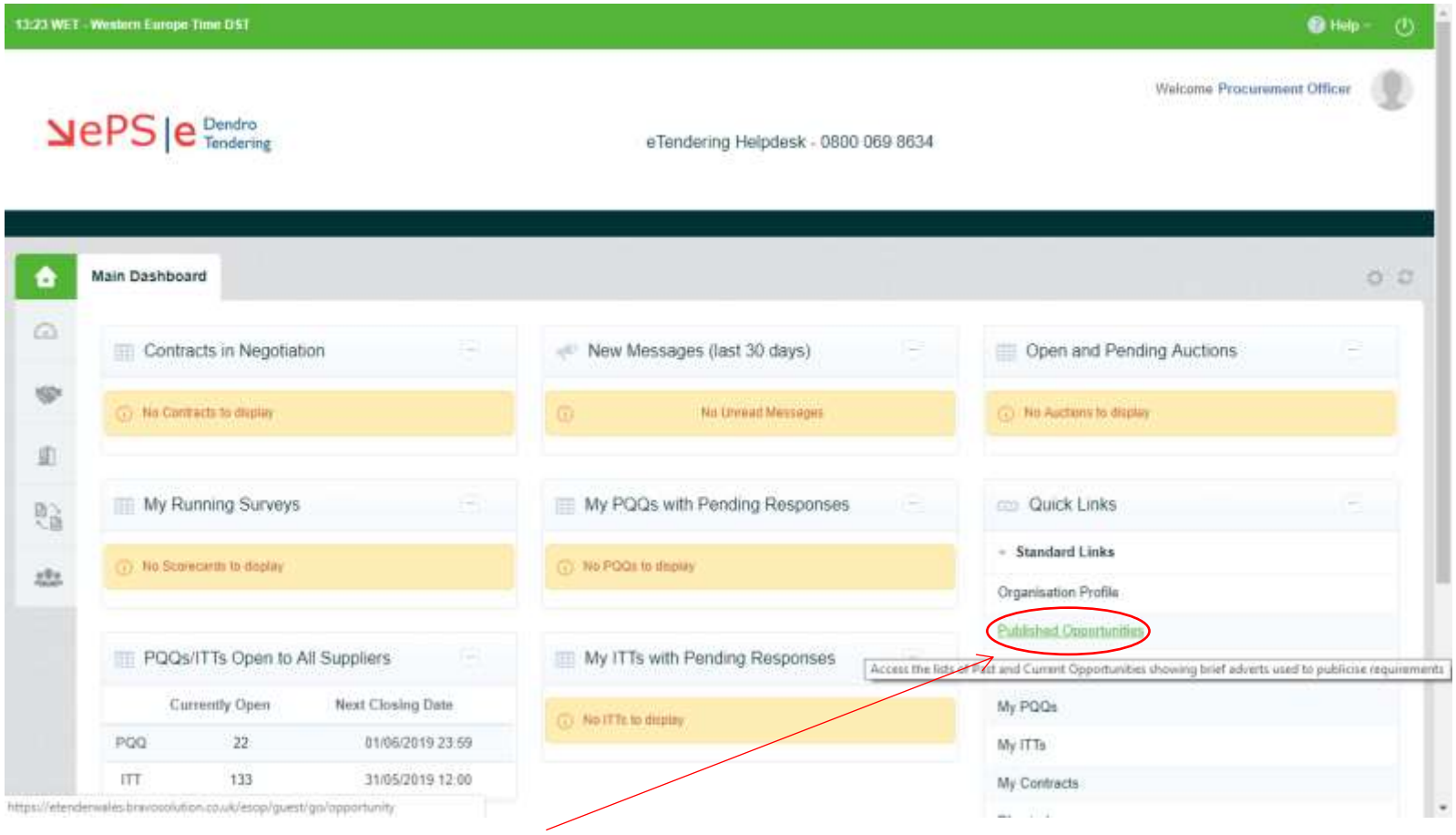
Getting Started

Visit the eTenderWales website at https://etenderwales.bravosolution.co.uk (alternatively click the link). You may be asked to select your preferred language and then you will be directed to the main login screen. On the login page complete the boxes to log into your account.

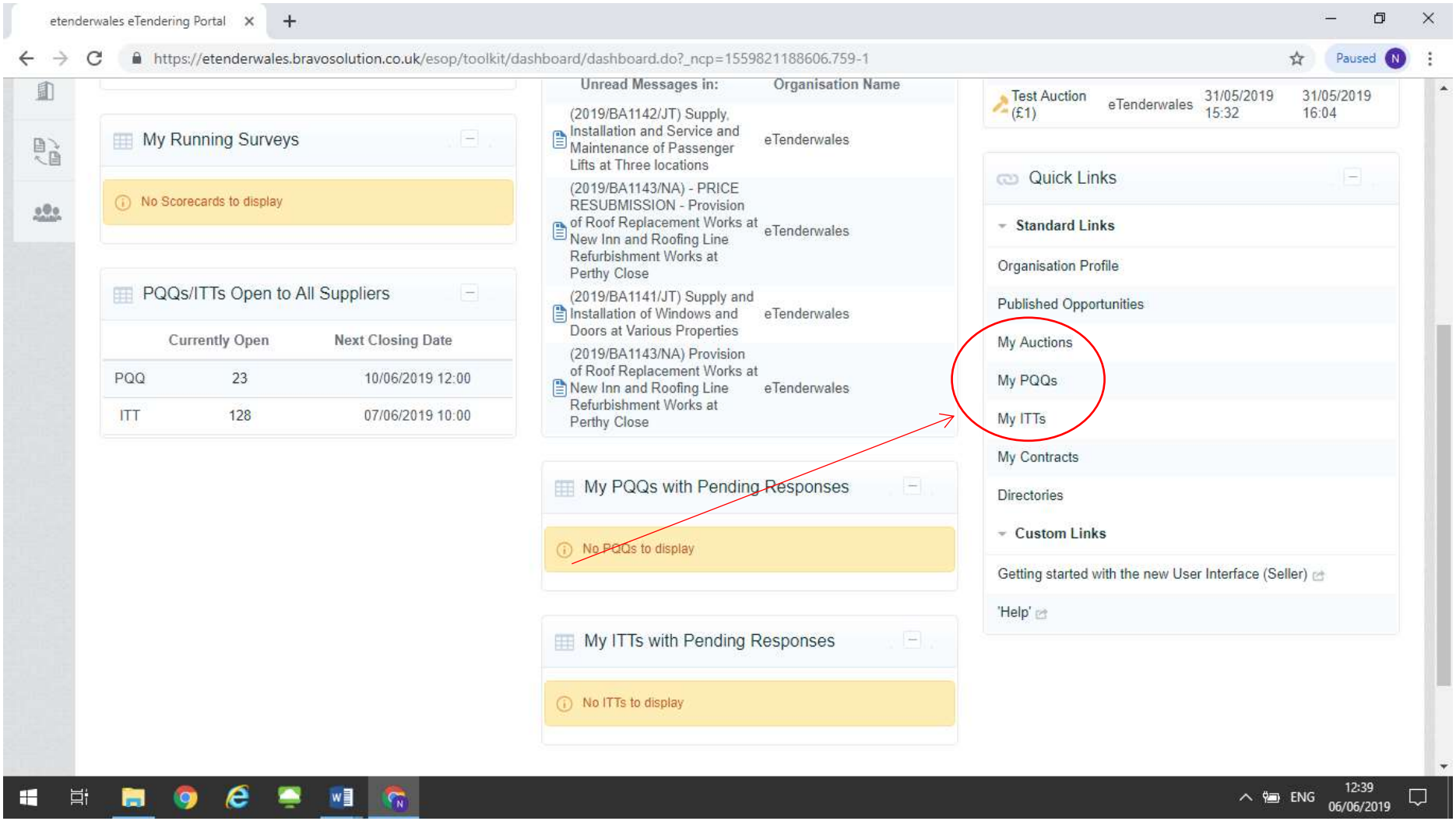
How To Find Procurement Opportunities
Now that you logged in you can view procurement opportunities that have been published on eTenderWales and decide whether you want to participate.

