

Supply Management Solutions

**BravoSolution**

Responding to RFX Guide



# BravoAdvantage™

Unlock the Power of Procurement

Once you have registered as a Supplier, you can login with your “Username” and “Password”. Once logged in, suppliers will be able to access the RFx that they have been invited to.

### Suppliers

#### Save time and effort

Click the button below to register your company. If you have already registered, please login with your username and password.

**REGISTER**

Help Desk Contact:  
Phone: 844-217-0017  
Email: customersupport@bravosolution.com

 **Live Support**

[System Requirements](#)

### Login

Username

Password

**ENTER**

[Forgot your username and password?](#)



# E-Mail Confirmation

**Recipient**

AC\_Test1 (Amber Anderson) AC\_Test2 (Ben Boris)

**Subject**

Invitation to RFQ - Request for Quotation Code rfq\_5570 on BravoSolution ESoP Training Platform

**Body**

Dear Supplier,

Astor Training invites you to participate in the following RFQ - Request for Quotation on BravoSolution ESoP Training Platform:

Type: RFQ - Request for Quotation  
Code: rfq\_5570  
Title: RFx Event  
Project Code: tender\_5282  
Project Title: Testing Project 2016

**IMPORTANT:**

In order to participate in the RFQ - Request for Quotation you must now create and submit a response to the Buyer. Instructions are provided below. The deadline for submitting a response to the RFQ - Request for Quotation is:  
Date: 06/01/2016  
Time: 04:00 PM (EST - America Eastern Time DST)

It is important that you comply with the above deadline as late submissions may not be accepted and you will risk exclusion from this RFQ - Request for Quotation.

To view the details of the RFQ - Request for Quotation please click the following link and enter your Username and Password:  
<https://educationpa.bravosolution.com/esop/guest/login.do?quv=1879252501550C1BCBD5>

Or browse as follows:

- Connect to <https://educationpa.bravosolution.com>
- Enter your Username and Password
- Go to RFQ - Request for Quotations
- Click rfq\_5570 to view the details of the RFQ - Request for Quotation

To create and submit your response to the RFQ - Request for Quotation:

- Click 'Create Response' and proceed to complete all requested information in each Envelope by clicking the 'Edit response' buttons. Attach any appropriate documentation in the Envelopes if requested.
- Once you have completed your response, click 'Submit Response' to send the response to the Buyer.

If you require any clarification on this RFQ - Request for Quotation, please submit your query through the secure online messaging facility provided within the RFQ - Request for Quotation Messages function.

**Following publication of an RFx, you will receive an RFx with an invitation to participate and instructions on how to go about providing your response. Keep in mind the deadline of the RFx.**

# Buyer Attachments

▼ RFQ: rfq\_5570 - RFx Event Running

Project: [tender\\_5282](#) - Testing Project 2016  
Closing Date: 06/01/2016 04:00:00 PM  
Response Last Submitted On: Not Submitted Yet

Warning: You have 1 unread Buyer Attachment(s). Please click here to read the file(s) before submitting your response.

RFQ Details | Messages (Unread 0)

