

**READ ME FIRST - SUPPLIERS TIPS FOR COMPLETING YOUR RESPONSE**

[ 19	Note	Note Details
1.1.1	Note:	<b>USE THE ONLINE 'HELP FOR SUPPLIERS' FUNCTION</b> – The content is designed to explain the eSourcing platform in business terms, allowing you to quickly understand the features and benefits of the software. <b>HELP FOR SUPPLIERS</b> content is presented by software module, and divided into process activities such as PQQs, ITTs and Auctions - just like the software itself.
1.1.2	Note:	<b>SAVE REGULARLY</b> - For security reasons your access to the portal will 'time out' if inactive for 15 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. <b>NOTE:</b> typing does not mean you are active on the portal!
1.1.3	Note:	Please ensure that 'pop ups' are <b>NOT</b> blocked on your browser. Should you be inactive for 15 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.
1.1.4	Note:	Please ensure that you read and digest all the required actions and appropriate deadlines and any subsequent communications.
1.1.5	Note:	<b>DO NOT</b> 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).
1.1.6	Note:	Please <b>SUBMIT</b> your <b>RESPONSE</b> when completed. This will submit your response to the buyer. <b>FAILURE TO DO THIS WILL RESULT IN YOUR BID NOT BEING VISIBLE TO THE BUYER.</b> The ' <b>SUBMIT RESPONSE</b> ' button can be found at the top centre of the screen.
1.1.7	Note:	If the Buyer makes any changes to the settings and questions area of a live/running tender, suppliers <b>MUST</b> re-publish their response – this is to ensure that changes are brought to your attention – you may receive a message prompt from the Buyer – generally this will not mean re-entering information.
1.1.8	Note:	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 & speed of access. Only attach documents that the Buyer has requested and make sure that you attach them in the correct area (typically: 'Technical Response' for non-price responses and 'Commercial Response' for quotations).
1.1.9	Note:	Use the secure messaging to communicate with the Buyer and seek clarifications – this will give you an audit trail of all discussions/clarifications.
1.1.10	Note:	If you have any software queries refer to ' <b>HELP FOR SUPPLIERS</b> ' in the first

		instance, if you still have an issue email or telephone the BravoSolution helpdesk with a tender reference, 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),	
1.1.11	Note:	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.	
1.1.12	Note:	Mac users should use a Firefox browser (available free of charge at: <a href="http://www.mozilla.com/firefox">http://www.mozilla.com/firefox</a> ) as the Safari browser does not support certain Java scripts, if you still experience problems with Firefox please call the BravoSolution Helpdesk.	
1.1.13	Note:	To understand icons, use your mouse to 'hover' over the icon and view the 'TOOLTIP'. Please note that text responses are deliberately capped at 2000 characters (± 350 words). If the Buyer requires a larger response they will add an additional text box or an 'Attachment' question. Also note that Numeric fields will not accept text, spaces, symbols etc. Note the red asterisk indicates a mandatory field - this must be completed in order to submit your response to the buyer.	
1.1.14	Note:	Supplier sub-users can be set up on the portal to allow colleagues to be involved with various stages of the tender – see the 'HELP FOR SUPPLIERS' function for details.	
1.1.15	Note:	If you are delegating your response please ensure that your colleagues are aware of this information and are relatively PC literate (MS Office/Explorer).	
1.1.16	Note:	Please treat your eTendering portal logins securely - if you believe that you have lost your password - please log onto the website and click onto "Forgotten your password?" and follow the instructions.	
	<b>Question</b>	<b>Description</b>	<b>Question Type</b>
1.1.17	Acceptance of Instructions	Have you read and understood the above instructions?	Yes/No Value
1.1.18	Name and Position in Company	Please enter your name and position held within your organisation	Text
1.1.19	Date	Enter the date this section is completed	Date