

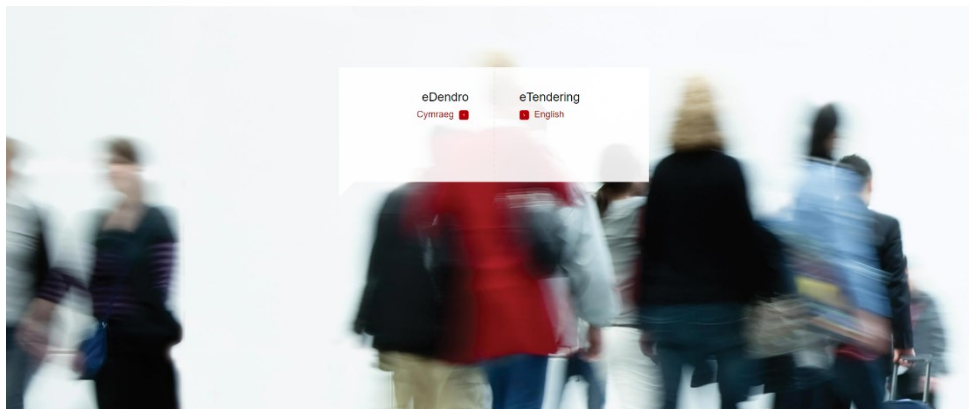
A step-by-step guide to registering on eTenderWales

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:

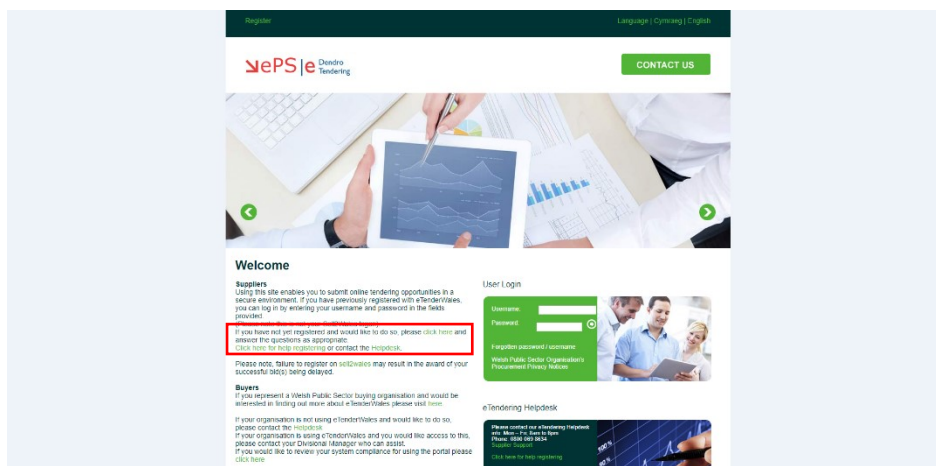
Step 1

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



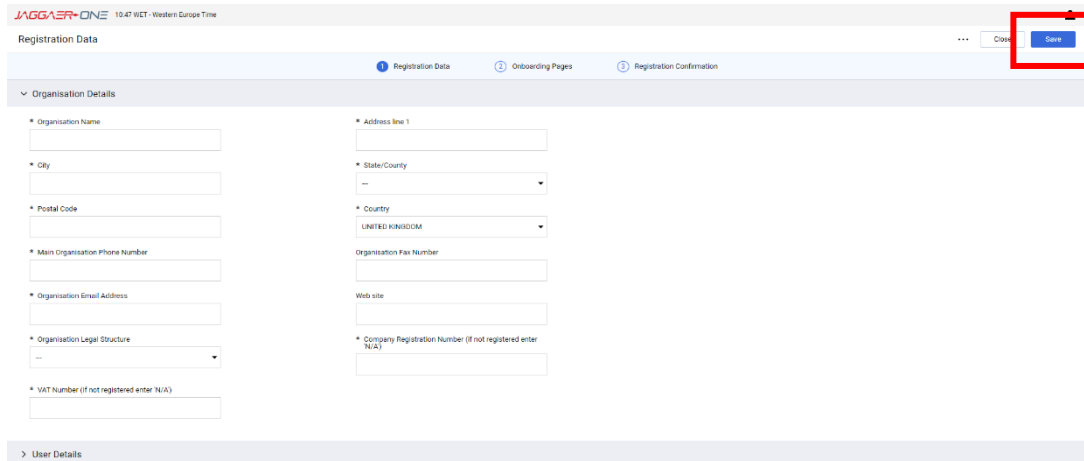
Step 2

- 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.



The screenshot shows the JAGGAER-ONE registration interface. At the top, it displays 'JAGGAER-ONE 10:47 WET - Western Europe Time'. Below this is a navigation bar with 'Registration Data', 'Onboarding Pages', and 'Registration Confirmation'. The 'Registration Data' section is expanded, showing 'Organisation Details' and 'User Details'. The 'Organisation Details' section contains various input fields: Organisation Name, City, Postal Code, Main Organisation Phone Number, Organisation Email Address, Organisation Legal Structure, VAT Number (if not registered enter 'N/A'), Address line 1, State/Country, Country, Organisation Fax Number, Web site, and Company Registration Number (if not registered enter 'N/A'). A red box highlights the 'Save' button in the top right corner of the form.

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

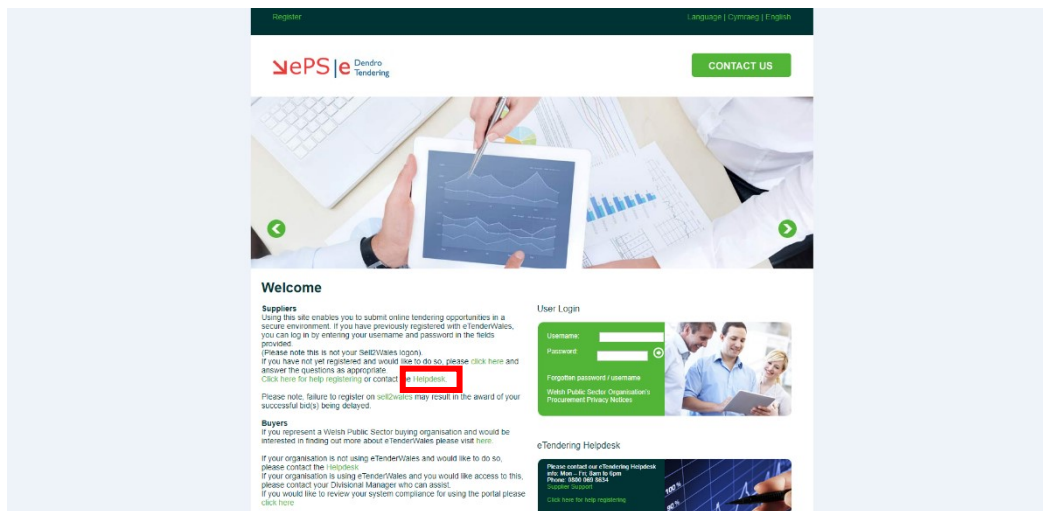
- Return to the BravoSolution website (<https://etenderwales.bravosolution.co.uk/>) and enter the details from the two emails into the 'Login' section.



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.



You will then be able to submit a support ticket relating to your issue and BravoSolution will contact you to try and resolve it.