Settings | Buyer Attachments (1) | My Response | User Rights

[Create Response](#) ⋮

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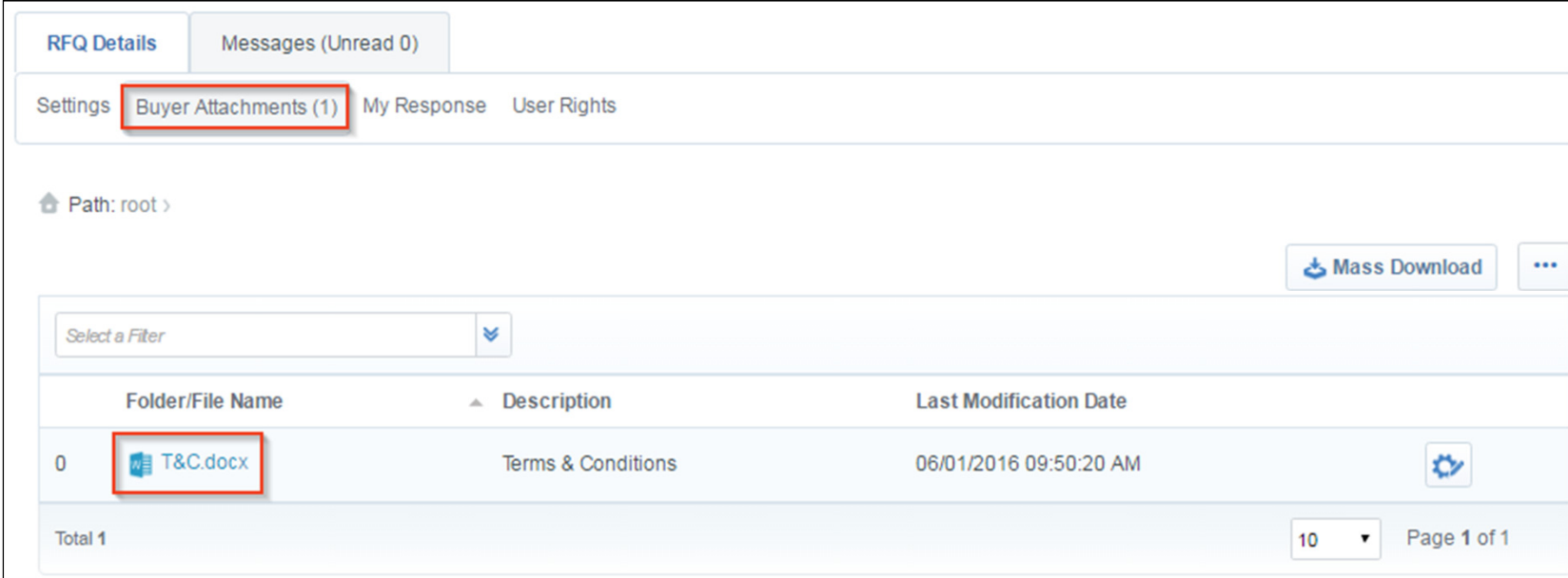
**Supplier Organization Structure**

★ This bid is submitted on behalf of:  
My Organization Only (No consortium)

[View Response Index Only](#)

**Note:** Notice that the system will indicate if documents are downloadable and will track the number of documents that have not been downloaded.

The “Buyers Attachments” section will provide additional documents for Suppliers containing important details of the RFX and any updates:



RFQ Details Messages (Unread 0)

Settings **Buyer Attachments (1)** My Response User Rights

Path: root >

Mass Download ...

Select a Filter


Folder/File Name	Description	Last Modification Date
0 <b>T&amp;C.docx</b>	Terms & Conditions	06/01/2016 09:50:20 AM

Total 1


10 Page 1 of 1

# Create Response

Select the appropriate RfX and you will be directed to the “Create Response” page.


RFQ Code	RFQ Title	Project Code	RFQ Status	RFQ Closing Date/Time	Buyer Organization	Response Status
1	rfq_5570	tender_5282	 Running	06/01/2016 04:00 PM	Astor Training	No Response Prepared

# Creating a Response

**Create Response** 

### Supplier Organization Structure

\* This bid is submitted on behalf of:  
My Organization Only (No consortium)



1. Commercial Response (Line Items: 3, Questions: 5)

1.1 Profiling - Section of Profile Questions

Question	Description	Response
1.1.1	Number of Employees * Number of Employees at location of choice	50
1.1.2	Have you been bankrupt in the last 3 years? * Please tell us whether your Organisation, or any directors in your Organisation, has been declared legally bankrupt (insolvent) within the last 3 calendar years?	No

1.2 Questions - Question Section

Question	Description	Response
1.2.1	Pens * Do you sell pens?	
1.2.2	Reporting * What kind of reporting would you provide?	
1.2.3	Payment Terms * Which of the following payment terms would you accept?	

1.3 Pricing - Price Section

By selecting “Create Response” you can begin populating your response.

Notice that the response is divided into different sections. Each section can be one of the following:

- Profile Question
- Question
- Price

**Before beginning to create a response, you will receive instructions that guide you through the response creation process:**

- You have now started to create your response.

Next, click the "Edit Response" buttons to access the Questionnaire and complete your response.

Complete your response by answering all mandatory fields (marked with an asterisk \*).

Finally, you must click the "Submit Response" button in order to submit your completed response to the buyer.