Top Tip: Remember lots or organisations use eTenderWales not just Linc. Under Published Opportunities you will find lots of procurements from many different organisations.

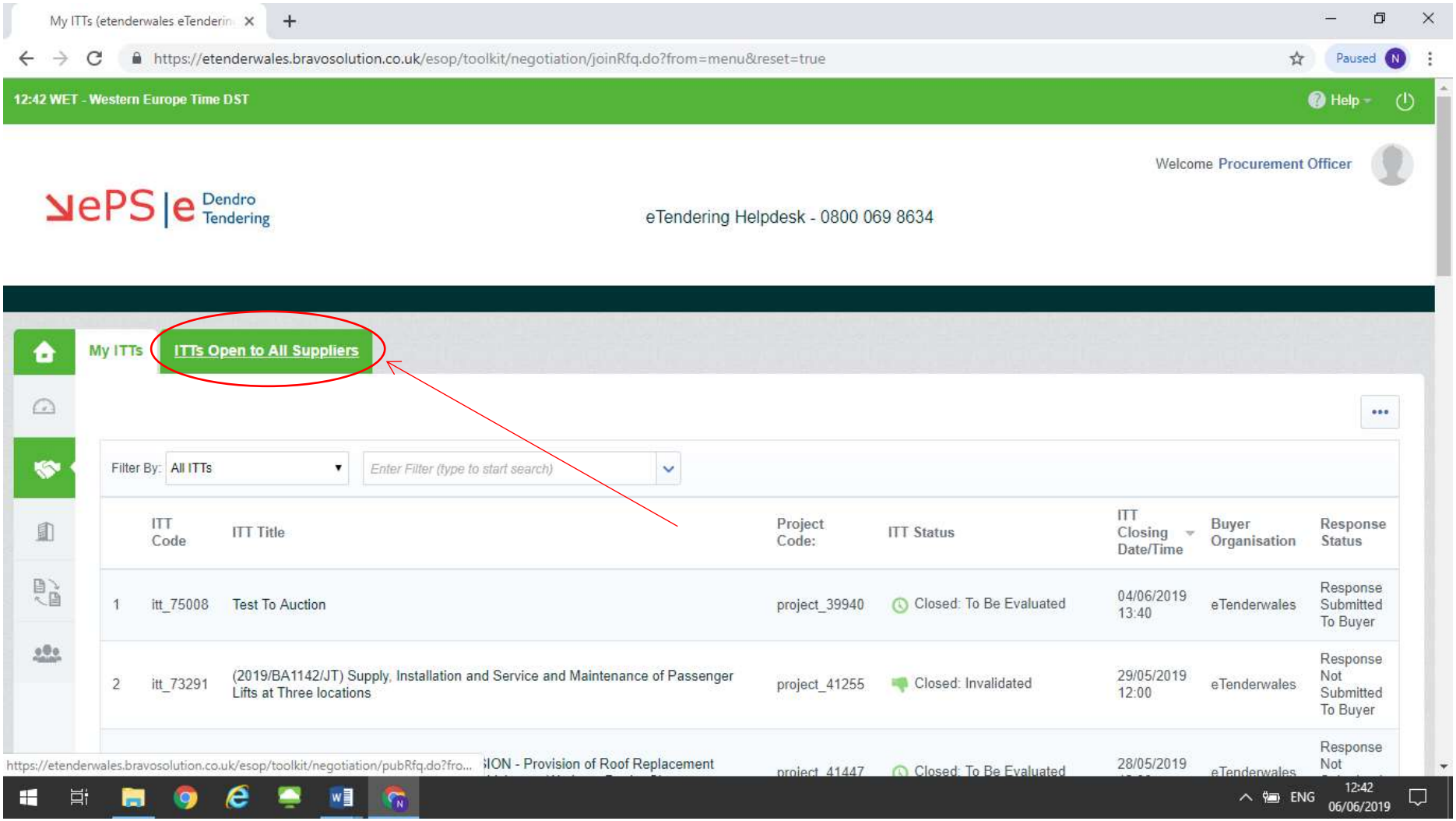
To view the opportunities that have been advertised on eTenderWales and are open to all organisations use the 'Published Opportunities' link under 'Quick Links'. However, not all opportunities are advertised on eTenderWales but you can still view them if they are open to all suppliers – read on to find out how to view them.



You can click on ‘My Auctions’, ‘My PQQs’ or ‘My ITTs’ to view those procurement process (Auctions, PQQs or ITTs) that you have been invited for or are already participating in.

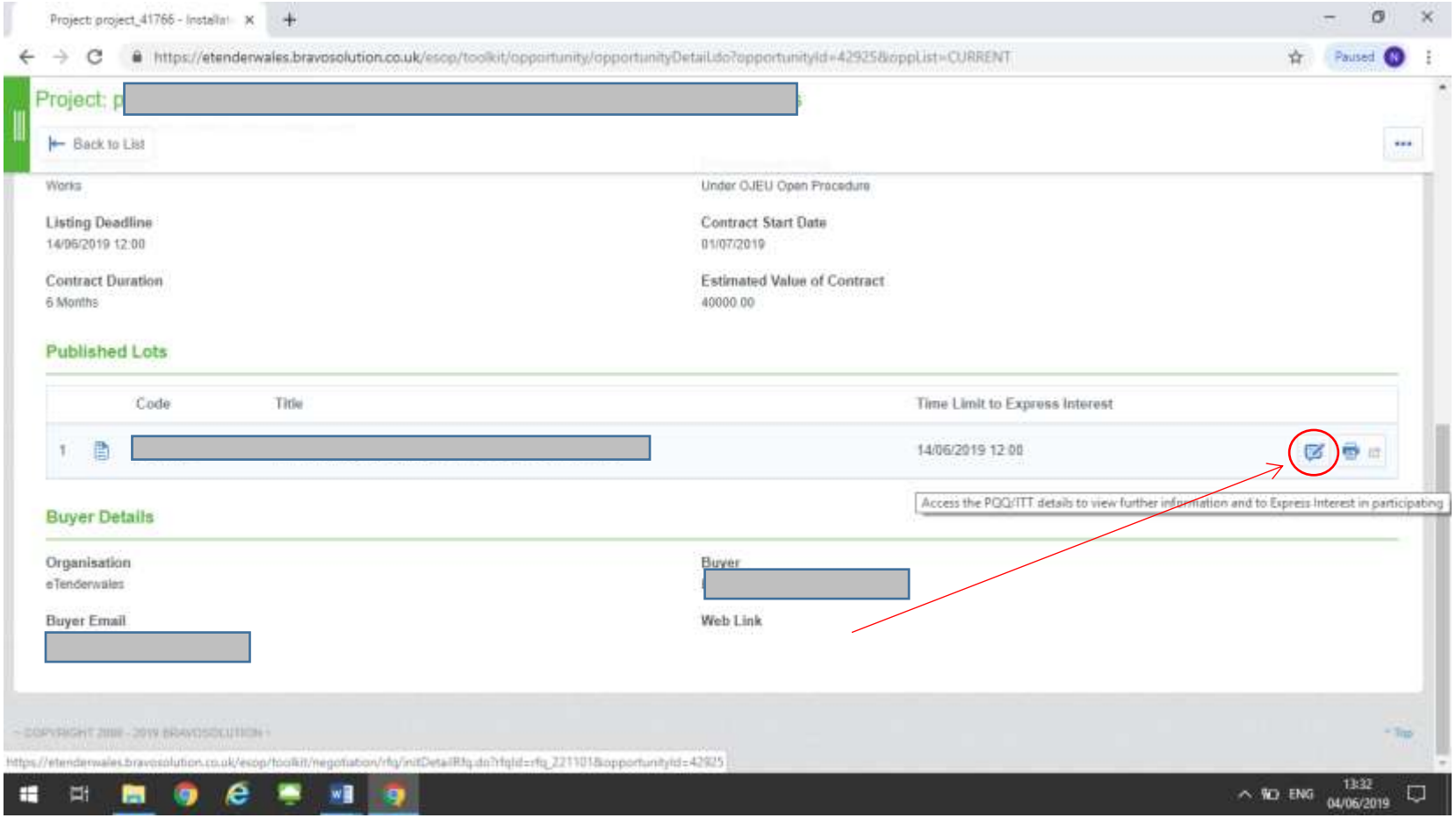


On the next screen that is displayed you can then click the green tab to view all opportunities of that type (Auctions, PQQs or ITTs) that are open to any organisation.


