



Skills Funding  
Agency

# E-tendering portal guidance Register of Apprenticeship Training Providers

March 2017

Of interest to organisations that want to access the register of apprenticeship training providers application questions through our e-tendering portal.

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## Before you start

Before you begin, please read the [Joining the Register of Apprenticeship Training Providers – application instructions](#) available on [GOV.UK](#). There are three application routes. The one you choose will depend on how you wish to operate as a provider of apprenticeship training and who you wish to deliver to. Please refer to section 3 of the application guide. This will help you to pick the application route that you consider to be right for your organisation.

# Part A – How to register on the Skills Funding Agency e-tendering portal.

If your organisation is already registered on the e-tendering portal, but you have forgotten your password, user details, or are unsure whether you hold an account, please contact [help@bravosolution.co.uk](mailto:help@bravosolution.co.uk) for advice.

1. If your organisation has not already done so, please register on the [e-tendering portal](#).

Welcome to Skills Funding Agency eTendering Portal

This website provides a suite of collaborative, web-based tools that enable procurement professionals and suppliers to conduct the strategic activities of the procurement lifecycle over the internet.

It provides a simple, secure and efficient means for managing tendering activities reducing the time and effort required for both buyers and suppliers.

An agency of the Department for Business, Innovation & Skills

European Union  
European Social Fund

**Login / Register**

username  
password  
Go

[Click here to register](#)  
[Click here for details on how to register](#)  
[Forgot your password?](#)

**Useful links**

- Government Procurement Service
- Cabinet Office
- SISAP
- Tenders Electronic Daily (TED)
- SOPD
- CIPS
- Constructionline
- Contracts Finder

**For Help Click Here**

Select 'Click here to register'.

2. Read through the 'User Agreement'.

1414 W-1 - Western Europe bids

Skills Funding Agency

High Contrast Stylesheet | Adobe PDF file

User Agreement

**USER AGREEMENT**

**1. Introduction**

1.1. This User Agreement between Skills Funding Agency eSourcing Portal (the Buyer) and the Supplier governs the access and use of the eSourcing System (the System) by the Supplier to respond to an invitation from the Buyer to participate in a procurement exercise.

1.2. A procurement exercise may include a Pre-Qualification Questionnaire (PQQ), a Request for Information (RFI), an Invitation to Tender (ITT), an Invitation to Negotiate (IN), an Invitation to Participate in Dialogue (IPD), an Invitation to Submit Price Offer (ISPO), Invitation to Submit Final Tender (ISFT), a Best And Final Offer (BAFO), a Request for Proposal (RFP), a Request for Quotation (RFQ), an electronic Auction or an electronic Contract. This above list of individual procurement exercise processes is indicative and a non-exhaustive representation of currently used terminology. Buyer Organisations may have their own, unique terminology to be applied to a case by case basis.

1.3. This System is provided by Bravosolution UK Ltd and operated by the Buyer. This User Agreement applies to the Suppliers and its Supplier Users access to and use of the System. The Supplier acknowledges that by a Supplier User accessing the System using the user ID and password provided by, or on behalf of the Buyer, the Supplier agrees to be bound by this User Agreement.

1.4. The Supplier shall only use the System to respond to an invitation to participate in a procurement exercise in accordance with this User Agreement and any further rules expressed and presented in the System. In the event that there is any conflict between this User Agreement and any such further rules, then the provisions of such further rules shall take precedence over this User Agreement.

**2. Access**

2.1. The Buyer grants to the Supplier, free of charge, access to the System by Supplier Users for the purpose of responding to any invitation to participate in a procurement exercise, subject to this User Agreement.

2.2. The Buyer may immediately deny access to the System by the Supplier and/or cease Supplier Users by giving notice in writing to the Supplier any of the following events occur:

2.2.1. The Supplier commits a material breach of any of its obligations under this User Agreement; and

2.2.2. The Supplier fails to remedy, or persists in, any breach of any of its obligations under this User Agreement after having been notified in writing to remedy or discontinue such breach within a period of 10 business days.

2.3. Without prejudice to any of the Buyer's other rights, the Buyer reserves the right to suspend access to the System without notice for technical or legal reasons.

**3. Registration**

3.1. To be granted access to the System, the Supplier must register each person which the Supplier wishes to be a Supplier User and must provide the required information and accept a user ID and password.

I have read and agree to the eSourcing Service USER Agreement

I agree  I do not agree

Next

Click 'I agree' and click 'Next' to continue.

3. You are then directed to the registration form, which has two sections.
  - i. Organisation details.
  - ii. User details.