OK



**Supplier Organization Structure** Manage Consortium

\* This bid is submitted on behalf of:  
My Organization Only (No consortium)

View Response Index Only

1. Commercial Response (Line Items: 3, Questions: 5) Edit response

To begin responding, you must click the “Edit response” button to modify the Questionnaire directly within the system.

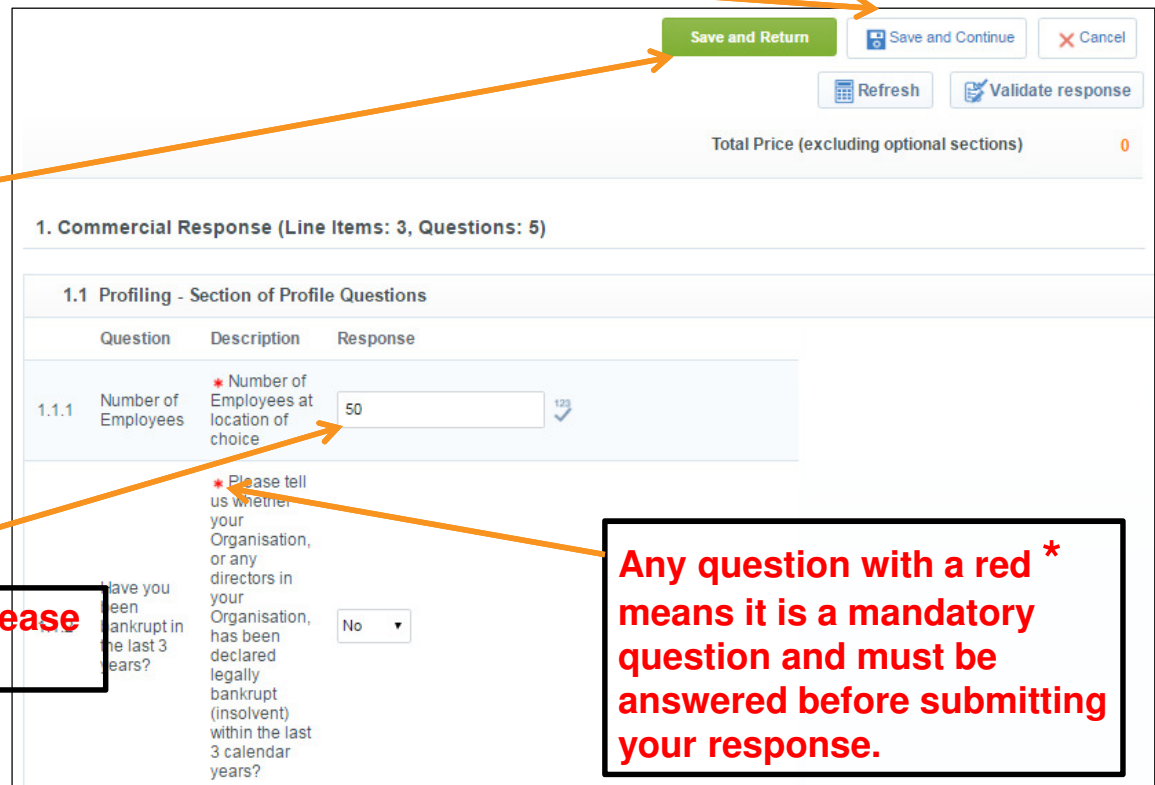
# Responding to RFx

**“Save and Continue”**  
- save responses and continue responding to the remainder of the RFx

**“Save and Return”** – save responses and return to the homepage to logout and complete your response at a later date.

**Some questions may be pre-populated. Please ensure that your responses are accurate.**

**\*You can update or edit your response at any time up until the submission deadline.**



Save and Return Save and Continue Cancel Refresh Validate response

Total Price (excluding optional sections) 0

1. Commercial Response (Line Items: 3, Questions: 5)

1.1 Profiling - Section of Profile Questions

Question	Description	Response
1.1.1	<b>*</b> Number of Employees at location of choice	50 <input type="checkbox"/>
	<b>*</b> Please tell us whether your Organisation, or any directors in your Organisation, has been declared legally bankrupt (insolvent) within the last 3 calendar years?	No <input type="checkbox"/>

