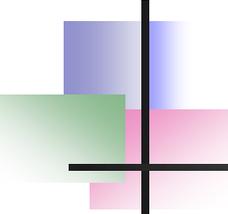


PCS-Tender

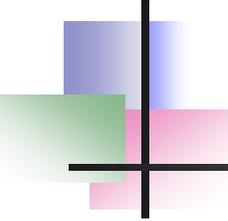


www.publictendersscotland.publiccontractscotland.gov.uk

A decorative graphic consisting of overlapping colored squares (purple, green, pink) and a black crosshair.

Topics

- Registering on PCS-Tender
- Navigating PCS-Tender as a supplier
 - Accessing Procurement Documents
 - Expressing Interest in an opportunity
- Managing your Profile
 - Extended Profile (Responses to Standard questions)
 - Additional Users

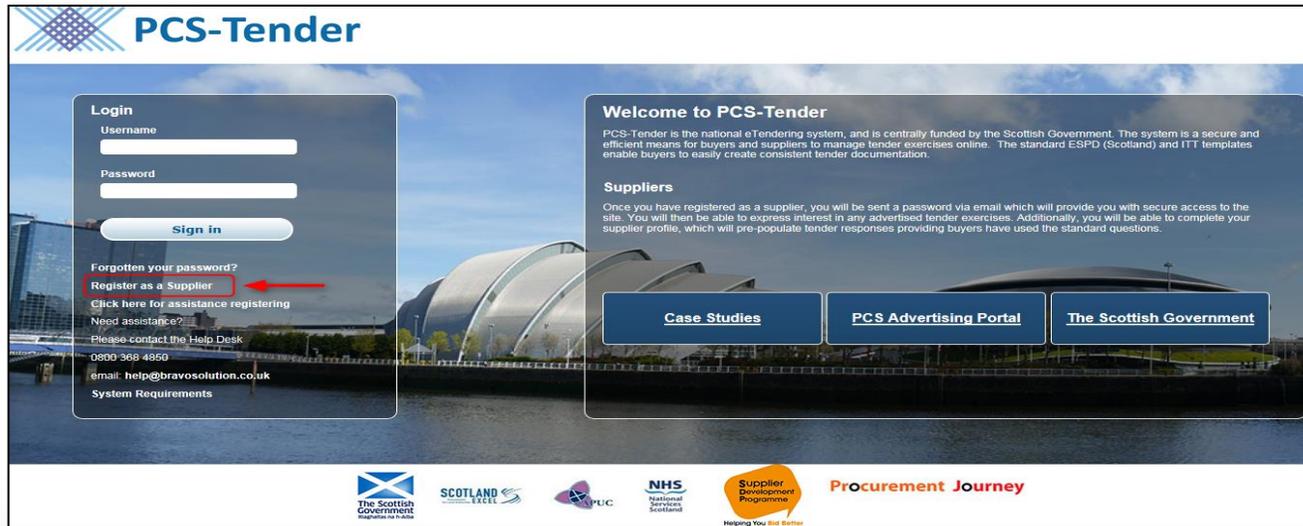


PCS-Tender?



- PCS-Tender is the national e-Tendering system, centrally funded by the Scottish Government.
- It is a secure and efficient means for buyers and suppliers to manage tender exercises online.
- The standard European Single Procurement Document - ESPD (Scotland) and ITT templates enable buyers to easily create consistent tender documentation.
- Public Contracts Scotland (www.publiccontractsscotland.gov.uk) and PCS-Tender (www.publictendersscotland.publiccontractsscotland.gov.uk) are different systems.

PCS-Tender



The screenshot shows the PCS-Tender website interface. On the left, there is a 'Login' section with fields for 'Username' and 'Password', a 'Sign in' button, and links for 'Forgotten your password?', 'Register as a Supplier' (highlighted with a red box and arrow), 'Click here for assistance registering', 'Need assistance?', 'Please contact the Help Desk', '0800 368 4850', 'email: help@bravosolution.co.uk', and 'System Requirements'. On the right, there is a 'Welcome to PCS-Tender' section with a description of the system and a 'Suppliers' section explaining the registration process. Below the main content are three buttons: 'Case Studies', 'PCS Advertising Portal', and 'The Scottish Government'. At the bottom, there are logos for 'The Scottish Government', 'SCOTLAND', 'NHS National Services Scotland', 'Supplier Development Programme', and 'Procurement Journey'.

First of all please check whether your organisation is registered. If your organisation does not have an account on PCS-Tender, you will need to register in order to access the system. If someone within your organisation previously registered, please note you can add **Additional Users** to an existing account which is covered later on in the presentation. To begin the registration process click **Register as a Supplier**.

PCS-Tender



13:23 WET - Western Europe Time DST English Help

PCS-Tender HELPDESK
Phone: 0800 368 4850
E-mail: help@bravosolution.co.uk

Close Adobe PDF file

User Agreement

USER AGREEMENT

USER AGREEMENT

1. Introduction

1. This User Agreement between Public Contracts Scotland – Tenders (the Buyer) and the Supplier governs the access and use of the eSourcing System (the System) by the Supplier to respond to an invitation from the Buyer to participate in a procurement exercise.
2. A procurement exercise may include a Pre-Qualification Questionnaire (PQQ), a Request for Information (RFI), an Invitation to Tender (ITT), an Invitation to Negotiate (ITN), an Invitation to Participate in Dialogue (ITPD), an Invitation to Submit Final Offer (ITTSFO), Invitation to Submit Final Tender (ITSFT), a Best And Final Offer (BAFO), a Request for Proposal (RFP), a Request for Quotation (RFQ), an electronic Auction or an electronic Contract. This above list of individual procurement exercise processes is indicative and a non-exhaustive representation of commonly used terminology. Buyer Organisations may have their own, unique terminology to be applied on a case by case basis.
3. The System is provided by BravoSolution UK Ltd and operated by the Buyer. This User Agreement applies to the Supplier's and its Supplier Users' access to and use of the System. The Supplier acknowledges that by a Supplier User accessing the System using the user ID and password provided by, or on behalf of the Buyer, the Supplier agrees to be bound by this User Agreement.
4. The Supplier shall only use the System to respond to an invitation to participate in a procurement exercise in accordance with this User Agreement and any further rules expressed and presented in the System. In the event that there is any conflict between this User Agreement and any such further rules, then the provisions of such further rules shall take precedence over this User Agreement.

2. Access

1. The Buyer grants to the Supplier, free of charge, access to the System by Supplier Users for the purpose of responding to any invitation to participate in a procurement exercise, subject to this User Agreement.
2. The Buyer may immediately deny access to the System by the Supplier and/or one or more Supplier Users by giving notice in writing to the Supplier if

I have read and agree to the Public Contracts Scotland – Tender eSourcing Service User Agreement

I agree I do not agree

Next

You will then be presented with a User Agreement which you must confirm that you have read and agreed to before you can create an account for your organisation on PCS-Tender.