My ITTs (etenderwales eTenderin
https://etenderwales.bravosolution.co.uk/esop/toolkit/negotiation/joinRfq.do?from=menu&reset=true
Paused
12:42 WET - Western Europe Time DST
Help
Welcome Procurement Officer
eTendering Helpdesk - 0800 069 8634
My ITTs
ITTs Open to All Suppliers
Filter By: All ITTs
Enter Filter (type to start search)
ITT Code
ITT Title
Project Code:
ITT Status
ITT Closing Date/Time
Buyer Organisation
Response Status
1 itt_75008 Test To Auction project_39940 Closed: To Be Evaluated 04/06/2019 13:40 eTenderwales Response Submitted To Buyer
2 itt_73291 (2019/BA1142/JT) Supply, Installation and Service and Maintenance of Passenger Lifts at Three locations project_41255 Closed: Invalidated 29/05/2019 12:00 eTenderwales Response Not Submitted To Buyer
ION - Provision of Roof Replacement project_41447 Closed: To Be Evaluated 28/05/2019 eTenderwales Response Not
https://etenderwales.bravosolution.co.uk/esop/toolkit/negotiation/pubRfq.do?fro...
ENG
12:42
06/06/2019

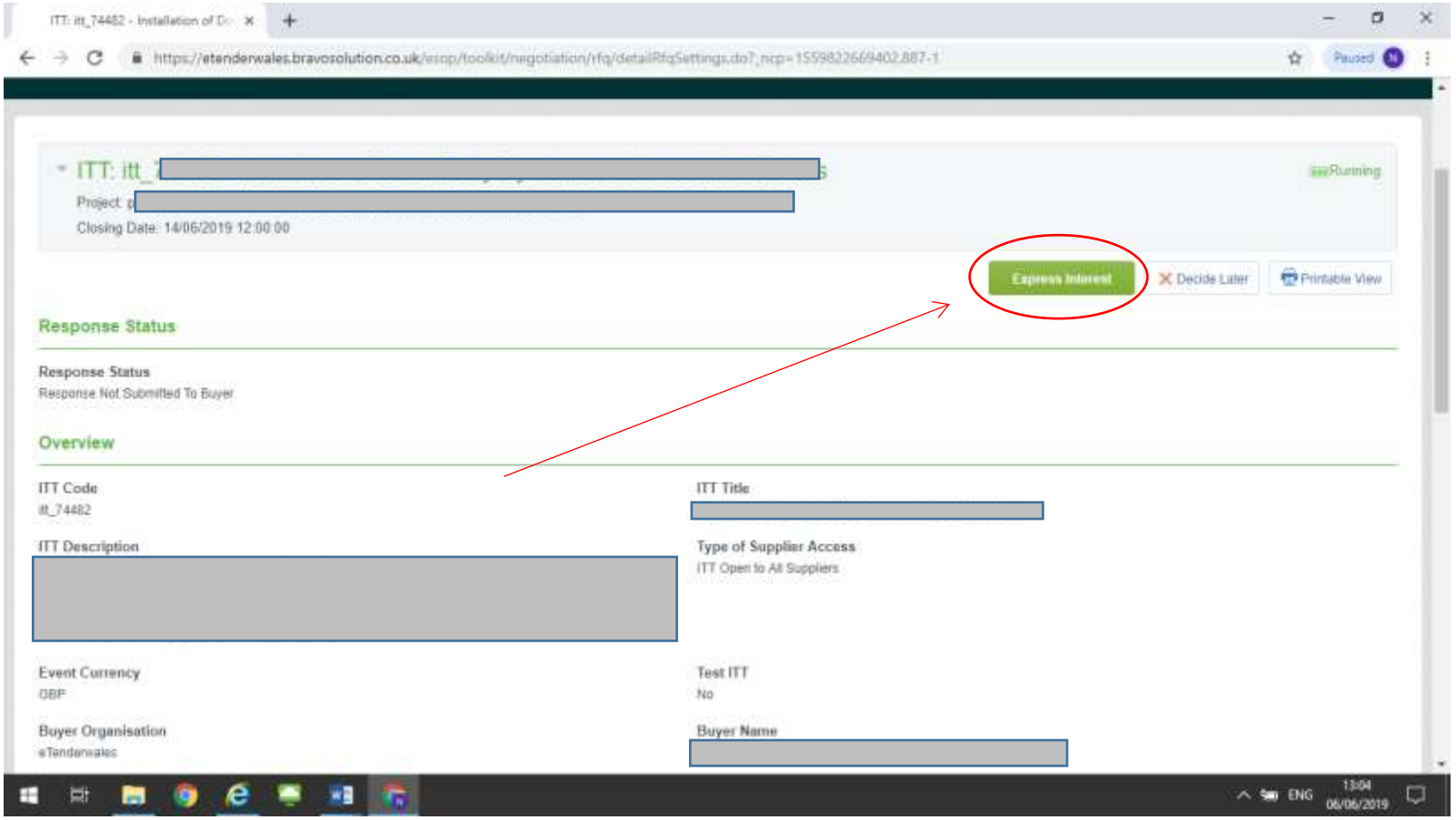
From Published Opportunities

Click on the opportunity from the list that you are interested in looking at and review the information about the opportunity on the next screen. If you want to find out more and look at the tender documents click on the speech bubble and pencil icon. Then follow the guide below for 'From My ITTs'.



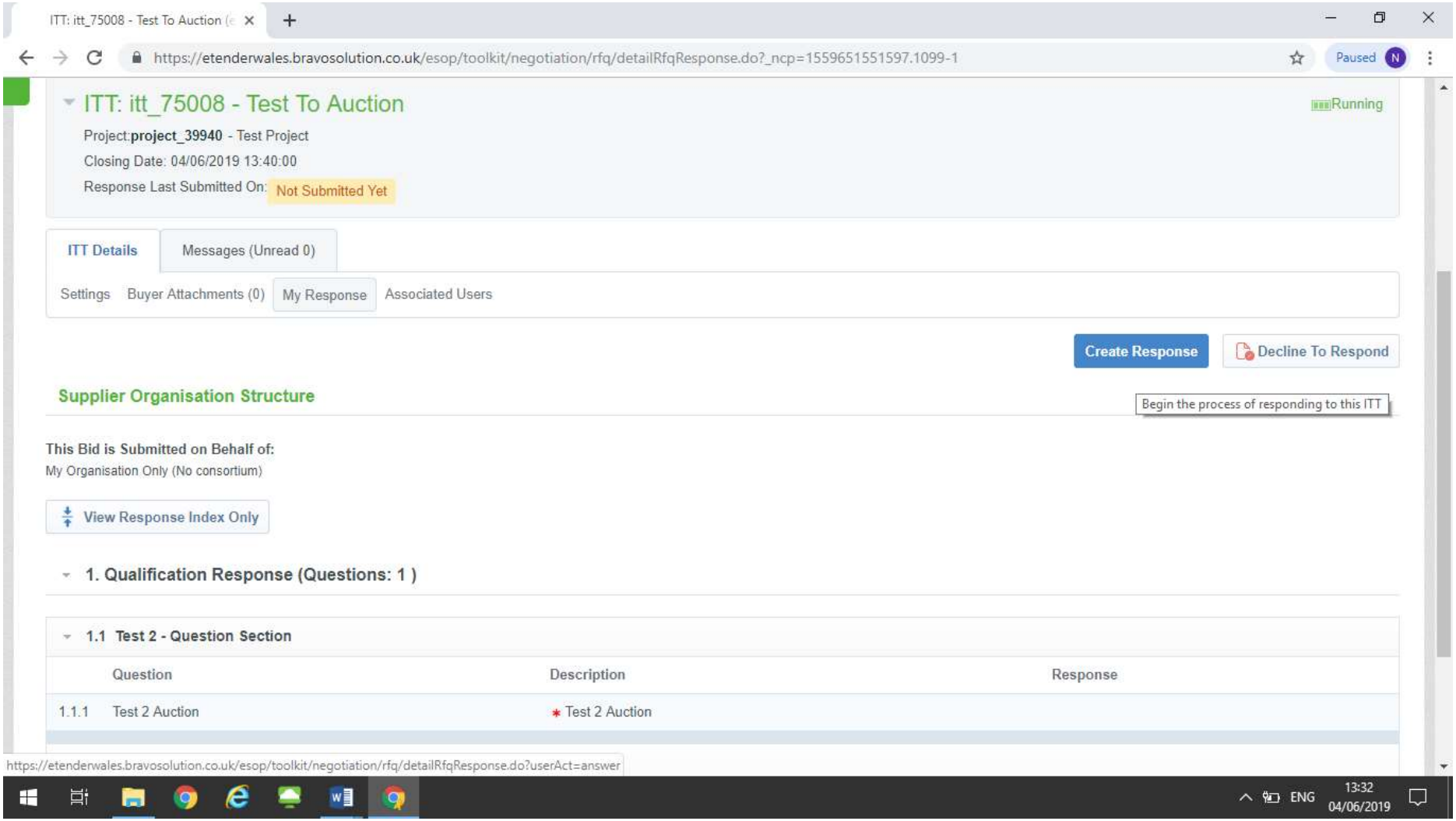
From ‘My ITTs’

