



eTenderWales Guide Supplier Registration

Version 1.0

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Before You Begin

Before you start registering on eTenderWales please check with your colleagues whether your organisation is already registered. If you are already registered then you do not need to register again.

If for whatever reason you cannot access your organisation's existing account please contact the eTendering Helpdesk on 0800 069 8634 and advise the support team you would like to access your existing supplier account.

Top Tip: You can register multiple users on the same supplier account so that more than one person in your organisation receives email notifications, can review invitations to tender and submit tenders. Just discuss this with the eTendering Helpdesk.

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>.

Getting Started

The eTenderWales website can be accessed 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. To start registering click on 'click here' as shown in the red circle below.

Register Language | Cymraeg | English

ePS | e Dendro Tendering CONTACT US

Welcome

Suppliers
Using this site enables you to submit online tendering opportunities in a secure environment. If you have previously registered with eTenderWales, you can log in by entering your username and password in the fields provided.
(Please note this is not your Self2Wales logon).
If you have not yet registered and would like to do so, please [click here and answer the questions as appropriate](#).
[Click here for help registering or contact the Helpdesk.](#)

Please note, failure to register on [Self2Wales](#) may result in the award of your successful bid(s) being delayed.

Buyers
If you represent a Welsh Public Sector buying organisation and would be interested in finding out more about eTenderWales please visit [here](#).
If your organisation is not using eTenderWales and would like to do so, please contact the [Helpdesk](#).
If your organisation is using eTenderWales and you would like access to this, please contact your Divisional Manager who can assist.
If you would like to review your system compliance for using the portal please [click here](#).

Tender Opportunities
[View current opportunities >](#)
[View current pan-government advertised opportunities >](#)

User Login

Username:
Password:

[Forgot password / username](#)
[Welsh Public Sector Organisations Procurement Privacy Notice](#)

eTendering Helpdesk

Please contact our eTendering Helpdesk
info: Mon - Fri, 9am to 5pm
Phone: 01202 006 8024
[Contact us](#)
[Click here for help registering](#)

Registration Data

After clicking the link on the main page a new tab will open in your browser and you will see a screen similar to the one below. You should complete the form according to the instructions on the left of each box.

Take care to enter details correctly and avoid typos, these can cause confusion and difficulties later on if details and information are incorrect. For example if you enter your telephone number or email incorrectly they we will not be able to contact you.

Top Tip: You will need to enter information in all the boxes marked with a red asterisk.

The screenshot shows a web browser window displaying the 'Registration Data' form on the ePS|e Tendering website. The browser's address bar shows '12:44 WET - Modern Estates Tender OST' and the page title is 'English Help'. The website logo 'ePS|e Tendering' is visible at the top. The form is titled 'Registration Data' and has a progress bar with three steps: 'Registration Data' (active), 'Basic Profile Forms', and 'Registration Confirmation'. The 'Organisation Details' section contains the following fields:

- Organisation Name (marked with a red asterisk)
- Address line 1 (marked with a red asterisk)
- City (marked with a red asterisk)
- State/County (marked with a red asterisk)
- Postal Code (marked with a red asterisk)
- Country (marked with a red asterisk, currently set to UNITED KINGDOM)
- Main Organization Phone Number (marked with a red asterisk)
- Organization Fax Number (not marked with a red asterisk)
- Organization Email Address (marked with a red asterisk)
- Web site (not marked with a red asterisk)
- Organization Legal Structure (marked with a red asterisk)

Buttons for 'Save', 'Close', 'High Contrast Stylesheet', and 'Reset' are located in the top right corner of the form area.

Please take care when entering the email address as per the picture below. This is the email address that will receive all notifications from eTenderWales. If you enter it wrong you could miss out on opportunities and important correspondence.

The screenshot shows a 'Registration Data' form with the following fields and values:

Field	Value
First Name	Procurement
Phone Number	01633 620111
Mobile Phone Number (please enter "+" "country code" and "your mobile phone number" with no spaces)	
Fax Number	
Email Address IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ';' (semicolon) to separate multiple addresses.	procurement@bronafon.org.uk
Role within Organisation	Procurement division
Preferred language for use in system interface	English (UK)
Time Zone	(GMT 0:00) Western Europe Time, London, Lisbon
Username (please do not forget your username)	bronafon.test.supplier2
User Verification Question Please specify a question that will help verify your identity should the need arise (e.g. Your mother's maiden name?)	
Answer to Your User Verification Question (The helpdesk may request this information in order to verify your identity).	
Use High Contrast Stylesheet (for visually impaired users)	No

A red oval highlights the 'Email Address' field, and a red arrow points to the 'IMPORTANT' text above it.

Remember to keep a note of the username you choose as you will need it later to access the system!

When you have completed all the boxes and you are ready to progress to the next step click the green save button in the top right.