PCS-Tender



13:23 WET - Western Europe Time DST English Help

PCS-Tender HELPDESK
Phone: 0800 368 4850
E-mail: help@bravosolution.co.uk

Close Adobe PDF file

User Agreement

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2. A procurement exercise may include a Pre-Qualification Questionnaire (PQQ), a Request for Information (RFI), an Invitation to Tender (ITT), an Invitation to Negotiate (ITN), an Invitation to Participate in Dialogue (ITPD), an Invitation to Submit Final Offer (ITSFO), Invitation to Submit Final Tender (ITSFT), a Best And Final Offer (BAFO), a Request for Proposal (RFP), a Request for Quotation (RFQ); an electronic Auction or an electronic Contract. This above list of individual procurement exercise processes is indicative and a non-exhaustive representation of commonly used terminology. Buyer Organisations may have their own, unique terminology to be applied on a case by case basis.
3. The System is provided by BravoSolution UK Ltd and operated by the Buyer. This User Agreement applies to the Supplier's and its Supplier Users' access to and use of the System. The Supplier acknowledges that by a Supplier User accessing the System using the user ID and password provided by, or on behalf of the Buyer, the Supplier agrees to be bound by this User Agreement.
4. The Supplier shall only use the System to respond to an invitation to participate in a procurement exercise in accordance with this User Agreement and any further rules expressed and presented in the System. In the event that there is any conflict between this User Agreement and any such further rules, then the provisions of such further rules shall take precedence over this User Agreement.

2. Access

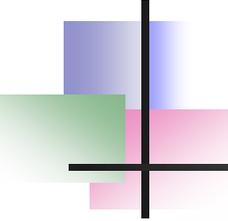
1. The Buyer grants to the Supplier, free of charge, access to the System by Supplier Users for the purpose of responding to any invitation to participate in a procurement exercise, subject to this User Agreement.
2. The Buyer may immediately deny access to the System by the Supplier and/or one or more Supplier Users by giving notice in writing to the Supplier if

I have read and agree to the Public Contracts Scotland – Tender eSourcing Service User Agreement

I agree I do not agree

Next

PLEASE NOTE: If you are the first user to create an account for your organisation, you will be a Super User. This allows you to modify your Organisations registration details and add additional users. If your organisation already has an account on PCS-Tender, please request that your Super User create a user account for you.



PCS-Tender



You must immediately inform the BravoSolution helpdesk in the event that a user leaves your organisation or no longer requires access to the System. The System Administrator retains the right to deactivate a Supplier User if there has been no access for a period of sixty (60) days, however deactivations will only take place once per quarter and you will be asked via email to confirm you do not wish to have your account deactivated. To reactivate your account you simply need to contact the BravoSolution helpdesk, any answers stored in your profile will not be affected and any information submitted as part of a response to a procurement exercise will be retained for audit purposes.

PCS-Tender



Registration Data

Save Close
Reset

Organisation Details

- * Organisation Name
- * Address line 1
- * City
- * State/Country
- * Postal Code
- * Country
- * 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')

User Details

Organisation Details
Populate the mandatory fields (denoted by *) in the Organisation Details and User Details, clicking Save when finished.

PCS-Tender



Registration Data

WAT Number (if not registered enter "N/A")

Save Close

User Details

Title

First Name

Last Name

Phone Number

Mobile 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).

Use High Contrast Stylesheet (for visually impaired users)

Complete the User Details information:

- First Name
- Last Name
- Phone Number etc.

PCS-Tender



Basic Profile Form: SME Classification

Registration

Save & Continue Cancel

Company Size

SME * What size is your Company?

- Micro <10
- Small < 50
- Medium-sized <250
- Large 250+

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Top

On the following screens you must specify, from the drop-down menus provided, your organisation's employee ranges...

PCS-Tender



Basic Profile Form: SME Turnover & Balance Sheet

Registration

Save & Continue Cancel

Turnover

| | | |
|---------------------|---|--|
| Company Turnover | * What is your company turnover? | <input type="checkbox"/> ≤ £1.57m <input type="checkbox"/> ≤ £7.87m <input type="checkbox"/> ≤ £39.37m <input type="checkbox"/> > £39.37m |
| Balance sheet total | * What is your company balance sheet total? | <input type="checkbox"/> ≤ € 2 m (€1.64m) <input type="checkbox"/> ≤ € 10 m (€8.2m) <input type="checkbox"/> ≤ € 43 m (35.1m) <input type="checkbox"/> > € 43 m (35.1m) |

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Your organisation's turnover and balance sheet ranges.

PCS-Tender



Specify a new Password in order to proceed

For security reasons you are required to change your Password.

▲ Your new password must be at least 8 characters long.

Please enter a new Password in the fields below and click "Submit" to continue.

Passwords must contain at least 8 characters
ⓘ Password must be different from login!
The new password must be different from the previous 12 passwords

New Password (min 8 characters)

Confirm Password

The system will then send an automated email to the email address specified in your user details containing a temporary password.

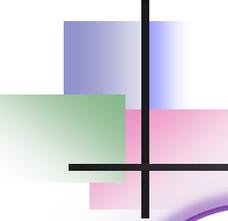
Following your initial login with this temporary password you will be presented with this screen, prompting you to create a new password.

PCS-Tender



A screenshot of the PCS-Tender landing page. The page has a blue header with the "PCS-Tender" logo and "Exit PCS-Tender" text. The main content area is a dark blue background with three white-bordered boxes. The left box is titled "Projects" and lists "Dashboard", "PQQs", "ITTs", "Contracts", and "File Sharing". The middle box is titled "Need assistance?" and contains contact information: "Please contact the Help Desk", "0800 368 4850", "help@bravosolution.co.uk", and "Supplier Help Files". The right box is titled "User Profile" and lists "Manage my Profile", "Modify Password", and "Manage Users". At the bottom, there is a white footer with logos for the Scottish Government, SCOTLAND EXCEL, PUC, NHS National Services Scotland, and the Supplier Development Programme, along with the text "Procurement Journey".

Following successful login you will be presented with the landing page with system menu options...



PCS-Tender



From the landing page, you are able to:

- Access procurement documents for opportunities that you may be interested in.

You may find that responses to some European Single Procurement Document (ESPD Scotland) questions are pre-populated with responses you have submitted previously.

Please note it is your responsibility to validate that these answers are correct and valid before submitting. You must edit and update any responses that are no longer valid prior to submitting your response.

- View your dashboard where you can access procurement documents that you have previously registered interest in, retrieve any messages and respond to Supplier Surveys.
- You can amend your organisation's profile information and manage additional users.

PCS-Tender



The screenshot shows a web interface for "My ITTs" with a sub-tab "ITTs Open to All Suppliers". A search filter is set to "Select a Filter". The main content is a table with the following data:

| | ITT Code | ITT Title | Project Code | ITT Status | Time limit for Expressing Interest | Facilitating Body |
|---|----------|---------------------------|--------------|------------|------------------------------------|-------------------|
| 1 | itt_2907 | Lot 2 | project_2487 | Running | 25/05/2016 11:00 | Bravo |
| 2 | itt_2919 | Gas Fitting ITT (Trainer) | project_2505 | Running | 26/05/2016 15:00 | PCS-Tender |
| 3 | itt_2906 | Lot 1 | project_2487 | Running | 03/06/2016 11:00 | Bravo |

At the bottom of the table, it says "Total 3". On the right side, there is a dropdown menu set to "50" and "Page 1 of 1".

Select either the PQQ or ITT option from the Projects area and you will then be presented with a list of tender opportunities that are open to all suppliers.

PCS-Tender



The screenshot shows the 'My ITTs' section of the PCS-Tender system. The page title is 'ITTs Open to All Suppliers'. A filter is applied to the 'Project Code' field, set to 'Contains 2505'. A red box highlights the filter details, and another red box highlights the 'Search' button. A red arrow points to the filter dropdown menu, and another red arrow points to the 'Search' button. The table below shows one ITT entry:

| ITT Code | ITT Title | Project Code | ITT Status | Time limit for Expressing Interest | Facilitating Body | |
|----------|-----------|---------------------------|--------------|------------------------------------|-------------------|-------------------|
| 1 | itt_2919 | Gas Fitting ITT (Trainer) | project_2505 | Running | 26/05/2016 15:00 | PCS-Tender (PREP) |

Total 1

To find a specific PQQ or ITT within this list you can filter the list to search for the relevant document.

