

A step-by-step guide to registering on eTenderWales

BCBC uses an e-tendering portal called BravoSolution (eTenderWales) to manage its tender documents and responses.

If you wish to register an interest or respond to any opportunities advertised, you will need to register using the following steps:

<u>Step 1</u>

- Go to <u>https://etenderwales.bravosolution.co.uk</u>
- Chose the language you would like to proceed in



Step 2

• On the landing page, click on the 'not yet registered link', located in the 'Suppliers' information on the lefthand side of the page.



Step 3

- Fill in the required registration details. Make sure you fill out both the Organisation Details and the User Details.
- Once completed, click the 'Save' button in the top righthand corner of the page.

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Registration Data		··· Close Save
	Registration Data 2 Orboarding Pages 3 Registration Confirmation	
 Organisation Details 		
* Organisation Name	Address line 1	
* City	• State/Courty 	
* Postal Code	Country UNITED KINRDOM	
* Main Organisation Phone Number	Organization Fax Number	
* Organisation Email Address	Web site	
* Organisation Legal Structure	Congary Rejustation Number (If not registered enter NUA)	
 VAT Number (if not registered enter 'NUA') 		
> User Details		

Step 4

• Once complete, you will receive an email from BravoSolution containing your User ID and then a second email containing a temporary password.

Step 5

• Return to the BravoSolution website (<u>https://etenderwales.bravosolution.co.uk/</u>) and enter the details from the two emails into the 'Login' section.



Once you fill in the User ID and Password, you will be asked to create a new password.

You are now registered with eTenderWales and will be able to view and respond to applicable tender opportunities.

Any issues with registering or using the portal, please contact the Helpdesk via the link on the website.

Register	Language Cymraeg English
	CONTACT US
Welcome	
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interested in finding our more about e Tender/Wales please visit here.	eTendering Helpdesk
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You will then be able to submit a support ticket relating to your issue and BravoSolution will contact you to try and resolve it.