

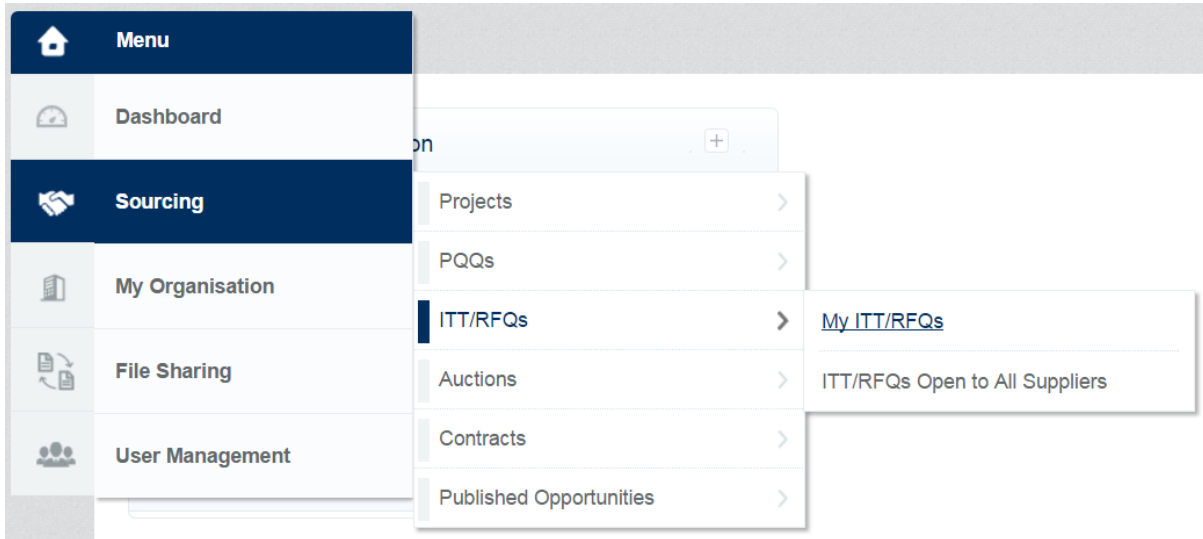
University of Bristol BravoSolution Supplier Guide

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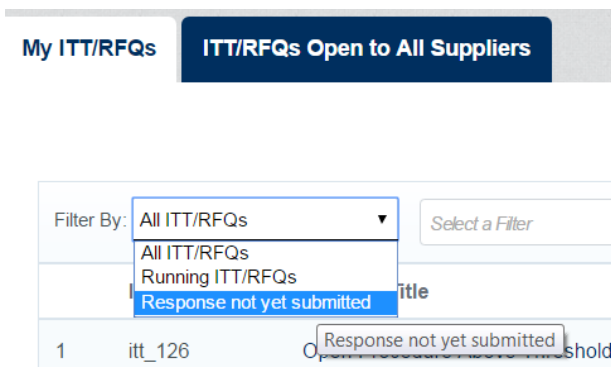
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How to respond to a tender opportunity

1. Log in to BravoSolution at tenders.bris.ac.uk
2. Click on Sourcing, ITT/RFPs, My ITT/RFPs



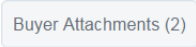
3. OPTIONAL: If you have multiple University of Bristol ITT responses that are at various stages (running, evaluated, awarded etc.) you can filter this screen by clicking the 'Filter By:' dropdown and selecting 'Response not yet submitted'.




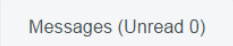
4. Click on the ITT you wish to respond to (its status will be  Running)



5. If there are attachments for you to read before you submit a response (for example a Specification of Requirements) you will see the warning message

Warning: You have 2 unread Buyer Attachment(s). Please click here to read the file(s) before submitting your response.

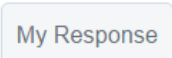


6. Click on  and then click on the individual attachments and save/read them.


7. Click on  to see the Tender details, closing date, value (where given), weightings etc.

8. Click on  to read any clarification messages sent by the buyer, or to ask a question about the tender.

9. Click on  to view all questions in the tender and then click on  to start your tender response.

10. If, after reviewing the tender and the specification, you decide not to bid, you can click on

 and then  on the right hand side and then select 

11. When you start your tender response you can click on  and answer the questions. At any time you can use the top menu options







and also check you have completed all

mandatory questions using



12. Responses to questions can be either text entered directly into a textbox, an attachment upload, or a choice from a dropdown box. Please type/choose accordingly for each question.