PCS-Tender



The screenshot shows the 'My ITTs' section of the PCS-Tender application. The page title is 'ITTs Open to All Suppliers'. A search filter is applied to 'Project Code' with the criteria 'Contains' and the value '2505'. A red box highlights the filter details, and another red box highlights the 'Search' button. A red arrow points to the 'Select a Filter' dropdown menu, and another red arrow points to the 'Search' button. Below the filter, a table displays the search results.

| ITT Code | ITT Title | Project Code | ITT Status | Time limit for Expressing Interest | Facilitating Body |
|----------|-----------|---------------------------|------------|------------------------------------|-------------------|
| 1 | itt_2919 | Gas Fitting ITT (Trainer) | Running | 26/05/2016 15:00 | PCS-Tender (PREP) |

Total 1

To search using the Project Code referenced in the PCS Notice select **Project Code** from the Select a Filter drop down menu. Then from the Search Criteria menu select **Contains**, in Value type the numeric code associated to the project and then click **Search**. You will then be presented with a list of results based on the value you have searched for.



PCS-Tender

PLEASE NOTE: When searching by the project code you will be presented with all the PQQs or ITTs within that particular project. This will ensure you do not accidentally miss any opportunities available to you. Multi Lot ITTs are displayed as separate Lots under one project code, and you will need to express interest in at least one of the lots. This will automatically enrol you in the mandatory or "Master ITT" that needs to be completed and submitted in order for you to submit your responses to the lots.

Once you have completed and submitted the "Master ITT", you will be required to submit all subsequent (relevant) lot responses individually, by clicking on the submit button for each specific and relevant lot.

PCS-Tender



ITT: itt_2919 - Gas Fitting ITT (Trainer) Running

Project: project_2505 - Gas Fitting and Testing (Trainer)
Closing Date: 26/05/2016 15:00:00

Express Interest Decide Later Printable View inc Tender Weightings

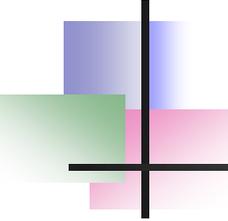
Response Status

Response Status
Response Not Submitted To Buyer

Overview

| | |
|--|--|
| ITT Code itt_2919 | ITT Title Gas Fitting ITT (Trainer) |
| ITT Description **please enter your ITT description here and update the OJEU reference details once published if required** | Type of Supplier Access ITT Open to All Suppliers |
| OJEU Number: Date: Page: | |
| Contract Value <input type="text"/> | Contract Currency GBP |
| Response Currency GBP | |
| Test ITT No | Facilitating Body PCS-Tender |
| Buyer Name PCS-Tender Trainer | Contracting Authority Training Division |

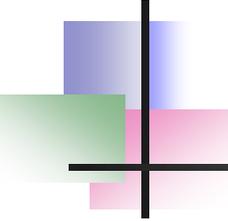
Once you have clicked on the PQQ/ITT Title, you will be able to view the basic settings, a PDF Printable of the PQQ/ITT, including all the Settings, Questions and Weightings, and from here you can also Express Interest if you would like to create a response and submit a bid.



PCS-Tender



Please note; if you are responding to a PIN as a Call for Competition, all you need to do is click on Express Interest to inform the Buyer you are interested in their Procurement Exercise. The buyer will then contact you in due course to confirm if you are still interested, via the messaging service within the PQQ or ITT.



PCS-Tender



PCS-Tender Help and Support

PCS-Tender



On the homepage click **System Requirements** to check your PC/laptop settings against the PCS-Tender system **Technical Requirements**.

| Settings | Your Settings | Technical Requirements | Not Recommended |
|---|---------------|--|---------------------|
| Browser | | Internet Explorer 10 and 11 Google Chrome Mozilla Firefox (ESR) 38+ Safari 8 for MacOS 10.10 | Internet Explorer 9 |
| IP Address | | | |
| Operating System | | Microsoft Vista, Microsoft Windows 7, Microsoft Windows 8, Microsoft Windows 10. Other operating systems such as Linux, Mac OS X or other versions of Windows although not officially supported, may be compatible with supported browser | |
| JavaScript Version | | 1.3 | |
| Cookies Support Enabled | | ON | |
| Screen Resolution | | 1024 x 768 + | |
| Colour Depth | | 16 bit + | |
| Processor | | x86 + | |
| Java Applets Supported | | ON | |
| Java Applets Enabled | | ON | |
| Java Version | | 1.8 + | 1.7 |
| Java Runtime Environment Sun Version is required for online Auction advanced features | | | |

Forgotten your password?

Register as a Supplier

Click here for assistance registering

Need assistance?

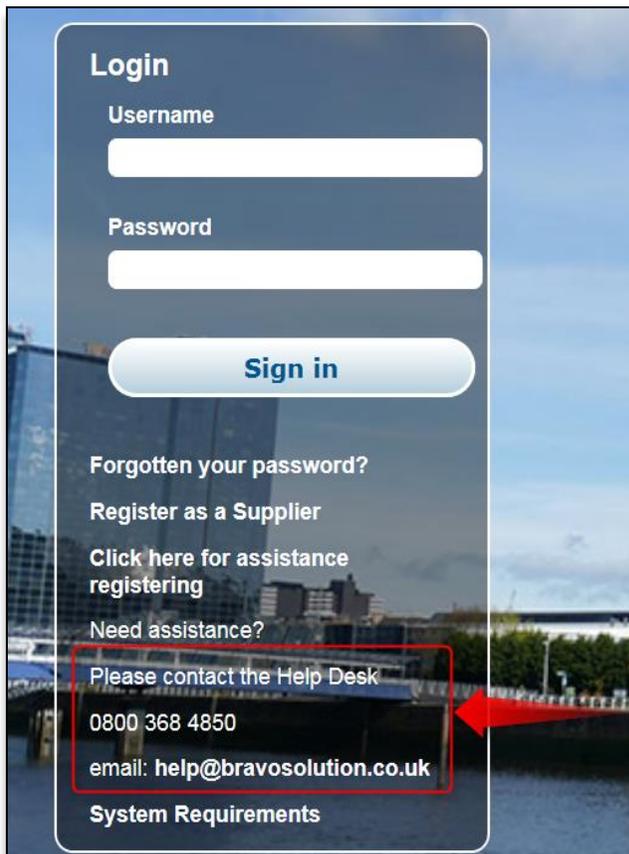
Please contact the Help Desk

0800 368 4850

email: help@bravosolution.co.uk

[System Requirements](#)

PCS-Tender

A screenshot of the PCS-Tender login page. The page has a dark blue background with a cityscape image. The login form is white with rounded corners. It includes fields for "Username" and "Password", a "Sign in" button, and links for "Forgotten your password?", "Register as a Supplier", "Click here for assistance registering", "Need assistance?", "Please contact the Help Desk", and "System Requirements". A red box highlights the "Please contact the Help Desk" section, which contains the phone number "0800 368 4850" and the email address "email: help@bravosolution.co.uk". A red arrow points from the right side of the page towards the highlighted text.