The screenshot shows a registration form with two main sections: 'Organisation Details' and 'User Details'. The 'Organisation Details' section includes fields for Organisation Name, Address line 1, City, State/County, Postal Code, Country (set to UNITED KINGDOM), Main Organisation Phone Number, Organisation Fax Number, Organisation Email Address, Web site, Organisation Legal Structure, Company Registration Number, VAT Number, and UK Provider Reference Number. The 'User Details' section includes fields for Title, Last Name, First Name, Phone Number, Mobile Phone Number, Fax Number, Email Address (with a note that it's for site access), Role within Organisation, and Preferred language for use in system interface.

Complete the form and check that all your details are correct, then save the form.

**Tips:**  
 Your organisation's name should be exactly as it appears on the UKRLP website.  
 You can add more than one email address to receive alerts by adding a semicolon (;) after each address you enter.

4. You will then receive an email from Bravo Solution containing your chosen username and a unique password. They will send this to the email address you entered as part of your registration.

**Tip:** If you have not received the registration email, please check your 'spam' or 'junk' folder: anti-spam software may have blocked it. Add the sender to your 'safe sender' list to prevent future messages from being blocked.

5. When you log into the e-tendering portal for the first time you will need to change your password; you have then successfully registered on the SFA's e-tendering portal.

**Note:** if you are registering on the e-tendering portal to enter the register of apprenticeship training providers (RoATP), this is not the end of the process; you also need to complete part B (below).

# Part B – How to access the RoATP application

On the main page, select the 'PQQs open to all suppliers', option

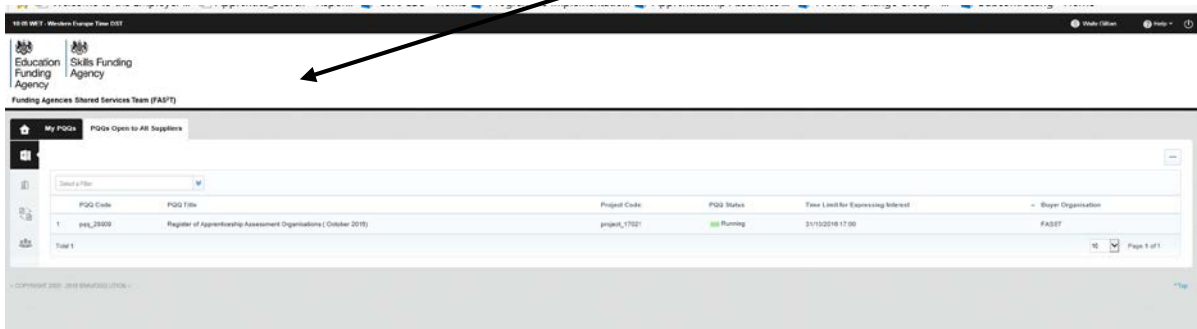


Select one of the 'Register of Apprenticeship Training Providers' PQQs

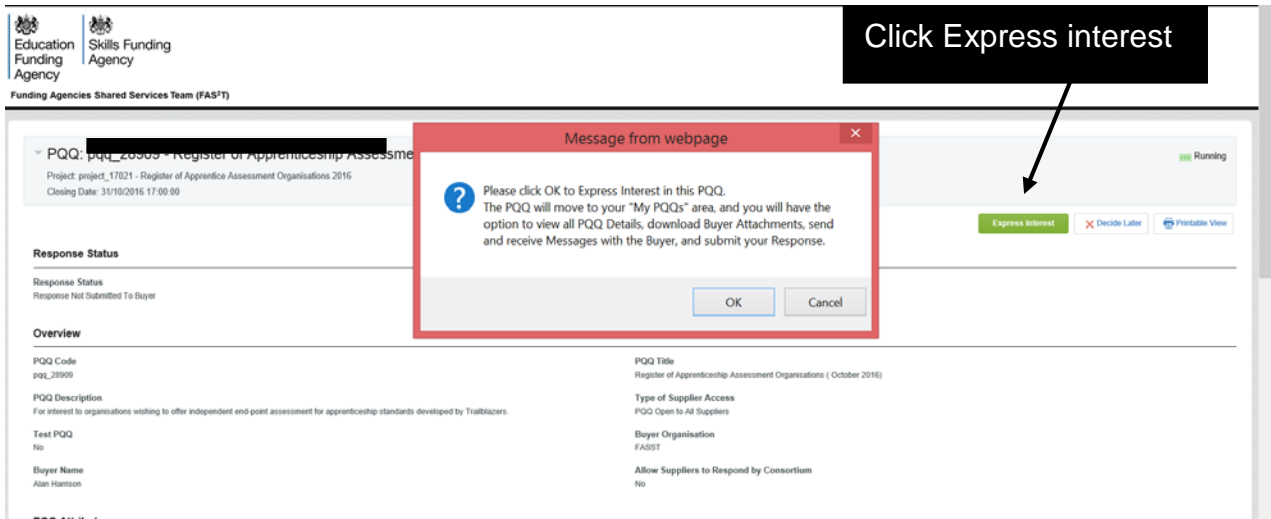
**PQQ 28920:** Main Route – Register of Apprenticeship Training Providers

