



**ARIENNIR GANY
LOTERI GENEDLAETHOL
NATIONAL
LOTTERY FUNDED**

SUPPLIER GUIDE TO REGISTERING AND ACTIVATING AN ACCOUNT WITHIN THE BIG LOTTERY FUNDS ELECTRONIC TENDERING PORTAL

1) Go to <https://biglotteryfund.bravosolution.co.uk/web/login.html>

Login

username

.....

I cannot access my account

Enter

Welcome to the Big Lottery Fund e-Tendering Portal

We ensure money raised by players of The National Lottery helps communities to achieve their ambitions and thrive. We do this by awarding grants, bringing communities together and sharing what we learn with communities, other funders and the government.

From this site you can:

- View opportunities
- Express interest in tenders RFP/RFQ
- Securely return your bid

Useful Links

- Contracts Finder
- Crown Commercial Services
- Cabinet Office
- Big Lottery Fund
- Sell2Wales
- Public Contracts Scotland

Cymraeg

2) Go to section marked New User? and click to register

New User?

Click [here](#) to register

3) Review the User Agreement by scrolling through the whole of the document. Tick **I Agree** and click **Next**.



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User Agreement

USER AGREEMENT

1. Introduction

1.1. This User Agreement between Big Lottery Fund (the Buyer) and the Supplier governs the access and use of the eSourcing System (the System) by the Supplier to respond to an invitation to tender.

1.2. 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 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 Catalogue. This User Agreement 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.

1.3. 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. By using the user ID and password provided by, or on behalf of the Buyer, the Supplier agrees to be bound by this User Agreement.

1.4. 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 in the User Agreement and any such further rules, then the provisions of such further rules shall take precedence over this User Agreement.

I have read and agree to the User Agreement

I agree I do not agree

- 4) You will need to go through the stages as shown in order to register. NOTE: Registering in itself doesn't activate your account.

Registration Data

Registration Data Basic Profile Forms My Category Selection Registration Confirmation

- 5) Complete the details as requested and click **Send Validation Code** to receive your validation code via email. Once the email is received, enter the validation code. Click **Save**.



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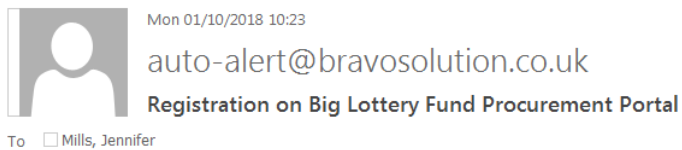
* Email Address Validation

Send Validation Code Enter Validation Code



NOTE: Once you click Save, you will continue into the Basic Profile and further that need to be completed in order for your account to become active. Without the account becoming active, you will not have access to any PQQ or ITT available to all suppliers.

6) You will receive an email telling you that you have registered and providing you your temporary password.



Dear BIG LOTTERY FUND 5,

Welcome to Big Lottery Fund Procurement Portal

You have now successfully registered to use <https://biglotteryfund-prep.bravosolution.co.uk>

Your Password is: 9522945508

NOTE: If you don't continue and complete the Basic Profile, My Category Selection and confirm the registration, your account will remain inactive. It is highly recommended that after you complete your Registration Data, you Save and Continue and complete all 4 requirements in order to activate your account. Without the account becoming active, you will not have access to any PQQ or ITT available to all suppliers.



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▼ Basic Profile Form: Declarations
Registration

Registration Data > **Basic Profile Forms** > My Category Selection > Registration Confirmation

[Save & Continue](#)

Conflict of Interest and Non-Disclosure Agreement

Conflict of Interest / Non-Disclosure Agreement * Do you agree to the principles of the attached document? [Principles_Declaration of Conflict and N...](#)

 **auto-alert@bravosolution.co.uk**
Email Address Validation Code on Big Lottery Fund Procurement Portal

To Mills, Jennifer

Dear User,

The following email address has been entered on Big Lottery Fund Procurement Portal as new user and is able to receive the email.

If you are the user that has requested this email, please enter the following Validation Code i

Validation Code: 2835626401662EEAE219

If you have closed the Registration Data page where this request was generated, you must rec

- 7) Read the Declaration of Conflict principles and confirm your agreement. Click **Save and Continue**.

Conflict of Interest and Non-Disclosure Agreement

Conflict of Interest / Non-Disclosure Agreement * Do you agree to the principles of the attached document? [Principles_Declaration of Conflict and N...](#)

- 8) Complete the further Basic Profile information as requested. Click **Save and Continue**.



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Business Activities

Main Business Activities

• Please enter your organisation's main business activities

Characters available 2000

Your Business

Small & Medium Enterprise

• Is your organisation:

Enterprise: >1000 staff
Large Size Enterprise: <1000 staff
Medium Size Enterprise: <250 Staff, <£41M Turnover, <£35.2M Balance Sheet
Small Size Enterprise: <50 Staff, <£8.2M Turnover, <£8.2M Balance Sheet
Micro Size Enterprise: <10 Staff, <£1.7M Turnover, <£1.7M Balance Sheet
Sole Trader/Self Employed

Business Ownership

• Is your organisation owned by:

- Women
- Black or Minority Ethnic people
- Lesbian Gay Bisexual Transgender C people
- Does not apply

9) Please choose a category or categories for the types of goods or services you provide. NOTE: It is recommended you choose as many as apply. When the buyer publishes an opportunity in a category you may have chosen, you will automatically receive notification of the opportunity. Click **Confirm Current Selection**.


Free Text Search

- ▼ Categories (selected items: 0)
 - ▶ 14000000 - Paper Materials and Products
 - ▶ 22000000 - Building and Construction Machinery and Accessories
 -



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- 10) Once you completed step 9, you will see the below message. Your account is now completely active and you will see all opportunities available to all suppliers. You will not be able to login using the credentials sent to you via email. On first login, you will be asked to change your password.

 The Registration Process is complete. Your account has been activated and an email sent to confirm this.
Log in with your Username and Password to access the platform.




Mon 01/10/2018 10:38

auto-alert@bravosolution.co.uk

Supplier Account Activation on Big Lottery Fund Procurement Portal

To Mills, Jennifer

 We removed extra line breaks from this message.

Dear Supplier,

Your account has been activated on Big Lottery Fund Procurement Portal

You can now use your Username and Password to access all the available areas of the platform.

As a reminder the Username you selected is: blf1 The site address is: <https://biglotteryfund-prep.bravosolution.co.uk>

Note: Your platform access credentials can be accessed via the Username or Password recovery area on the login page.

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

- 11) Login using your credentials (login name and password).
You will now see your dashboard and all PQQ/ITT/Auctions available to all suppliers.



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Cymraeg

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