13. If 'General Attachments' are allowed for the tender you are responding to, this section can be found as a separate section at the bottom of the Technical Envelope. Any general attachments should be relevant and numbered accordingly so that the evaluation team can quickly retrieve information.

14. Once you are happy and want to submit your tender response, click



and then click 

How to respond to a contract offer

1. You will receive an email similar in style to this:

Please review and sign your document



From: BravoSolution Demo (dse_demo@bravosolution.com)

Dear bristol procurement,








BravoSolution Demo has sent you a new DocuSign document to view and sign. Please click the 'View Documents' link below to begin signing.

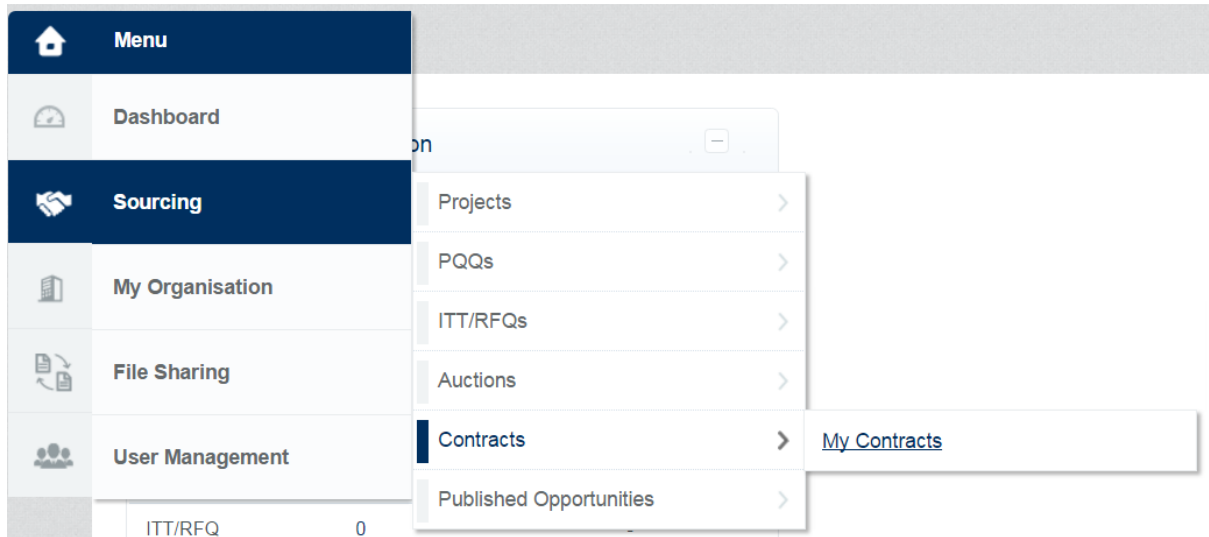
Master Contract Document Proposal: 1
Contract Code: ecm_55
Contract Title: ryhhhhryh44444
Main Contractor: Neaves1

The invitation was generated on 26/05/2017 by Responsible Officer Senior for a Contract managed on behalf of University of Bristol on University of Bristol Tendering Portal

View Documents

Alternately, you can access these documents by visiting docusign.com, clicking the 'Access Document' link, and using this security code:

2. Click on View Documents. This will take you to a DocuSign webpage where you can review and sign the contract offer.
3. Click  and proceed with reviewing the contract offer. Click  to be taken straight to the signature space, or scroll down to find it.
4. If at this stage you realise that the name of the signatory does not match the person who is about to sign, please do not continue. Instead, click  and Decline to Sign. Click . You will then need to contact the University Procurement Team and advise them of the name and email address of the correct signatory.
5. If you are happy to sign, click .
6. On the pop-up screen you can either click 'Draw' and proceed with drawing your signature (recommended if you are using a tablet or slate with a stylus) or click 'or Select a Signature' and click Change Style to pick a suitable signature style.
7. Once happy with the signature click . Then click .
8. You then have the option of printing your signed document.
9. The University will then sign the document and activate the contract on the BravoSolution e-tendering portal.
10. To view the contract in BravoSolution login at tenders.bris.ac.uk.
11. Click on Sourcing, Contracts, My Contracts



12. Click on the relevant contract.

13. Click on the **Contents Management** tab.

14. You will see the contract status and can view the signed contract.

15. The Purchase Order, where applicable, will be viewable in the Attachments area under the

Details tab.