Click on the opportunity from the list that you are interested in looking at and review the information about the opportunity on the next screen. If you want to find out more and look at the tender documents click on the ‘Express Interest’ button. You can also click on ‘Decide Later’ to return to the previous screen.



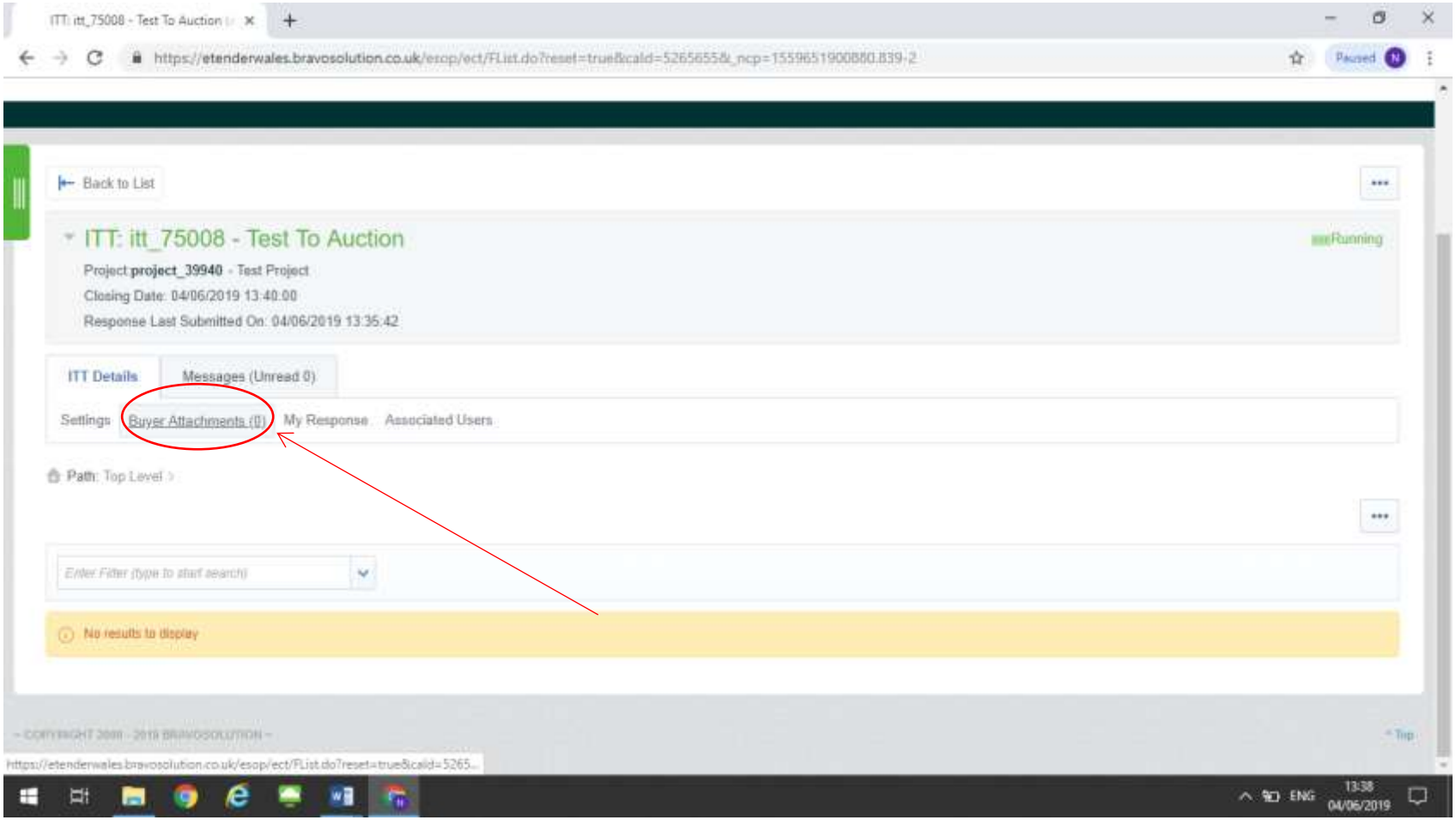
Creating Your Response

After clicking on the 'Express Interest' button (see above) you will see a screen like the one shown below. From this screen you can start creating your response, view the ITT documents as well as view and send messages via the secure message facility.