Login

Username

Password

Sign in

[Forgotten your password?](#)

[Register as a Supplier](#)

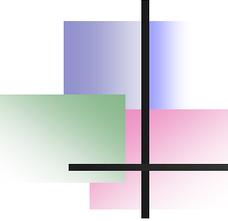
[Click here for assistance registering](#)

[Need assistance?](#)

Please contact the Help Desk
0800 368 4850
email: help@bravosolution.co.uk

[System Requirements](#)

For system and technical queries, suppliers can contact the PCS-Tender Help Desk by telephone or email. You can find the Help Desk contact details on the PCS-Tender homepage.



PCS-Tender

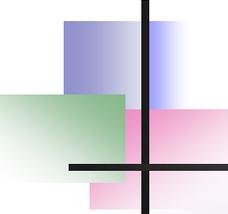


PCS-Tender Messaging System

For Invitation to Tender questions and queries, suppliers can message the buyer by means of the PCS-Tender Messaging System.

Important: details of the PCS – Tender Messaging System can be found in the PCS-Tender Supplier Response Guide

https://pcstraining.bravosolution.co.uk/esop/pts-host/public/pts/attach/supplier_help_file/supplier_response_guide.pdf

A decorative graphic consisting of overlapping colored squares (blue, green, pink) and a black crosshair.

PCS-Tender

You can send and receive messages with the buyer by means of the PCS-Tender messaging system.

The PCS – Tender messaging functionality **is located in the PQQ/ITT.**

The PCS-Tender messaging system operates in a similar fashion to any other email facility. The Buyer may send you (or all suppliers) messages by means of this functionality.

In the first instance you will receive an email alert notification informing you of a newly posted message.

PCS-Tender



Dear User,

Please note that a new message has been published relating to the following Event on Training Portal - Public Contracts Scotland
- Tender :

Message from: PCS-T
Buyer Organisation:
Subject: Message

Event Type: ITT - Invitation to Tender
Code:
Title:

To view the details of the message please click the following link and enter your Username and Password:
<https://esop/guest/login.do>

Or browse as follows:

- Connect to <https://> and enter your Username and Password.
- Browse to the My PQs or My ITTs area and click on ITT - Invitation to Tenders Code itt_
- Browse to the Messages heading.
- Browse to the Received Messages list.
- Click on the new Message to view the contents.

If you have activated Single Sign On with PCS you can login via <http://www.publiccontractsscotland.gov.uk/>
If you have not activated Single Sign On please click the link below;
<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

Please do not reply to this message. This is an automated email alert, and replies to this message are routed to an unmonitored mailbox.

For assistance please contact our Helpdesk operated by [BravoSolution](#);
Freephone: 0800 368 4850
email: help@bravosolution.co.uk
N.B. All GMT times refer to UK time and are adjusted to include daylight saving.

GUIDANCE ON SPAM FILTERS:
In order to prevent eTendering portal emails from being quarantined by your organisation fire wall or spam filter, you are advised to instruct your IT team to accept all emails from help@bravosolution.co.uk or with a ".bravosolution.com" extension.
Please also review the Junk Email settings of your email client software to avoid accidental message deletion

Email alert notification.
To view the details of the message, please click the email link shown and login with your Username and Password.

PCS-Tender



Dear User,

Please note that a new message has been published relating to the following Event on Training Portal - Public Contracts Scotland - Tender :

Message from: PCS-T
Buyer Organisation:
Subject: Message

Event Type: ITT - Invitation to Tender
Code:
Title:

To view the details of the message please click the following link and enter your Username and Password:
<https://esop/guest/login.do?>

Or browse as follows:

- Connect to <https://> and enter your Username and Password.
- Browse to the My PQQs or My ITTs area and click on ITT - Invitation to Tenders Code itt_
- Browse to the Messages heading.
- Browse to the Received Messages list.
- Click on the new Message to view the contents.

If you have activated Single Sign On with PCS you can login via <http://www.publiccontractsscotland.gov.uk/>

If you have not activated Single Sign On please click the link below;

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

Please do not reply to this message. This is an automated email alert, and replies to this message are routed to an unmonitored mailbox.

For assistance please contact our Helpdesk operated by [BravoSolution](#);

Freephone: 0800 368 4850

email: help@bravosolution.co.uk

N.B. All GMT times refer to UK time and are adjusted to include daylight saving.

GUIDANCE ON SPAM FILTERS;

In order to prevent eTendering portal emails from being quarantined by your organisation fire wall or spam filter, you are advised to instruct your IT team to accept all emails from help@bravosolution.co.uk or with a ".bravosolution.com" extension. Please also review the Junk Email settings of your email client software to avoid accidental message deletion

A supplier can access the Message by following the instructions in the email.

PCS-Tender



The screenshot shows the PCS-Tender Main Dashboard. The top left features the PCS-Tender logo. The top right has a blue header with "HELPDESK", "Phone: 0800 368 4850", and "E-mail: help@bravosolution.co.uk". The main dashboard area includes a sidebar with navigation options: Home, Quick Links, Standard Links, Organisation Profile, My Auctions, My PQQs, My ITTs, My Contracts, and Directories. The central content area is divided into several portlets: "New Messages (last 30 days)" (highlighted with a red box), "My ITTs with Pending Responses", "Open and Pending Auctions", and "PQQs/ITTs Open to All Suppliers". The "New Messages" portlet shows a table with columns for "Unread messages in:" and "Organisation Name", and a row for "ITT (1)". The "Open and Pending Auctions" portlet displays a message: "No Auctions to display".

Helpful Tip - The PCS-Tender **New Messages** portlet provides quick and easy access to your **new** message(s).

PCS-Tender



The screenshot shows the PCS-Tender website interface. At the top left is the PCS-Tender logo, and at the top right is a link to "Exit PCS-Tender". The main content area is divided into three columns. The left column, titled "Projects", contains a list of menu items: "Dashboard" (with a red arrow pointing to it), "PQQs", "ITTs", "Contracts", and "File Sharing". The middle column, titled "Need assistance?", provides contact information for the Help Desk: "Please contact the Help Desk", "0800 368 4850", "help@bravosolution.co.uk", and "Supplier Help Files". The right column, titled "User Profile", contains options: "Manage my Profile", "Modify Password", and "Manage Users". At the bottom of the page, there is a footer with logos for the Scottish Government, Scotland EXCEL, PUC, NHS National Services Scotland, and the Supplier Development Programme, along with the text "Procurement Journey".

To access the **New Messages** portlet, login to the website and select the **Dashboard** menu option.

PCS-Tender



A screenshot of the PCS-Tender web application's main dashboard. The dashboard has a blue header with the PCS-Tender logo and a HELPDESK section containing contact information: "Phone: 0800 368 4850" and "E-mail: help@bravosolution.co.uk". Below the header is a navigation bar with a "Main Dashboard" tab. The main content area is divided into several portlets. A red box highlights the "New Messages (last 30 days)" portlet, which shows a table with columns for "Unread messages in:" and "Organisation Name". Below the table, there is a document icon and a blurred message preview. Other portlets include "Quick Links", "Standard Links", "My Auctions", "My PQQs", "My ITTs", "My Contracts", "Directories", "My ITTs with Pending Responses", "Open and Pending Auctions", and "PQQs/ITTs Open to All Suppliers". A yellow banner at the bottom right of the dashboard states "No Auctions to display".

Click on the unread Messages link in the New Message portlet.

PCS-Tender



The screenshot displays the PCS-Tender web application interface. At the top left, there is a "Back to List" button. Below it, a card shows the status of an ITT (Interested Tenderer) as "Running" with a green progress indicator. The card also displays the project name "project_...", the closing date, and the response status "Not Submitted Yet".