**PQQ 28921:** Employer Provider Route – Register of Apprenticeship Training providers

**PQQ 28922:** Supporting Route – Register of Apprenticeship Training Providers



Click Express interest



Education Funding Agency Skills Funding Agency  
Funding Agencies Shared Services Team (FASST)

PQQ: pqq\_28909 - Register of Apprenticeship Assessment Organisations 2016  
Project: project\_17021 - Register of Apprenticeship Assessment Organisations 2016  
Closing Date: 31/10/2015 17:00:00

Response Status  
Response Status  
Response Not Submitted To Buyer

Overview  
PQQ Code  
pqq\_28909  
PQQ Description  
For interest to organisations wishing to offer independent end-point assessment for apprenticeship standards developed by Trailblazers.  
Test PQQ  
No  
Buyer Name  
Alan Harrison  
PQQ Attributes

Type of Supplier Access  
PQQ Open to All Suppliers  
Buyer Organisation  
FASST  
Allow Suppliers to Respond by Consortium  
No

Message from webpage

⚠ - You have now Expressed Interest and invited yourself to participate in this PQQ. This enables you to download any Buyer Attachments, send and receive Messages with the Buyer, and respond to the PQQ.

Please select 'My Response' followed by 'Create Response' in order to start your response and then submit your completed response to the Buyer.

IMPORTANT: Please ensure that you submit your response to the Buyer before the stated Closing Date & Time.

Express Interest | Cancel Later | Printable View

OK

11:11 WET - Western Europe Team DST

Education Funding Agency Skills Funding Agency  
Funding Agencies Shared Services Team (FASST)

My PQQs PQQs Open to All Suppliers

Filter By: All PQQs Select a Filter

PQQ Code	PQQ Title	Project Code	PQQ Status	PQQ Closing Date/Time	Buyer Organisation	Response Status
1 pqq_28909	Register of Apprenticeship Assessment Organisations 2016	project_17021	Running	31/10/2015 17:00	FASST	Response Not Submitted To Buyer
Total 1						

10 Page 1 of 1

Click OK then click 'Register of Apprenticeship Training Providers' on the 'My PQQs' menu

Response Last Submitted On: Not Submitted Yet

Warning: You have 4 unread Buyer Attachment(s). Please click here to read the file(s) before submitting your response

PQQ Details Messages (Thread 6)

Settings Buyer Attachments (4) My Response User Rights

View Response Index Only

Create Response

1. Technical Response (questions: 117)

1.1 Currently listed on the Register of Apprentice Assessment Organisations? - Question Section

Question	Description	Response
1.1.1	Are you currently listed on the Register of Apprenticeship Assessment Organisations?	
	Note Details	
	If you have selected Yes: You are required to complete the questions in the following sections	
	- Trailblazer standards	
	- Organisation details - Introduction	
	- Capacity and Capability - occupational	
	- Capacity and Capability - assessment	
	- Declarations	
	Remember to check the rest of your application to ensure your responses are still accurate.	
	If you have selected No: You are required to complete all the questions below	

Click Create Response and complete the application

Remember to submit your final responses before the closing date and time.

## Hints and tips

Please read the following useful hints and tips when you access the e-tendering portal.

### How to retrieve username details and a forgotten password

If you have forgotten your username or password, you will need to send an email to [help@bravosolution.co.uk](mailto:help@bravosolution.co.uk) as Bravo Solution manage the e-tendering portal. A member of the team will then help you get back into the system.

### How to send or respond to a message through the message board

If you have any queries regarding the pre-qualification questions, please refer to the [Joining the Register of Apprenticeship Training Providers – application instructions](#) in the first instance. For further information, please contact us through the message boards.

We also send messages to you through the message board, and you are able to respond in the following way:

1. Log on to the e-tendering portal and select '**My PQQs**' option, then select the relevant PQQ.



The screenshot shows the user interface of the e-tendering portal. At the top, there is a navigation bar with a 'Messages Unread' tab highlighted. A black callout box with white text points to this tab, stating: "To view your received messages, hover your mouse over the 'Messages Unread' tab and click 'Received Messages'". Below the navigation bar, there is a section for the current PQQ: "PQQ: pqq\_26909 - Register of Apprenticeship Assessment Organisations ( October 2016)". This section includes details such as "Project: project\_17821 - Register of Apprenticeship Assessment Organisations 2016", "Closing Date: 31/10/2016 17:00:00", and "Response Last Submitted On: Not Submitted Yet". A yellow warning banner indicates: "Warning: You have 4 unread Buyer Attachment(s). Please click here to read the file(s) before submitting your response." Below the warning, there are tabs for "PQQ Details", "Messages (Unread 0)", "Settings", "Buyer Attachments (4)", "My Response", and "User Rights". A "Create Response" button is visible on the right. The main content area shows a question section: "1. Technical Response (questions: 117)" and "1.1 Currently listed on the Register of Apprenticeship Assessment Organisations? - Question Section".