The screenshot shows a web form titled "Registration Data" with a light blue header. The form contains several fields and sections:

- Mobile Phone Number:** Two input fields with instructions: "(please enter '+' 'country code' and 'your mobile phone number' with no spaces)".
- Fax Number:** One input field.
- Email Address:** A required field with instructions: "IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ';' (semicolon) to separate multiple addresses." The value "procurement@bronaon.org.uk" is entered.
- Role within Organisation:** A dropdown menu with "Procurement division" selected.
- Preferred language for use in system interface:** A dropdown menu with "English (UK)" selected.
- Time Zone:** A dropdown menu with "(GMT 0:00) Western Europe Time, London, Lisbon" selected.
- Username:** A required field with instructions: "(please do not forget your username)". The value "bronaon.test.supplier2" is entered.
- User Verification Question:** A required field with instructions: "Please specify a question that will help verify your identity should the need arise (e.g. Your mother's maiden name?)".
- Answer to Your User Verification Question:** A required field with instructions: "(The helpdesk may request this information in order to verify your identity)".
- Use High Contrast Stylesheet:** A dropdown menu with "No" selected, with instructions: "(for visually impaired users)".

In the top right corner, there is a green "Save" button and a "Close" button. A red circle highlights the "Save" button, and a red arrow points to it from the right side of the form.

At the bottom of the page, there is a copyright notice: "© COPYRIGHT 2000 - 2018 BRAVOSOLUTION" and a URL: "https://etenderwales.bravosolution.co.uk/esop/toolkit/initRegistration.do?_ncp=1559216649968.847-2#fh".

You will be taken to the next screen entitled 'Basic Profile Forms'. On this screen you should complete the boxes as required noting that you must answer all those marked with a red asterisk.

When you have completed the boxes and are ready to proceed click the green 'Save & Continue' button.

Basic Profile Form: Registration

Registration

Press **F11** to exit full screen

Registration Data **Basic Profile Forms** Registration Confirmation

Save & Continue **X** Cancel

Registration / Cofrestru
The Contracting Authority is committed to ensuring that its procurement processes are fair and non-discriminatory. The questions in the following section are purely for monitoring purposes. The information will not be used in any way to determine the success of organisations in pre-qualifying or in competitive tender stage. The information will only be used for statistical analysis and will not be used in a way which identifies individual people, or organisations.
Mae'r Awdurdod Contractio yn ymrwymedig i sicrhau bod ei brosesau caffael yn deg ac anwahaniaethol. At ddibenion monitro yn unig y mae'r cwestiynau yn yr adran ganlynol. Ni chaiff y wybodaeth ei defnyddio mewn unrhyw ffordd i bennu llwyddiant sefydliad yn y broses cyn cymhwyso nac yn y cam tendro cystadleuol. Dim ond at ddiben dadansoddiad ystadegol y caiff y wybodaeth ei defnyddio ac ni chaiff ei defnyddio mewn ffordd sy'n datgelu manylion pobl unigol, na sefydliadau.

[Reg] - Geographical Presence * What percentage of your core business is based within Wales?

[Reg] - Annual Turnover * Annual turnover

[Reg] - Total Workforce * Organisation size/number of employees

Registration - D.U.N.S Number / Cofrestru - rhif D.U.N.S
If you would like to obtain a free D&B D-U-N-S Number for your business, which is a nine-digit code assigned by D&B to identify unique business's separate and distinct operations, please complete and submit the form by visiting http://www.dnb.co.uk/Forms/DUNS_Request.asp.
Os hoffech gael Rhif D-U-N-S D&B am ddim ar gyfer eich busnes, sef cod naw rhif a neilltuir gan D&B er mwyn nodi gweithrediadau busnes unigryw ar wahân a phenodol, cwblhewch y ffurflen a'i chyflwyno drwy fynd i http://www.dnb.co.uk/Forms/DUNS_Request.asp.

[FSGen002c01v01] [FS.GEN.02] Provide your Dun & Bradstreet D.U.N.S registration number. If you are not currently registered you can obtain a free D.U.N.S number for your business by visiting http://www.dnb.co.uk/Forms/DUNS_Request.asp
Characters available 2000

Constructionline Reference / Cyfeimod Constructionline

[FSCon001a01v01] Constructionline Reference Number [FS.CON.01] Please enter your Constructionline Supplier Registration Number (if applicable)
Characters available 2000

~ COPYRIGHT 2000 - 2019 BRAVOSOLUTION ~ [Top](#)

After you have clicked 'Save & Continue' you will be taken to the final screen which advises you advising whether your account has been created successfully.

Continue reading to find out what you need to do next in order to access eTenderWales and start participating in procurements.

Completing Your Registration

Once you have completed the online registration forms you should receive two (2) separate automated emails from auto-alert@bravosolution.co.uk.

One email will advise you that your new supplier account has been created. The other email will confirm your temporary password.

If you do not receive the emails or you have any problems you should contact the eTendering Helpdesk on 0800 069 8634.

Top Tip: Make sure you check your spam or email filter settings so that emails from auto-alert@bravosolution.co.uk arrive in your inbox.