Below the ITT card, there are tabs for "ITT Details" and "Messages (Unread 2)". Under the "Messages" tab, there are sub-tabs for "Create Message", "Received Messages", "Sent Messages", "Draft Messages", and "Forwarded Messages". A "Create" button is visible on the right side of the message list area.

A message list table is shown below the tabs. The table has columns for "Sender", "Date", "Subject", "Opened by Me", "Opened", and "Replied". The first row in the table is highlighted in blue and contains the following data:

| | Sender | Date | Subject | Opened by Me | Opened | Replied |
|---|----------------|------------------|---------|--------------|--------|---------|
| 1 | PCS-T TRAINING | 02/11/2016 12:00 | Message | | | |

New Message portlet link provides direct access to the new message. Click on the new message to access the new message details.

PCS-Tender



The screenshot displays the PCS-Tender interface. At the top, there are two tabs: "ITT Details" and "Messages (Unread 0)". Below the tabs is a navigation bar with buttons for "Create Message", "Received Messages" (highlighted with a red box), "Sent Messages", "Draft Messages", and "Forwarded Messages". A "Back" button is located below the navigation bar. The main content area shows a "Message" header with a "Reply" button, a "Forward" button, and a "Print" button. A red arrow points to the "Reply" button. Below the message header, there are fields for "Date", "Sent by", "Message Classification", "Subject", and "Message Text".

Should you wish to reply to the message click **Reply**.

PCS-Tender



[Send Message](#) [Save as Draft](#) [Cancel](#)

Message

Date Sent by

Message Classification
Message Classification

Message received
Message Text

Subject

My Message

Attachments

[Attachments](#)

| Filename | File Description | Comments on Attachment |
|----------------|------------------|------------------------|
| No Attachments | | |

Enter text in the **My Message** area and **Send Message**.

PCS-Tender



The screenshot shows the 'Main Dashboard' of the PCS-Tender system. A red arrow points from the 'New Messages (last 30 days)' portlet in the bottom left to the 'PQQs/ITTs Open to All Suppliers' portlet in the top right. Another red arrow points from the 'New Messages' title to the 'No Unread Messages' status bar. The dashboard includes several portlets: 'Quick Links', 'Standard Links', 'Organisation Profile', 'My Auctions', 'My PQQs', 'My ITTs', 'My Contracts', 'Directories', 'Contracts in Negotiation', 'My Running Surveys', 'PQQs/ITTs Open to All Suppliers', 'My PQQs with Pending Responses', 'My ITTs with Pending Responses', and 'Open and Pending Auctions'. The 'PQQs/ITTs Open to All Suppliers' portlet contains a table with the following data:

| | Currently Open | Next Closing Date |
|-----|----------------|-------------------|
| PQQ | 2 | 01/12/2016 23:59 |
| ITT | 1 | 07/11/2016 13:00 |

Please note you may find the **New Message** Portlet located in another area of the Dashboard. To move the Portlet to a more visible area, anchor the New Messages title with your mouse, drag, wait for the green arrow ← beside the title and release.

PCS-Tender



The screenshot shows the 'Main Dashboard' of the PCS-Tender system. A red box highlights the 'New Messages (last 30 days)' portlet, which displays 'No Unread Messages'. Other portlets include 'My ITTs with Pending Responses' (containing a table with one entry), 'PQQs/ITTs Open to All Suppliers' (with a table showing 2 PQQs and 1 ITT), 'My PQQs with Pending Responses' (displaying 'No PQQs to display'), 'Contracts in Negotiation' (displaying 'No Contracts to display'), and 'My Running Surveys' (displaying 'No Scorecards to display').

| IT Title | Including Body | IT Closing Date/Time | Response Status |
|----------------------------|----------------|----------------------|---------------------------------|
| Test Example 19th Oct 2016 | PCS-T TRAINING | 23/11/2016 12:00 | Response Not Submitted To Buyer |

| | Currently Open | Next Closing Date |
|-----|----------------|-------------------|
| PQQ | 2 | 01/12/2016 23:59 |
| ITT | 1 | 07/11/2016 13:00 |

New Messages portlet status **No Unread Messages**.

PCS-Tender



The screenshot shows the 'My ITTs' section of the PCS-Tender system. The 'My ITTs' tab is highlighted with a red circle. Below the navigation bar, there is a filter section with a dropdown menu set to 'All ITTs' and a search box labeled 'Select a Filter'. A table displays the following data:

| ITT Code | ITT Title | Project Code: | ITT Status | ITT Closing Date/Time | Facilitating Body | Response Status |
|----------|----------------|--------------------|------------|-----------------------|-------------------|---------------------------------|
| 1 | itt_ [blurred] | project_ [blurred] | Running | [blurred] | [blurred] | Response Not Submitted To Buyer |

At the bottom of the table, it shows 'Total 1', a page size dropdown set to '50', and 'Page 1 of 1'.

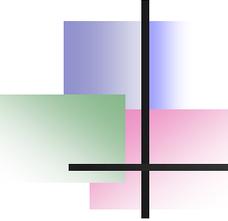
You can access the messages you have read, responded to and sent by navigating to the **My ITTs** area. In the **My ITTs** area use the **Filter by** option to search for your ITT. Once found, click on the ITT.

PCS-Tender



A screenshot of the PCS-Tender web application. At the top left is a "Back to List" button. Below it is a tender card for "ITT: itt_..." with a "Running" status. The card displays "Project: project_...", "Closing Date: ...", and "Response Last Submitted On: Not Submitted Yet". Below the card is a "Messages (Unread 0)" tab, which is highlighted with a red arrow. At the bottom of the interface is a navigation bar with links for "Create Message", "Received Messages", "Sent Messages", "Draft Messages", and "Forwarded Messages".

“Pin” the Message tab with your mouse to access *Create Message*, *Received Messages*, *Sent Messages*, *Draft Messages* and *Forwarded Messages* areas.



PCS-Tender



Managing your Profile

- Extended Profile (Responses to Standard questions)
- Additional Users

PCS-Tender



The screenshot shows the PCS-Tender landing page. At the top left is the PCS-Tender logo, and at the top right is a link for "Exit PCS-Tender". The main content area is divided into three columns. The left column, titled "Projects", contains links for "Dashboard", "PQQs", "ITTs", "Contracts", and "File Sharing". The middle column, titled "Need assistance?", provides contact information for the Help Desk: "Please contact the Help Desk", "0800 368 4850", "help@bravosolution.com", and "Supplier Help File". The right column, titled "User Profile", contains links for "Manage my Profile", "Modify Password", and "Manage Users". A blue circular callout highlights the "User Profile" section, with a red arrow pointing to the "Manage my Profile" link. The footer contains logos for the Scottish Government, SCOTLAND EXCEL, PUC, NHS National Services Scotland, Supplier Development Programme, and Procurement Journey.

From the landing page click Manage Your Profile which will allow you to access your Extended Profile area.