2. You will then be able to view your messages, including when the message was sent, when you opened the message and when you replied.

## How to add a user to your Bravo e-tendering account

To ensure you do not miss any information sent through the e-tendering portal, we recommend that you add another user/s to your organisation's registered account. These users will then receive any automated email alerts.

On the main page, click 'Manage Users'.

eTendering Service > Supplier Reserved Area logout >

### Thank you for registering on Skills Funding Agency eTendering Service.

This service provides a secure and efficient means for you to engage in Tender "Projects" with our Buyers.

The Register of Training Organisations Assurance Gateway online Questionnaire as well as other Pre-Qualification Questionnaires for new EU Registrations are available by clicking on "PQs Open to All Suppliers"

Once you have expressed an interest in the Assurance Gateway online Questionnaire or other PQs they will move to your "My PQs" page, where you can download any documentation attached, answer questions and submit your response.

Buyers may invite you to participate in Invitations to Tender. The "My ITTs" page allows you to view and respond to any ITT to which you have been invited.

Some Invitations to Tender are open to all suppliers. The "ITTs Open to All Suppliers" page allows you to express interest in these ITTs and move them to your "My ITTs" page.

**A partner organisation of the Department for Business, Innovation & Skills**

#### Tender Projects


- Projects
- Pre-Qualification Questionnaires (PQs)

**Supplier Helpcenter**

- Online Help Content
- Click here for details on how to respond to an online tender

**User profile**

- Manage Your Profile
- Modify Password
- Manage Users



European Union  
European Social Fund  
Investing in jobs and skills

Click 'Create'.

Users Roles Divisions

Filter By: All Users Select a Filter

No Users to display

Create

  
Skills Funding  
Agency

New User

Save Cancel

**User Details**

- Last Name
- First Name
- User Tag for Codes
- Email
- Telephone Number
- Mobile Phone Number (please enter "+" "country code" and "your mobile phone number" with no spaces)
- Division Name
- Department
- Role
- Choose your Username and check it is not already in use
- Preferred Language
- Time Zone (GMT 0:00) Western Europe Time, London, Lisbon

Complete the 'user details' fields. Once you have checked the details are correct, click 'save'.



Now that you have added a new user, you will need to assign the appropriate rights to their user account.

Select 'View User Rights'.

Division: Division

Back to List

Details

User Details User Rights

Auctions

Visibility of Auction Lists	No
Access Auction Details	No
Access to Auction Monitor	No
Participate	No
Contact Visible to Buyer	No
Manage Messages	No

PQQs/ITTs

Visibility of PQQ/ITT Lists	No
Access PQQ/ITT Details	No
Create Response	No
Modify Before Publishing	No
Modify and Submit	No
Contact Visible to Buyer	No
Messages Management	No
View Sensitive Data (including: attachments, response, pricing etc)	No

User Management

Manage Users and Roles	No
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Select 'Edit PQQ/ITT Rights'.

**Note:** Please do not amend the 'edit auction rights', 'edit supplier management rights' and 'edit directories rights' options.



User [Redacted]

Division: Division

Save Cancel

PQQs/ITTs

Visibility of PQQ/ITT Lists	No
Access PQQ/ITT Details	No
Create Response	No
Modify Before Publishing	No
Modify and Submit	No
Contact Visible to Buyer	No
Messages Management	No
View Sensitive Data (including: attachments, response, pricing etc)	No

You can select the appropriate user rights from the dropdown lists. Once you have completed your selection, review the rights you have selected and click 'Save'.

**Tip: access rights explanation**

**See PQQ/ITT:** ability to view active procurement opportunities through the 'PQQs/ITTs Open to all Suppliers' links. [**Note:** If there are no opportunities available at a certain point in time, nothing will be visible.]

**View PQQ/ITT Details:** ability to click on active procurement opportunities through the 'PQQs/ITTs Open to all Suppliers' menu, and view details.

**Create response:** ability to express an interest and begin the process of completing a PQQ/ITT.

**Modify before publishing:** ability to log in and make amendments to active PQQ/ITT responses.

**Publish and modify:** ability to submit a response on behalf of your organisation and make amendments to PQQs/ITTs.

**Contact visible to the buyer:** if we need to contact you, the contact details of this user will be visible to us.

**Messages management:** ability to access message boards of a PQQ/ITT. The user will be able to review messages that we send and also send messages to us.

**View sensitive data:** ability to view attachments that you upload as part of your responses to PQQs/ITTs. For example, organisations charts that you upload when completing an application to the register of apprenticeship training providers.



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