To complete your registration go to the main page of eTenderWales and enter your username (this is the one you entered when you were registering) and the temporary password and click on the circle with an arrow in it to login.

On the next screen you will need to confirm acceptance of the User Agreement.

You will then be taken to a screen which asks you to update your password. Follow the onscreen instructions and click to continue to the main page.

Congratulations you are now up and running on eTenderWales. Have a look around and explore the menus.



How To Find Procurement Opportunities

Now that you are set up you can view procurement opportunities that have been published on eTenderWales and decide whether you want to participate.

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.

The screenshot shows the eTenderWales Main Dashboard. The top navigation bar includes the time '13:23 WET - Western Europe Time DST', a 'Help' icon, and a user greeting 'Welcome Procurement Officer'. The main content area is divided into several widgets:

- Contracts in Negotiation:** No Contracts to display.
- New Messages (last 30 days):** No Unread Messages.
- Open and Pending Auctions:** No Auctions to display.
- My Running Surveys:** No Scorecards to display.
- My PQQs with Pending Responses:** No PQQs to display.
- Quick Links:** A list of links including 'Standard Links', 'Organisation Profile', 'Published Opportunities' (highlighted with a red circle), 'My PQQs', 'My ITTs', and 'My Contracts'. A tooltip for 'Published Opportunities' reads: 'Access the lists of Past and Current Opportunities showing brief adverts used to publicise requirements'.
- PQQs/ITTs Open to All Suppliers:** A table with columns 'Currently Open' and 'Next Closing Date':

	Currently Open	Next Closing Date
PQQ	22	01/06/2019 23:59
ITT	133	31/05/2019 12:00
- My ITTs with Pending Responses:** No ITTs to display.

The URL at the bottom of the dashboard is <https://etenderwales.bravoolution.co.uk/etop/guest/go/opportunity>.

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.

The screenshot shows the eTenderWales portal dashboard. The browser address bar displays the URL: https://etenderwales.bravosolution.co.uk/esop/toolkit/dashboard/dashboard.do?_ncp=1559821188606.759-1. The dashboard is divided into several sections:

- My Running Surveys:** A section with a grid icon and a minus sign, containing a message: "No Scorecards to display".
- PQQs/ITTs Open to All Suppliers:** A table showing the status of open PQQs and ITTs.
- Unread Messages in:** A list of messages from eTenderwales, including details about supply, installation, and maintenance of passenger lifts, price resubmissions, and roof replacement works.
- My PQQs with Pending Responses:** A section with a grid icon and a minus sign, containing a message: "No PQQs to display".
- My ITTs with Pending Responses:** A section with a grid icon and a minus sign, containing a message: "No ITTs to display".
- Quick Links:** A sidebar on the right containing navigation links: My Auctions, My PQQs, My ITTs, My Contracts, Directories, and Custom Links. The "My Auctions" link is circled in red, and a red arrow points to it from the "Unread Messages" section.
- Test Auction (£1):** A table showing a test auction with a value of £1, starting on 31/05/2019 at 15:32 and ending at 16:04.

	Currently Open	Next Closing Date
PQQ	23	10/06/2019 12:00
ITT	128	07/06/2019 10:00

Test Auction (£1)	eTenderwales	31/05/2019 15:32	31/05/2019 16:04
[Details of the test auction]			

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.

The screenshot shows the 'My ITTs' page in the eTenderWales system. The 'ITTs Open to All Suppliers' tab is highlighted with a red circle and an arrow. The page displays a table of ITT opportunities with the following columns: ITT Code, ITT Title, Project Code, ITT Status, ITT Closing Date/Time, Buyer Organisation, and Response Status.

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
		project_41447	Closed: To Be Evaluated	28/05/2019	eTenderwales	Response Not



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

Returning To The Main Screen

You can go back to the main screen at any time by clicking on the house icon on the top left of the screen.

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.

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.

The screenshot shows the eTenderWales Main Dashboard. At the top, there is a green header bar with the time '13:52 WET - Western Europe Time DST' on the left, a 'Help' icon, and a power button icon circled in red. Below the header, there is a dark grey bar with the text 'Press F11 to exit full screen' and a user profile icon with the text 'Welcome Procurement Officer'. The main dashboard area is divided into several sections:

- Contracts in Negotiation:** No Contracts to display.
- New Messages (last 30 days):** No Unread Messages.
- Open and Pending Auctions:** No Auctions to display.
- My Running Surveys:** No Scorecards to display.
- My PQQs with Pending Responses:** No PQQs to display.
- Quick Links:** Organisation Profile, Published Opportunities, My Auctions, My PQQs, My ITTs, My Contracts.
- PQQs/ITTs Open to All Suppliers:** A table showing the number of currently open PQQs and ITTs and their next closing dates.

	Currently Open	Next Closing Date
PQQ	22	01/06/2019 23:59
ITT	133	31/05/2019 12:00

Help

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