PCS-Tender



The screenshot shows the 'Extended Profile' tab selected in a navigation menu. Below the menu is a table listing various forms and their completion status. The table has columns for Title, Supplier Data Status (Mandatory/Optional), Document Expiry Date (First to Expire), Last Modified Date, and Order of Presentation.

| Title | Supplier Data Status | | Document Expiry Date (First to Expire) | Last Modified Date | Order of Presentation |
|---|----------------------|----------|--|--------------------|-----------------------|
| | Mandatory | Optional | | | |
| Information about the bidder | | 84% | | 07/09/2016 | 1 |
| Information about representatives of the bidder | | 100% | | 07/09/2016 | 2 |
| Grounds relating to criminal convictions | 100% | 2% | | 09/06/2016 | 3 |
| Grounds relating to the payment of taxes or social security contributions | 100% | 0% | | 02/09/2016 | 4 |
| Blacklisting | 100% | 0% | | 09/06/2016 | 5 |
| Insolvency, conflicts of interests or professional misconduct | 100% | 5% | | 02/09/2016 | 6 |
| Suitability | | 100% | | 06/10/2016 | 7 |
| Economic and Financial Standing | | 33% | | 19/10/2016 | 8 |
| Technical and Professional ability | | 5% | | 19/10/2016 | 9 |
| Quality Assurance Schemes | | 33% | | 15/06/2016 | 10 |
| Environmental Management Standards | | 0% | | 19/10/2016 | 11 |
| Request for Documentation | | 28% | | 21/10/2015 | 12 |
| Archive | 100% | 60% | | 17/03/2016 | 13 |

Total 18 Page 1 of 1

You will notice a list of forms, each of which contain a set of questions specific to that particular topic (e.g. Information about the Bidder).

PCS-Tender



09:00 WET - Western Europe Time D+1 Training Supplier 003 Help

PCS-Tender HELPDESK
Phone: 0800 366 4850
E-mail: help@bravosolution.co.uk

← Back to List

Extended Profile Details: Information about the bidder

< >

Edit

Identification
You are able to update the information in the Supplier Profile or Extended Profile at any time. Any information contained within your Profile or Extended Profile is visible to buyers within contracting authorities using PCS-Tender and administrators of the system. It is not visible to other suppliers registered on the system. Your Extended Profile is also updated automatically whenever a buyer opens your response to a procurement exercise (which contains answers to standardised questions).
All personal information supplied will be treated as confidential and will be subject to the Data Protection Act 1998.

| | | |
|--------|---|-----------------------|
| 2A.1 | Name: | Alpha Problems |
| 2A.2 | VAT number, if applicable: | GB12345678 |
| 2A.3 | National Identification no (if required and applicable) | CO123456 |
| 2A.4 | D.U.N.S., if applicable: | 123456 |
| 2A.5.1 | Postal Address Line 1: | 85 Glasgow Wall |
| 2A.5.2 | Postal Address Line 2: | Anderston |
| 2A.5.3 | Postal Address Town/City: | Glasgow |
| 2A.5.4 | Postal Address Region: | Glasgow & Strathclyde |
| 2A.5.5 | Postal Address Postcode: | G2 3CD |
| 2A.5.6 | Postal Address Country: | Scotland |

To edit your profile, click into each form and then Edit to complete the form questions. Saving your answers will progress you to the next set of questions. You can also move between sections by clicking the Next button.

PCS-Tender



To review your answers to the questions in your supplier Extended Profile, click Print your Supplier Profile.

Click Print to print all the sections and questions in your supplier Extended Profile or select Export your Supplier Profile into PDF to convert all sections and questions into a PDF file.

| Title | Supplier Data Status | | Document Expiry Date (First to Expire) | Last Modified Date | Count |
|---|----------------------|----------|--|--------------------|-------|
| | Mandatory | Optional | | | |
| Information about the bidder | 84% | | 07/09/2016 | 1 | |
| Information about representatives of the bidder | 100% | | 07/09/2016 | 2 | |
| Grounds relating to criminal convictions | 100% | 2% | 09/06/2016 | 3 | |
| Grounds relating to the payment of taxes or social security contributions | 100% | 0% | 02/09/2016 | 4 | |
| Blacklisting | 100% | 0% | 09/06/2016 | 5 | |
| Insolvency, conflicts of interests or professional misconduct | 100% | 5% | 02/09/2016 | 6 | |
| Suitability | 100% | | 06/10/2016 | 7 | |
| Economic and Financial Standing | 33% | | 19/10/2016 | 8 | |
| Technical and Professional ability | 5% | | 19/10/2016 | 9 | |
| Quality Assurance Schemes | 33% | | 15/06/2016 | 10 | |
| Environmental Management Standards | 0% | | 19/10/2016 | 11 | |
| Request for Documentation | 26% | | 21/10/2015 | 12 | |
| Archive | 100% | 60% | 17/03/2016 | 13 | |

PCS – Tender Supplier Registration Guide

https://pcstraining.bravosolution.co.uk/esop/pts-host/public/pts/attach/supplier_help_file/supplier_registration_guide.pdf

PCS-Tender Supplier Response Guide

https://pcstraining.bravosolution.co.uk/esop/pts-host/public/pts/attach/supplier_help_file/supplier_response_guide.pdf

PCS-Tender



| Title | Supplier Data Status | | Document Expiry Date (First to Expire) | Last Modified Date | Order of Presentation |
|---|----------------------|----------|--|--------------------|-----------------------|
| | Mandatory | Optional | | | |
| Information about the bidder | | 84% | | 07/09/2016 | 1 |
| Information about representatives of the bidder | | 100% | | 07/09/2016 | 2 |
| Grounds relating to criminal convictions | 100% | 2% | | 09/06/2016 | 3 |
| Grounds relating to the payment of taxes or social security contributions | 100% | 0% | | 02/09/2016 | 4 |
| Blacklisting | 100% | 0% | | 09/06/2016 | 5 |
| Insolvency, conflicts of interests or professional misconduct | 100% | 5% | | 02/09/2016 | 6 |
| Suitability | | 100% | | 06/10/2016 | 7 |
| Economic and Financial Standing | | 33% | | 19/10/2016 | 8 |
| Technical and Professional ability | | 5% | | 19/10/2016 | 9 |
| Quality Assurance Schemes | | 33% | | 15/06/2016 | 10 |
| Environmental Management Standards | | 0% | | 19/10/2016 | 11 |
| Request for Documentation | | 26% | | 21/10/2015 | 12 |
| Archive | 100% | 60% | | 17/03/2016 | 13 |
| Total 13 | | | | | Page 1 of 1 |

These questions are Standardised ESPD (Scotland) questions.

Completed and stored Standardised ESPD Supplier Extended Profile questions, will pre-populate tender ESPD standard tender questions you express interest in.

PCS-Tender



| 1.5 Part 2A: Information about the bidder - Section of Standardised Questions | | ESPD (Scotland) Extract | |
|---|--|---|--|
| Note | Note Details | | |
| 1.5.1 | Important | You are able to update your Supplier Profile at any time. Information contained within your Profile is visible to buyers within contracting authorities using PCS-Tender and administrators of the system. It is not visible to other suppliers registered on the system. Responses to standardised questions are automatically updated in your Profile when the buyer opens your response. | |
| 1.5.2 | BIDDER GUIDANCE | This section seeks background information about the bidder; this section is not normally evaluated, however the public body may choose not to select bidders that cannot provide basic company information. | |
| 1.5.3 | Data Protection | All personal information supplied will be treated as confidential and will be subject to the Data Protection Act 1998. | |
| Question | Description | Response | |
| 1.5.4 | 2A.1 * Name: | [Redacted] | |
| 1.5.5 | 2A.2 VAT number, if applicable: | [Redacted] | |
| 1.5.6 | 2A.3 National Identification no (if required and applicable) | [Redacted] | |
| 1.5.7 | 2A.4 D.U.N.S, if applicable: | [Redacted] | |
| 1.5.8 | 2A.5.1 * Postal Address Line 1: | [Redacted] | |

In tenders you express interest in and respond to if responses have been pre-populated, from your Supplier Extended Profile, it is very important that that you validate and if necessary edit/change any responses that are outdated or not applicable to the particular opportunity you are responding to, prior to final submission of your response.