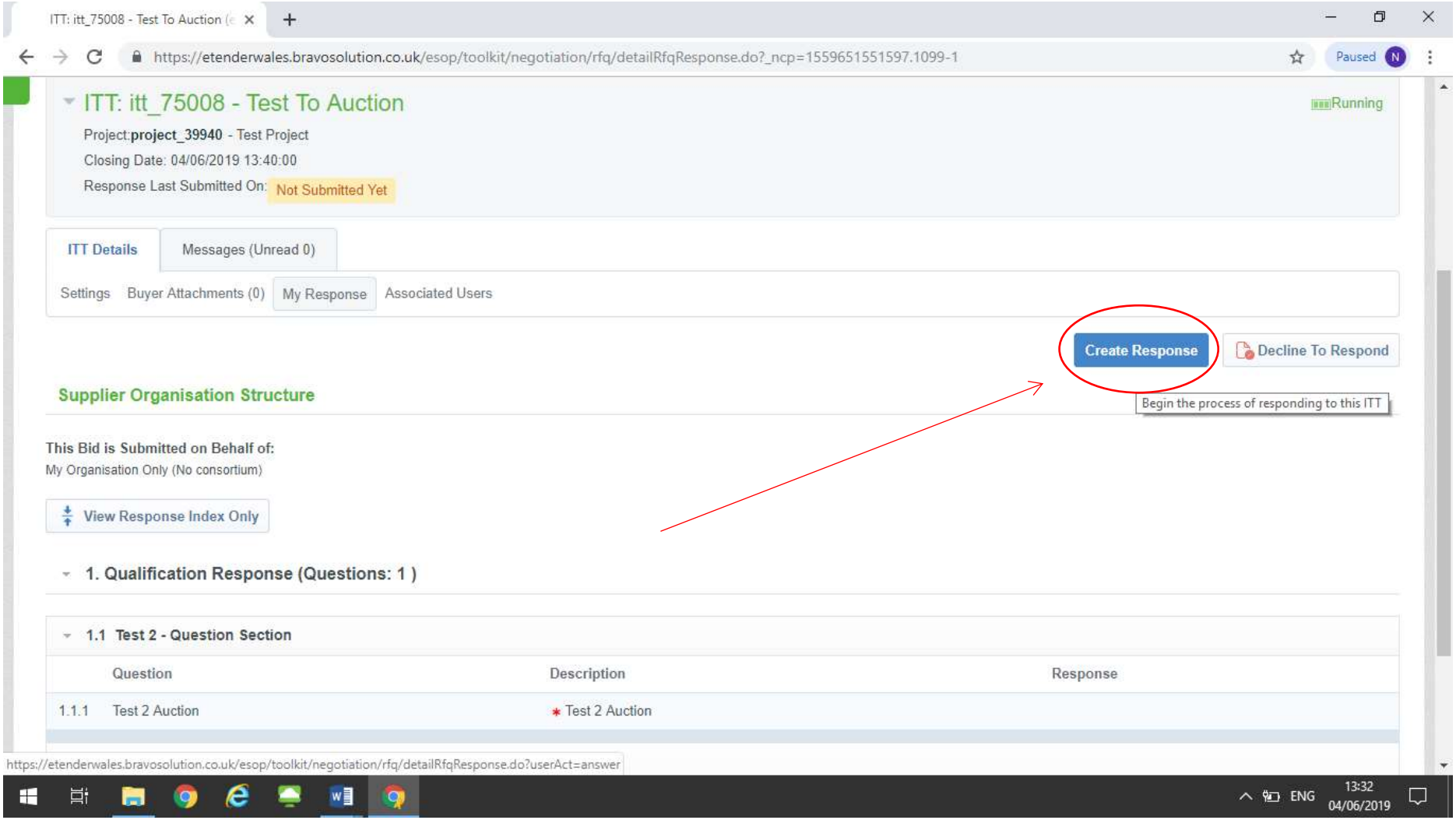
Viewing the Invitation to Tender documentation

You can view the Invitation to Tender documentation provided by Linc by clicking on the 'Buyer Attachments' tab at the top of the screen. The number in the title will tell you how many attachments there are to view. Once you have clicked the list of attachments will be displayed.



Creating a Response

You can start to create a response by clicking on the blue ‘Create Response’ button.



Declining the Opportunity

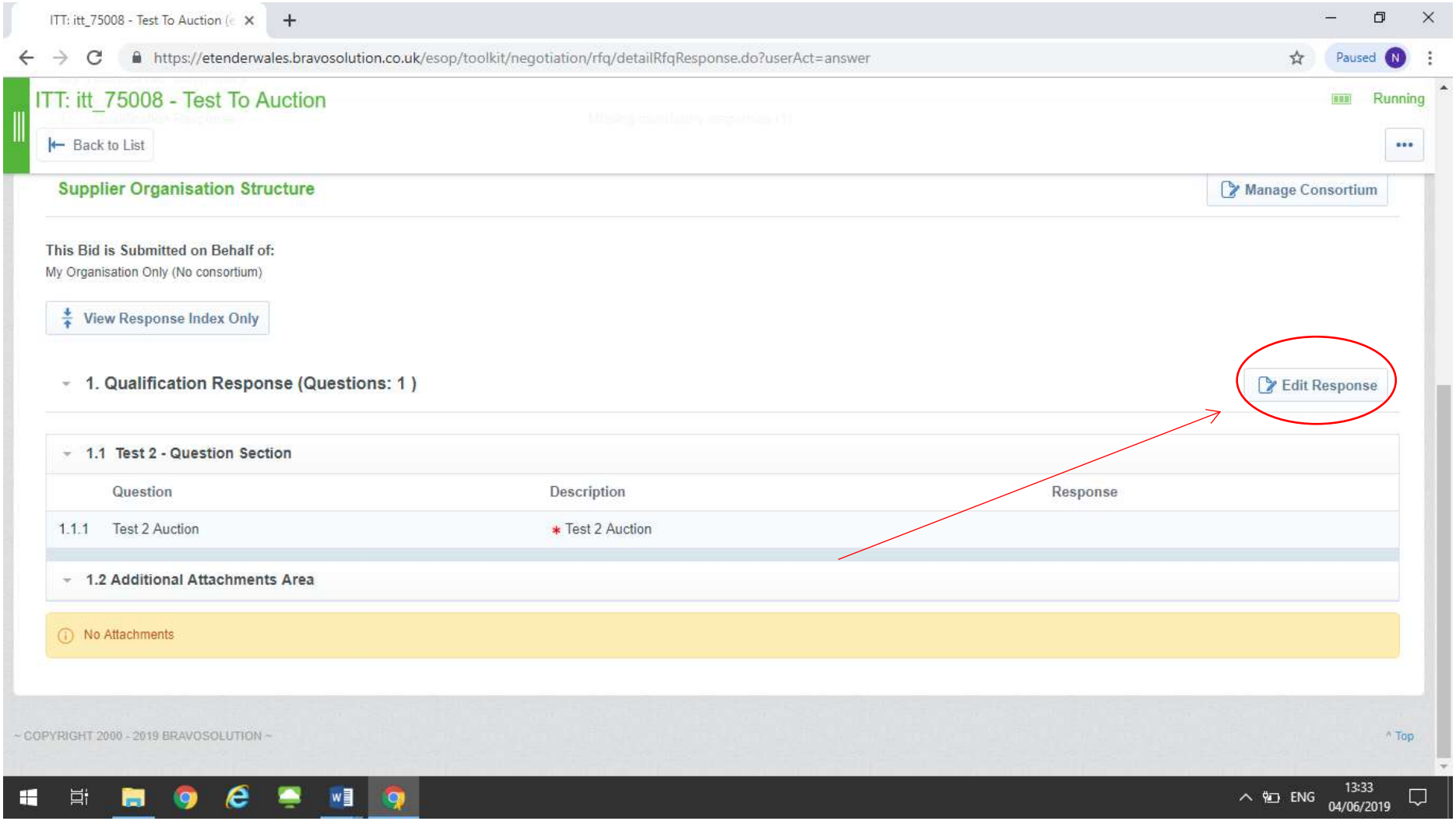
If you change your mind and decide you no longer want to participate you can do so by clicking on the ‘Decline to Respond’ button.

Returning To The Main Screen

You can go back to the main screen at any time by clicking on the ‘Back’ button on the top left of the screen.

