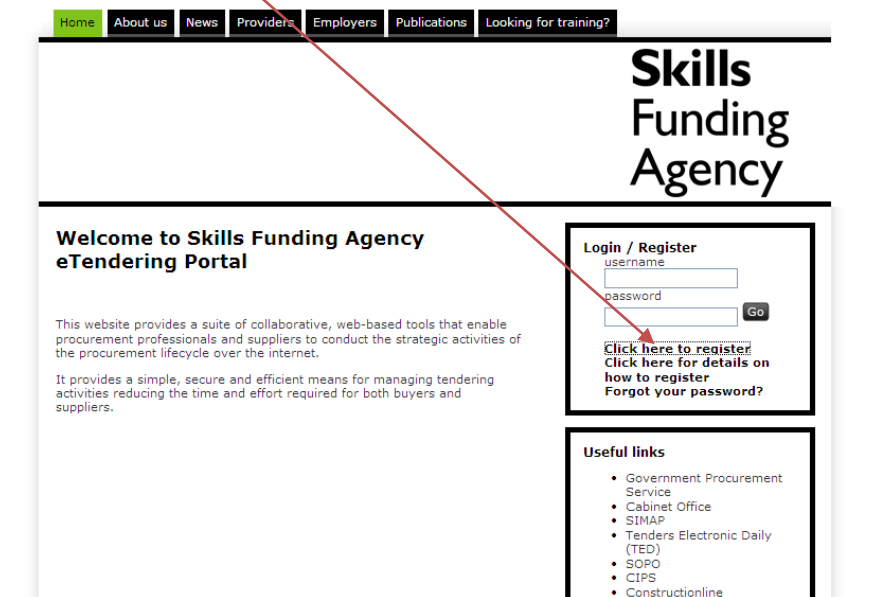




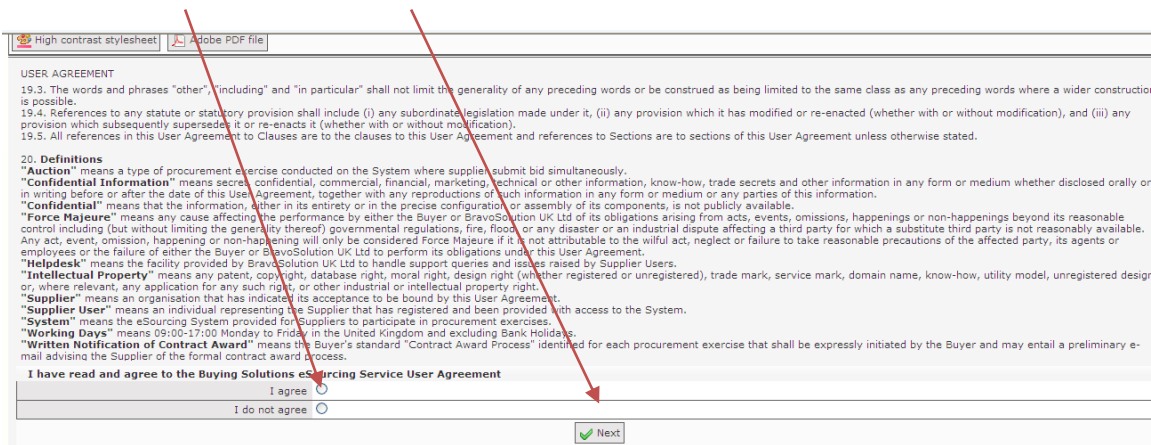
# Accessing the e-tendering portal

## Organisations not registered on the e-tendering portal:

1. Type <https://skillsfundingagency.bravosolution.co.uk/> into your internet browser.
2. Select 'Click Here to Register'.



3. A pop-up will appear. This is the 'User Agreement', which you will need to read and accept to continue.



4. You will then be directed to enter your organisation's details.

Accessibility and Legend | Time Zone: GMT + 0:00 DST

**Registration Data**

Save Close

High contrast stylesheet Reset

**Organisation Details**

\* Organisation Name

\* Address line 1

\* City

\* State/Country

\* Postal Code

\* Country UNITED KINGDOM

\* Main Organisation Phone Number

Organisation Fax Number

\* Organisation Email Address

Web site

\* Organisation Legal Structure

\* Company Registration Number (if not registered enter 'N/A')

\* VAT Number (if not registered enter 'N/A')

UK Provider Reference Number (UKPRN)

**NOTE:** Your organisation's name should be exactly as it appears on the UKRLP website.

5. You will also need to enter your User Details:

**Registration Data**

Save Close

**User Details**

Title

\* Last Name

\* First Name

\* Phone Number

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.