PCS-Tender



| Title | Supplier Data Status | | Document Expiry Date (First to Expire) | Last Modified Date | Order of Presentation |
|---|----------------------|----------|--|--------------------|-----------------------|
| | Mandatory | Optional | | | |
| Information about the bidder | 84% | | | 07/09/2016 | 1 |
| Information about representatives of the bidder | 100% | | | 07/09/2016 | 2 |
| Grounds relating to criminal convictions | 100% | 2% | | 09/06/2016 | 3 |
| Grounds relating to the payment of taxes or social security contributions | 100% | 0% | | 02/09/2016 | 4 |
| Blacklisting | 100% | 0% | | 09/06/2016 | 5 |
| Insolvency, conflicts of interests or professional misconduct | 100% | 5% | | 02/09/2016 | 6 |
| Suitability | 100% | | | 06/10/2016 | 7 |
| Economic and Financial Standing | 33% | | | 19/10/2016 | 8 |
| Technical and Professional ability | 5% | | | 19/10/2016 | 9 |
| Quality Assurance Schemes | 33% | | | 15/06/2016 | 10 |
| Environmental Management Standards | 0% | | | 19/10/2016 | 11 |
| Request for Documentation | 26% | | | 21/10/2015 | 12 |
| Archive | 100% | 60% | | 17/03/2016 | 13 |
| Total 13 | | | | | Page 1 of 1 |

Your Supplier Extended Profile is updated on the acceptance and opening of the response by the buyer.

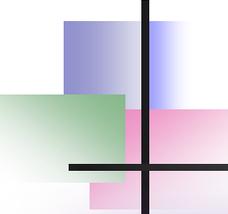
PCS-Tender



See
RFD Request for Documentation
section...

| Title | Supplier Data Status | | Document Expiry Date (First to Expire) | Last Modified Date | Order of Presentation |
|---|----------------------|----------|--|--------------------|-----------------------|
| | Mandatory | Optional | | | |
| Information about the bidder | | 84% | | 07/09/2016 | 1 |
| Information about representatives of the bidder | | 100% | | 07/09/2016 | 2 |
| Grounds relating to criminal convictions | 100% | 2% | | 09/06/2016 | 3 |
| Grounds relating to the payment of taxes or social security contributions | 100% | 0% | | 02/09/2016 | 4 |
| Blacklisting | 100% | 0% | | 09/06/2016 | 5 |
| Insolvency, conflicts of interests or professional misconduct | 100% | 5% | | 02/09/2016 | 6 |
| Suitability | | 100% | | 06/10/2016 | 7 |
| Economic and Financial Standing | | 33% | | 19/10/2016 | 8 |
| Technical and Professional ability | | 5% | | 19/10/2016 | 9 |
| Quality Assurance Schemes | | 33% | | 15/06/2016 | 10 |
| Environmental Management Standards | | 0% | | 19/10/2016 | 11 |
| Request for Documentation | | 28% | | 21/10/2015 | 12 |
| Archive | 100% | 80% | | 17/03/2016 | 13 |

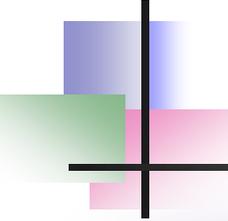
Total 10 Page 1 of 1

A decorative graphic consisting of overlapping colored squares (blue, green, pink) and a black crosshair.

PCS-Tender

You may be asked to provide documentation, certificates or other supporting evidence in relation to the information you provided in your ESPD response. This may be facilitated through an additional set of questions on the system known as a **RFD (Request for Documentation)**.

You will be invited by the buyer and will receive an email alert confirming the details, code and closing date and time. You will find it in the **My PQQs** area. The way in which you respond to a Request for Documentation is no different to any PQQ or ITT within the system.



PCS-Tender



You may find that responses to some RFDs (Requests for Documentation) questions are pre-populated with responses you have submitted previously.

Please note it is your Responsibility to validate that these answers are correct and valid before it is submitted. You must edit and update any responses that are no longer valid prior to submitting your RFD (Request for Documentation).

PCS-Tender



| Title | Supplier Data Status | | Document Expiry Date (First to Expire) | Last Modified Date | Order of Presentation |
|---|----------------------|----------|--|--------------------|-----------------------|
| | Mandatory | Optional | | | |
| Information about the bidder | | 84% | | 07/09/2016 | 1 |
| Information about representatives of the bidder | | 100% | | 07/09/2016 | 2 |
| Grounds relating to criminal convictions | 100% | 2% | | 09/06/2016 | 3 |
| Grounds relating to the payment of taxes or social security contributions | 100% | 0% | | 02/09/2016 | 4 |
| Blacklisting | 100% | 0% | | 09/06/2016 | 5 |
| Insolvency, conflicts of interests or professional misconduct | 100% | 5% | | 02/09/2016 | 6 |
| Suitability | | 100% | | 06/10/2016 | 7 |
| Economic and Financial Standing | | 33% | | 19/10/2016 | 8 |
| Technical and Professional ability | | 5% | | 19/10/2016 | 9 |
| Quality Assurance Schemes | | 33% | | 15/06/2016 | 10 |
| Environmental Management Standards | | 0% | | 19/10/2016 | 11 |
| Request for Documentation | | 26% | | 21/10/2015 | 12 |
| Archive | 100% | 80% | | 17/03/2016 | 13 |

Total 13 Page 1 of 1

Your Supplier Extended Profile Request for Documentation (**Standard Questions**) are updated on the acceptance and opening of the response by the buyer of the RFD (Request for Documentation).