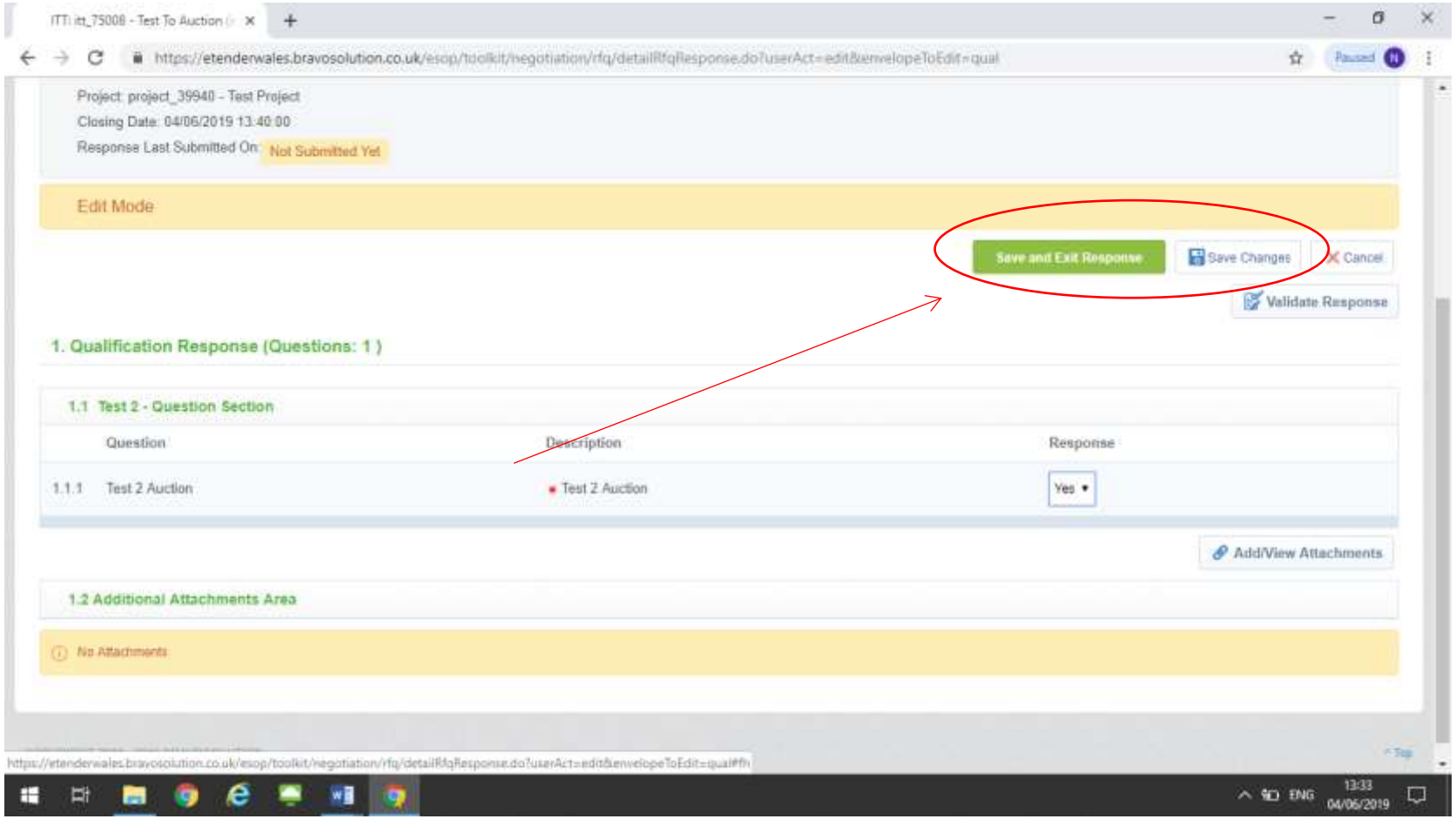
Making Your Response & Submitting It

After you have clicked on the ‘Create Response’ (see above) you will be taken to a screen which looks like the one shown below. From here you should click on the ‘Edit Response’ button to being answering the questions and uploading files.



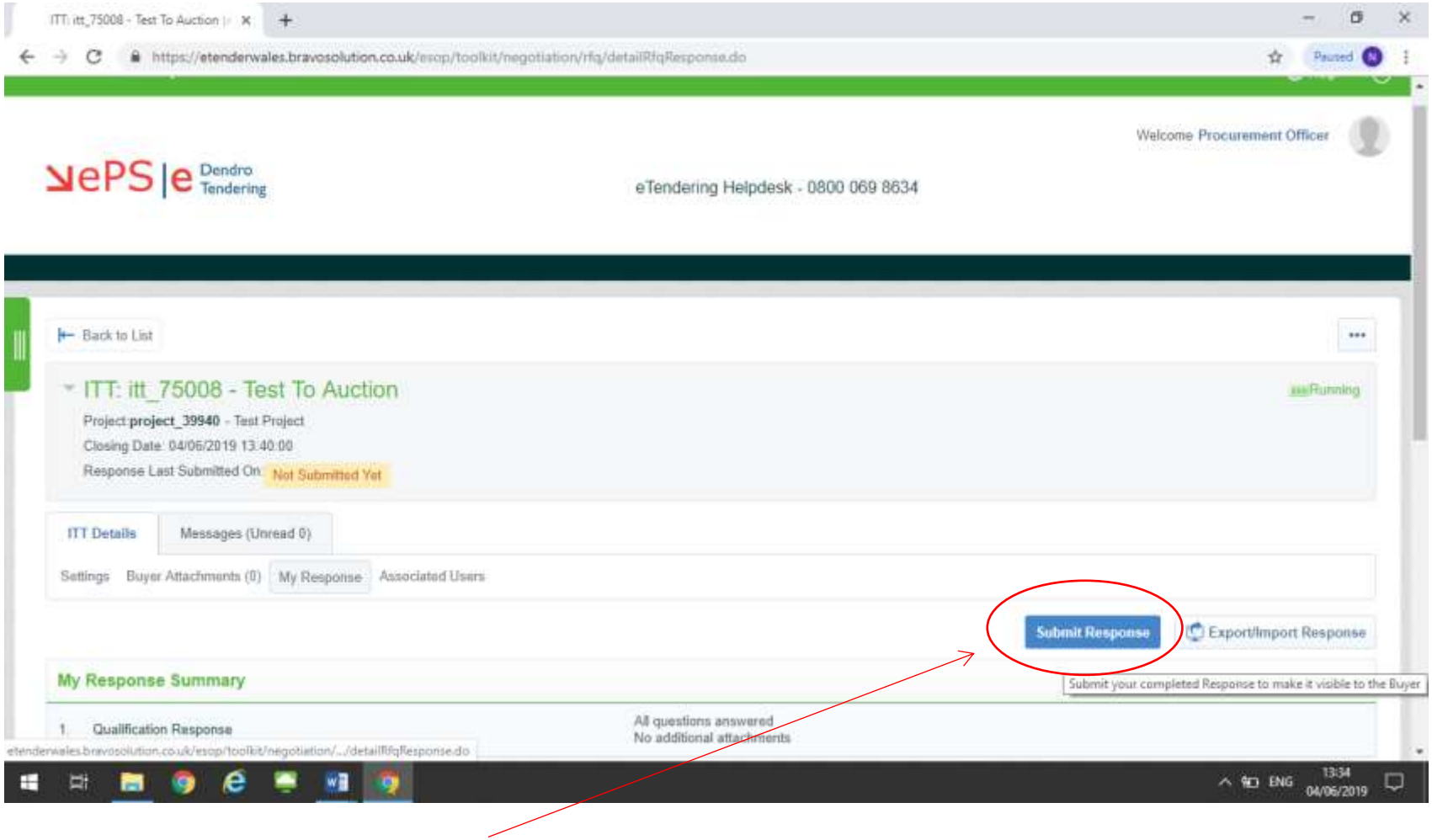
You will then see a screen similar to the one below with the questions listed and response options next to each question. You should complete the questions as necessary and when you are ready click the ‘Save and Exit’ button to return to the previous screen.

Top Tip: You can save as you go without exiting by click on the ‘Save Changes’ button. You are strongly advised to save regularly to avoid losing you work. Remember the system has an automatic time out security feature and any unsaved work can be lost.