Role within Organisation

\* Preferred language for use in system interface

\* Time Zone

\* Username (please do not forget your username)

\* 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).

**TIP:** You can add more than one email address to receive alerts etc by adding a semi colon (;) after each address you enter. More information on how to add email addresses can be found here

6. Once you have entered your details correctly, click '**Save**'.
7. You will receive an email with your unique password (this is sent by Bravo Solutions to the email address you entered as part of your registration details).
8. You will be able to change your password once you have logged in.

## How to locate the PQQ

9. On the main page click on linked marked 'PQCs Open to All Suppliers'.

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 procurements are available by clicking on "PQCs Open to All Suppliers"

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

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### Tender Projects

- Projects
- Pre-Qualification Questionnaires (PQCs)
- My PQCs
- **PQCs Open to All Suppliers**
- Invitations To Tender (ITTs)
- My ITTs
- ITTs Open to All Suppliers
- Auctions

**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

  
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10. Click on the linked marked 'The Service Developer Framework'

11. Click on the link at the top of the page marked 'Express Interest'. This will move the PQC onto your 'My PQCs' page.

Back To List | Main Page | Logout | Accessibility and Legend

Welcome: Team Register  
Time Zone: GMT + 0:00 DST

### PQC Details

- Settings  
View PQC Settings
- Buyer Attachments  
Buyer Attachments: 3
- My Response  
Status is: Response To Be Submitted To Buyer
- Messages  
Unread Messages
- User Rights  
Manage User Rights

**Project :**  
**PQC:**  
**PQC Status: Closed:**  
**Response Last Submitted on: Not Submitted Yet**

Download Response | Printable View | Help for Support

### My Response Summary

1.	Qualification Response	Missing mandatory responses (1)
2.	Technical Response	Missing mandatory responses (57)

Consortium (0)

View Response Index Only

1. Qualification Response (questions: 1)

**1.1 TECHNICAL HINTS & TIPS FOR COMPLETING YOUR RESPONSE - Section of PQC Questions - Section of PQC Questions**

1	NOTE	Before you begin to complete this Questionnaire please ensure that you have thoroughly read the 'Read Me First' and included 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 f and appropriate deadlines and any subsequent communications.
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## Completing and submitting the online questionnaire on the e-tendering portal

12. On the main page click on the link marked **'My PQQs'**.

eTendering Service > Supplier Reserved Area logout >

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

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13. Click on the link on the left side of your screen marked **'My Response'** under the 'PQQ Details' section, and then click **'Create Response'**.

[Back To List](#) | [Main Page](#) | [Logout](#) | [Accessibility and Legend](#)

**PQQ Details**

**Settings**  
View PQQ Settings

**Buyer Attachments**  
Buyer Attachments: 7

**My Response**  
Status is:

**Messages**  
Unread Messages (2)

**User Rights**  
Manage User Rights

**Project :**  
**PQQ:**  
**PQQ Status:**  
**Response Last Submitted on:**

**Path: [Top Level](#)**

[Printable View](#) | [Help for Suppliers](#)

[Search/Filter](#) | [Mass Download](#) | [Export List to Excel](#)

Folder/File Name	
1	Due Diliqence Assurance Gateway - Amendments to Online Qu

14. Follow the on-screen instructions and hints and tips contained in this support guide to complete the online questionnaire.
15. Submit your reply using the '**Submit Response**' button at the top of the page before the deadline for submission of the online questionnaire.

## Checklist of information to help you prepare

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### What you need to do

#### Make sure your information is correct

Have you checked your:

- Organisation name?
- Email addresses?
- Companies House Number?

#### Manage your application

- Read the important documents.
- Make sure you access the correct PQQ.
- Send your messages to the latest PQQ.
- Check your application before you submit to us.
- Ensure that you complete your declaration.



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