Supplier Profile - Managing Users

PCS-Tender

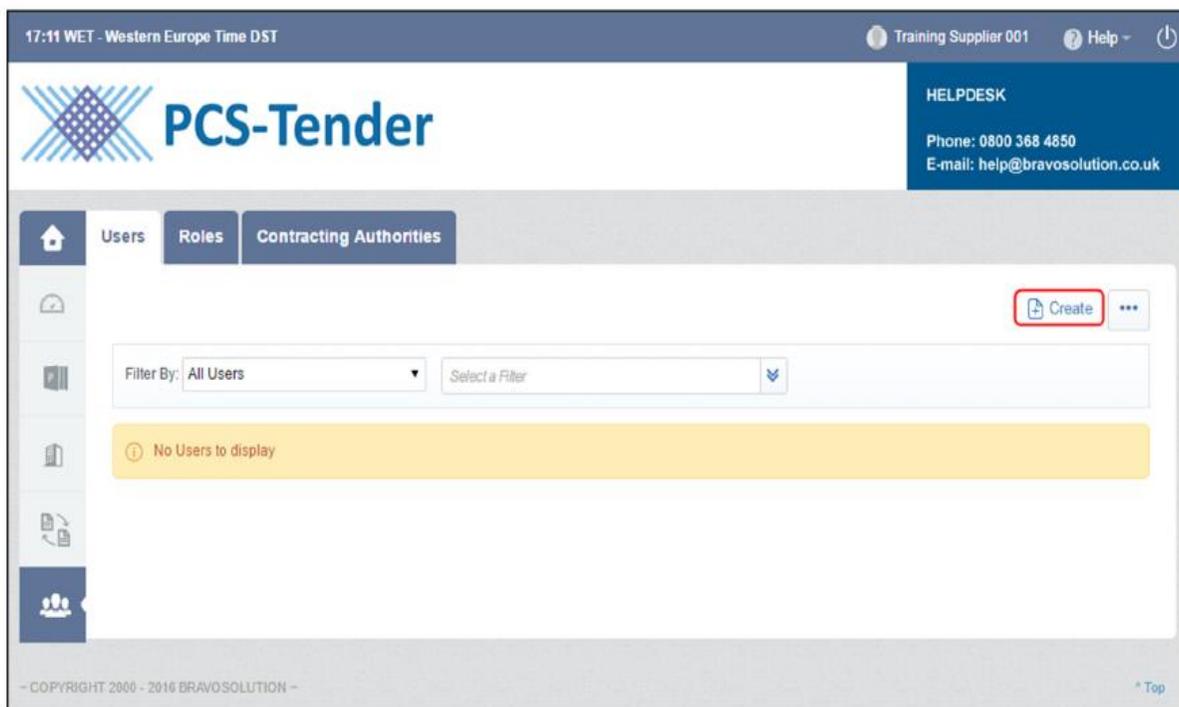


The screenshot shows the PCS-Tender application interface. On the left is a dark blue sidebar menu with the following items: Menu (home icon), Dashboard (gauge icon), Projects (presentation icon), My Organisation (building icon), File Sharing (document and arrows icon), User Management (group of people icon), and Directories (document icon). The 'User Management' item is highlighted in a darker blue. A dropdown menu is open from 'User Management', showing 'Manage Users' (highlighted with a red box and a right-pointing arrow) and 'Default Users'. The main content area on the right shows a table titled 'PQQs/ITTs Open to Suppliers' with columns for 'Currently Open' and 'New Data'. The table contains two rows: 'PQQ' with a value of 15, and 'ITT' with a value of 3.

| | Currently Open | New Data |
|-----|----------------|----------|
| PQQ | 15 | |
| ITT | 3 | |

Click the User Management tab in the menu on the left hand side, and select Manage Users.

PCS-Tender



Click the Create button to register the details of new users within your organisation's account.

PCS-Tender



New User

Save Cancel

User Details

* Last Name

* First Name

User Tag for Codes

* Email

* Telephone Number

The Mobile phone number must start with '+' and contain digits from 0 to 9 (min 8 max 15) with no spaces. The first number can not be 0.

* Contracting Authority Name

Department

Role

* Choose your Username and check it is not already in use

* Preferred Language

* Time Zone

Once you have completed all of the mandatory fields click **Save** to finish setting up the new user account.

Note: The new user will be sent an email with their log in details. This will include the username you have chosen for them and a temporary password to access PCS-Tender.

PCS-Tender



A screenshot of the PCS-Tender web application interface. The top navigation bar shows the time "17:14 WET - Western Europe Time DST", the user "Training Supplier 001", and a "Help" menu. The main header features the PCS-Tender logo and a "HELPDESK" section with contact information: "Phone: 0800 368 4850" and "E-mail: help@bravosolution.co.uk". The main content area has a "Back to List" button and a yellow banner titled "New User". A red-bordered button labeled "View User Rights" is positioned to the right of the banner. Below the banner, a message states: "Another User has been registered as new user. Login details have been sent via email to: t.paiva-pennick@bravosolution.co.uk. The new User account does not have any Role associated to it. Please review the User Rights of the account in order to grant access to Tenders. The account currently has no access to Tenders by default." The footer contains the copyright notice "© COPYRIGHT 2000 - 2016 BRAVOSOLUTION" and a "Top" link.

After creating the new user you will be asked to view the user rights of this user. As no 'roles' have been created or allocated at this stage the new user currently has no access to any of the different modules within PCS-Tender.

PCS-Tender



The screenshot shows a web interface for managing user rights. At the top left is a "Back to List" button. At the top right is an "Edit" button with a red border and a three-dot menu icon. Below this is a header for "User: Another User" with a dropdown arrow and "Contracting Authority" below it. There are two tabs: "Details" (selected) and "User Rights". Under "Details", there are two sub-sections: "Auctions" and "PQQs/ITTs". Each sub-section has an "Edit" button with a pencil icon. The "Auctions" section contains a table with the following data:

| Permission | Value |
|-----------------------------|-------|
| Visibility of Auction Lists | No |
| Access Auction Details | No |
| Access to Auction Monitor | No |
| Participate | No |
| Contact Visible to Buyer | No |
| Manage Messages | No |

Having clicked on View User Rights you will be able to grant relevant access rights to the new user using the **Edit** button.

PCS-Tender



If it is anticipated that many users will be setup under the organisation's account and that many of the users will have similar access rights, it is advisable to setup roles.

The screenshot shows the PCS-Tender web application interface. At the top, there is a header with the time "17:17 WET - Western Europe Time DST", the user "Training Supplier 001", and a "Help" button. The PCS-Tender logo is on the left, and a "HELPSDESK" section on the right provides contact information: "Phone: 0800 368 4850" and "E-mail: help@bravosolution.co.uk". Below the header, there are navigation tabs for "Users", "Roles", and "Contracting Authorities", with "Roles" highlighted. A left-hand menu contains icons for home, dashboard, reports, and users. The main content area shows a table with columns for "Last Name", "First Name", "Contracting Authority Name", "Email", "Phone", and "Role". The table contains one row with the values "User", "Another", "Division", and "Total 1". A "Filter By" dropdown is set to "All Users". At the bottom, there is a "Page 1 of 1" indicator and a "50" dropdown for items per page.

Roles allow Super Users to quickly and easily assign the appropriate User Rights to user accounts, according to the function of the user within the organisation. To do this click **Back To List** on the top left hand side of the screen. Roles can then be accessed and created from the left hand menu.

PCS-Tender

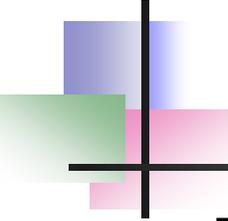


The screenshot shows the PCS-Tender web application interface. At the top, it displays the time "17:17 WET - Western Europe Time DST", the user "Training Supplier 001", and a "Help" menu. The main header includes the PCS-Tender logo and a "HELPDESK" section with contact information: "Phone: 0800 368 4850" and "E-mail: help@bravosolution.co.uk". Below the header, there are navigation tabs for "Users", "Roles" (which is highlighted with a red box), and "Contracting Authorities". A "Create" button is visible next to the Roles tab. The main content area shows a table with columns for "Last Name", "First Name", "Contracting Authority Name", "Email", "Phone", and "Role". A single row is displayed with the values "User", "Another", "Division", and "Role". Below the table, it shows "Total 1", a page size of "50", and "Page 1 of 1". At the bottom left, there is a copyright notice: "© COPYRIGHT 2000 - 2016 BRAVOSOLUTION".

Once roles have been setup within your organisation's account you will be able to assign these to both new and existing users. Users assigned one of the roles setup within your organisation will inherit the associated user rights of that role.

Managing Additional Users - Supplier Guide:

https://pcstraining.bravosolution.co.uk/esop/pts-host/public/pts-training/attach/supplier_help_file/managing_additional_users.pdf



PCS-Tender



PCS – Tender User Guides

PCS – Tender Supplier Registration Guide

https://pcstraining.bravosolution.co.uk/esop/pts-host/public/pts/attach/supplier_help_file/supplier_registration_guide.pdf

Managing Additional Users

https://publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/attach/supplier_help_file/managing_additional_users.pdf

PCS-Tender Supplier Response Guide

https://pcstraining.bravosolution.co.uk/esop/pts-host/public/pts/attach/supplier_help_file/supplier_response_guide.pdf



Thank you!