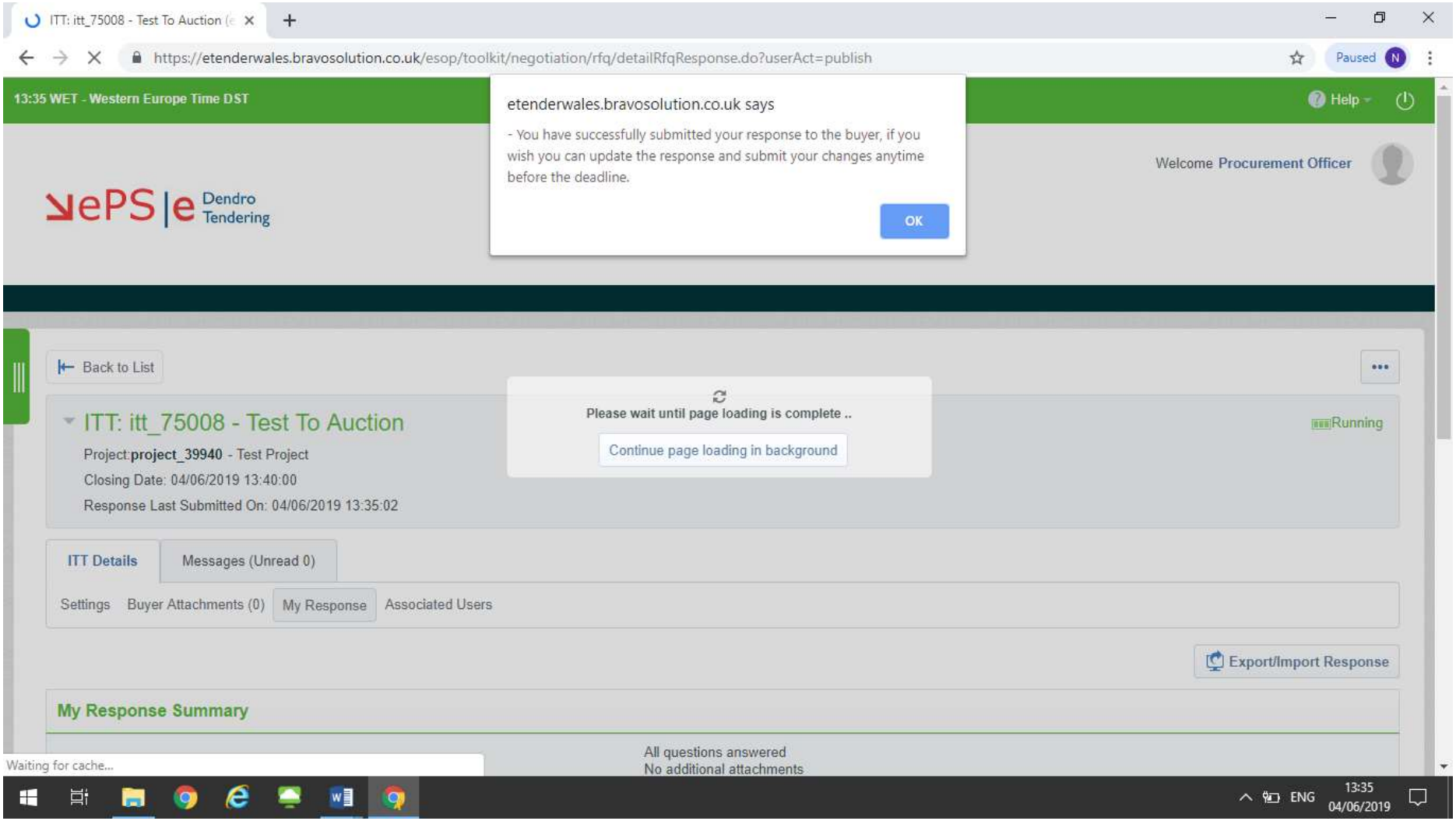


You can use the ‘Validate Response’ button to check that your responses to the questions are as required by the system. For example whether you have answered all the mandatory questions.

When you have completed your response and are ready to submit you should click on the blue ‘Submit Response’ button.

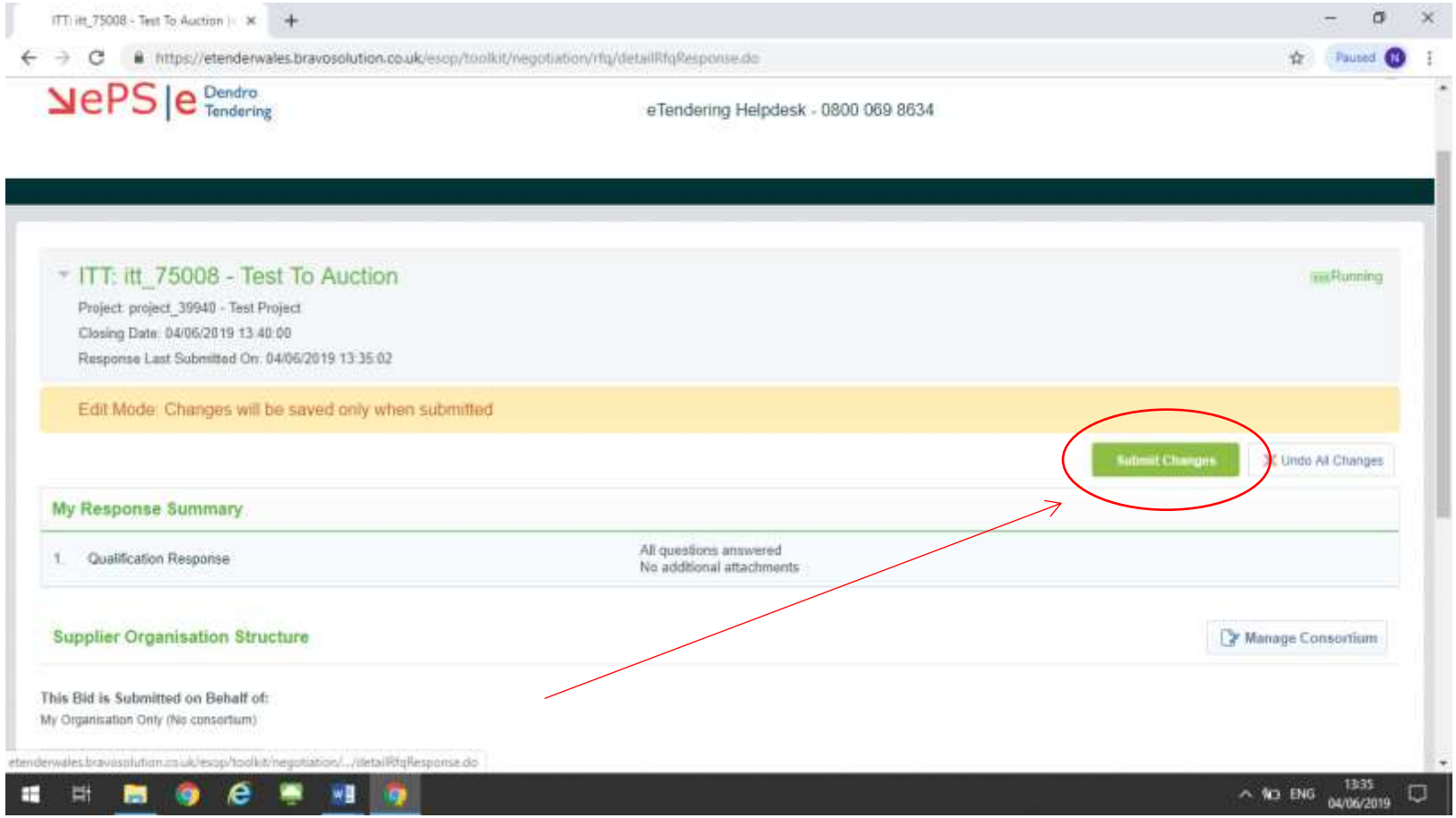


If your response is submitted successfully you will see the message below displayed on your screen.



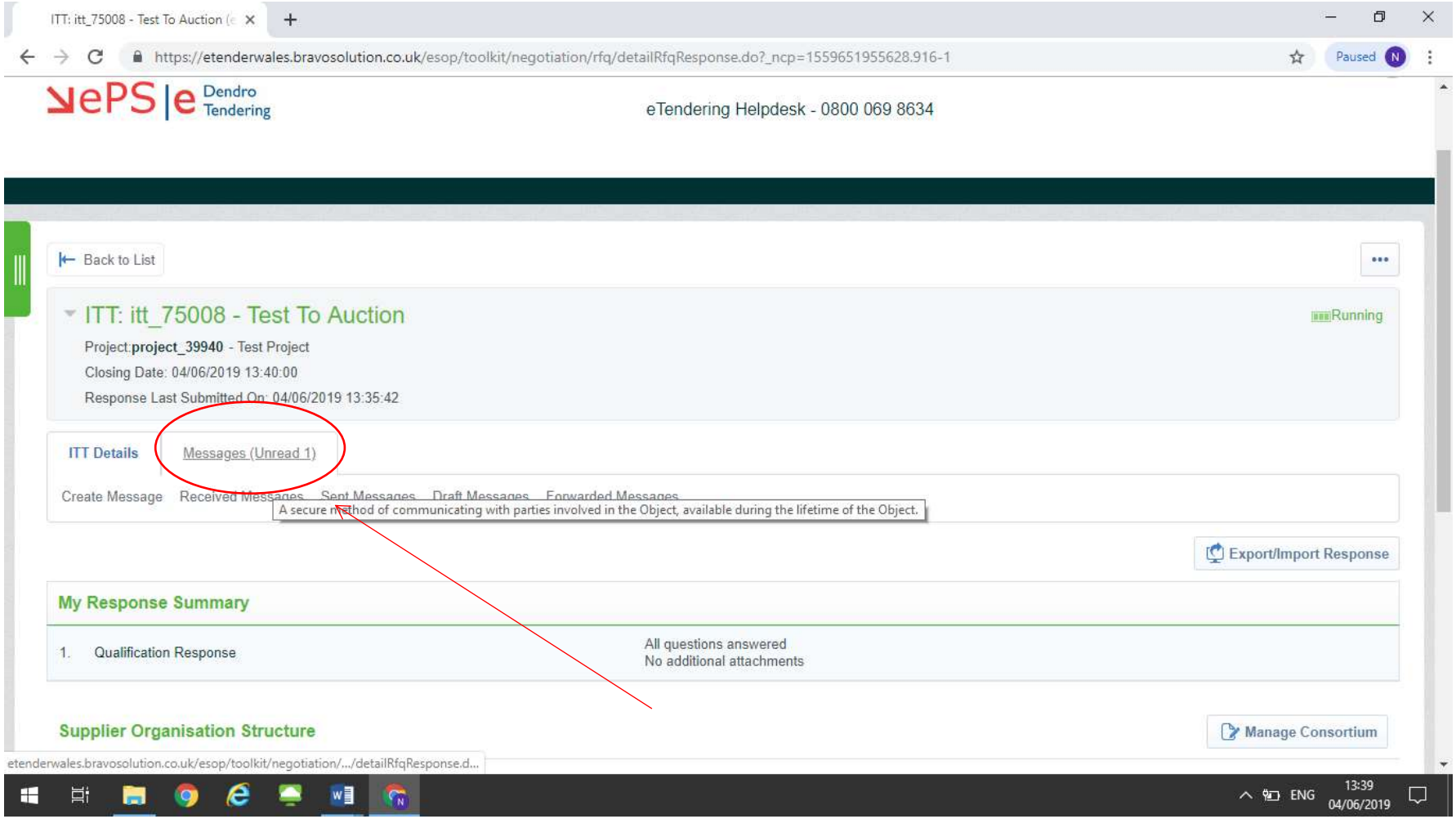
Editing a Response

Once you have submitted you can still make changes to your response at any time until the deadline. You can do this by clicking on the edit response button. Once you have made the changes, click the green ‘Keep Changes’ button. You MUST then submit your changes by clicking on the green ‘Submit Changes’ button. If you do not click this button your changes will not be received by Linc.



Secure Message Facility

Linc will send messages to you about the tender including confirming the outcome via the eTenderWales message facility. You must also ask any questions about the tender via the same facility. It can be accessed from the initial opportunity screen above by clicking on the ‘Messages’ tab.



The tabs that are displayed (‘Create Message’ ‘Received Messages’, ‘Sent Messages’ etc) are self-explanatory. By clicking on these you can access the relevant screen to either review messages or the form to create a new message.

When a new message is sent to you, you will receive an email to the email address registered against your account advising you that a message has been received.

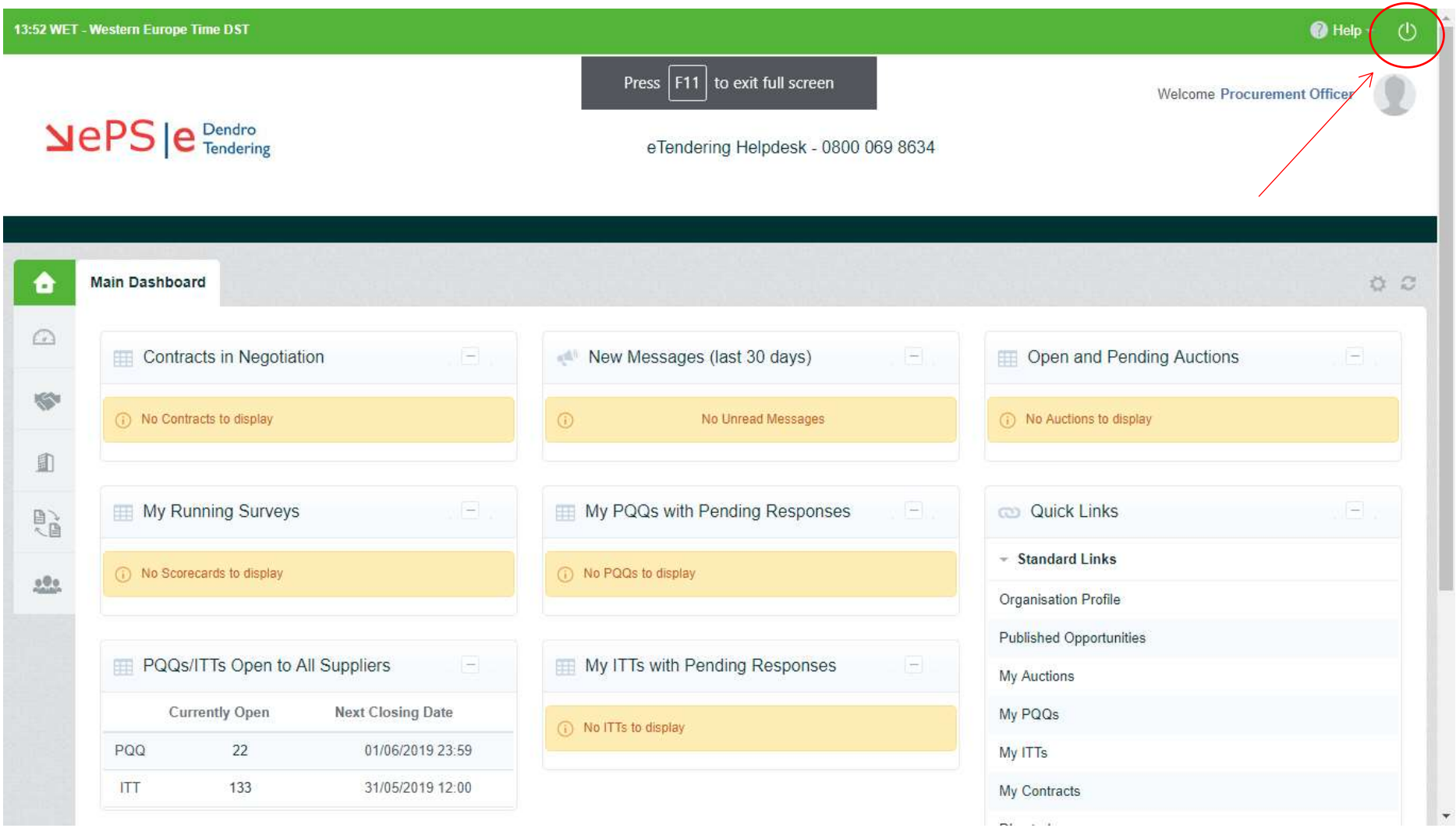
Forgotten Passwords

If you forget your password you should use the forgotten password link on the main login page. Click the link and follow the on screen instructions.

If you have forgotten your username please contact the eTendering Helpdesk on 0800 069 8634.

Logging Out

The icon that looks a little like a power button is the logout button. To log out simply click the icon and this will log you out of eTenderWales. Make sure you save your work before you click the icon as unsaved changes cannot be retrieved.



Help

If you need help using eTenderWales or experience technical difficulties you should contact the eTendering Helpdesk on 0800 069 8634.