**Any question with a red \* means it is a mandatory question and must be answered before submitting your response.**

# Response Fields

1.2 Questions - Question Section		
Question	Description	Response
1.2.1	Pens * Do you sell pens?	<input type="text"/>
1.2.2	Reporting * What kind of reporting would you provide?	<input type="text"/> <input type="button" value="v"/> <small>Characters available 2000</small>
1.2.3	Payment Terms * Which of the following payment terms would you accept?	<input type="checkbox"/> Net 30 <input type="checkbox"/> Net 45 <input type="checkbox"/> Net 60

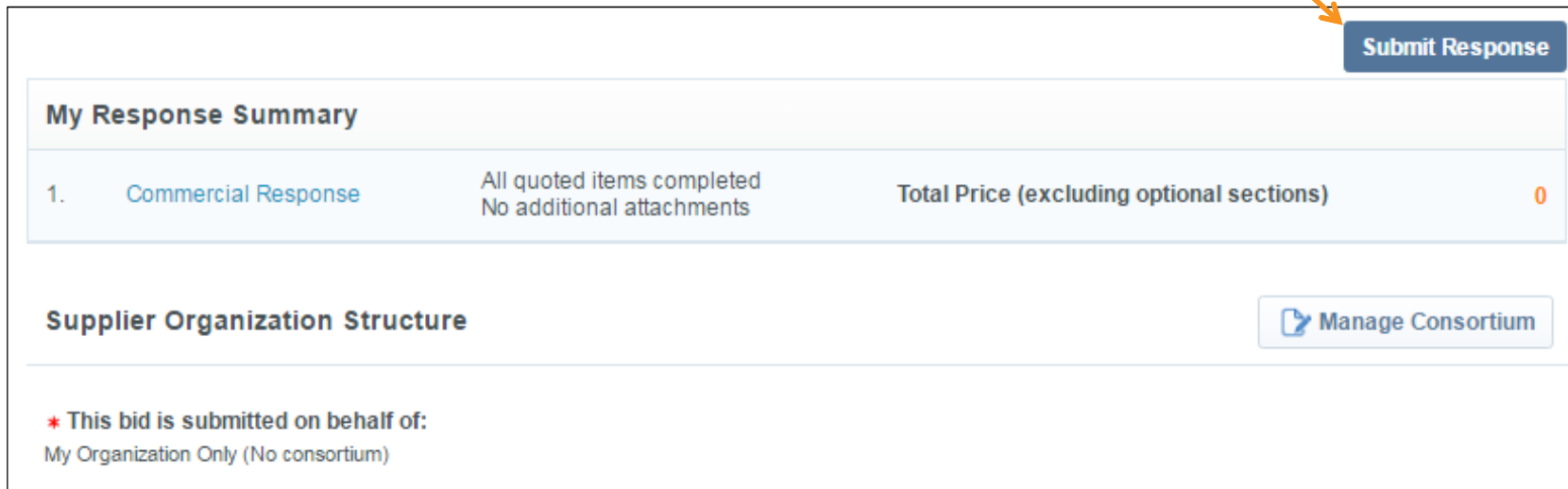
1.3 Pricing - Price Section		
Note	Note Details	
1.3.1	Instruction Please provide pricing in USD	

Item Reference	Description	Remarks	Comments	* Price	Quantity
1.3.2	* Red Pen		<input type="text"/> <small>N. 512</small>	<input type="text"/> <small>123</small>	50
1.3.3	* Blue Pen		<input type="text"/> <small>N. 512</small>	<input type="text"/> <small>123</small>	75
1.3.4	* Yellow Pen		<input type="text"/> <small>N. 512</small>	<input type="text"/> <small>123</small>	100

**The response fields change according to the type of question being asked.**

Once you complete all selections and ensured that all mandatory fields have been completed, you may click the “Submit Response” button.



**Submit Response**

**My Response Summary**

1.	Commercial Response	All quoted items completed No additional attachments	Total Price (excluding optional sections)	0
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**Supplier Organization Structure** [Manage Consortium](#)

\* This bid is submitted on behalf of:  
My Organization Only (No consortium)

**Before submitting your response, you will receive a final warning:**

**IMPORTANT:** Please ensure that you have reviewed your response for completeness, including any file attachments. To continue with your submission, click "OK". To return to your response without submitting, click "Cancel".

OK

Cancel

**Even after submission, you can continue to edit and submit revised responses until the bid submission deadline.**

**Do not wait until moments before the submission deadline to make your payment and create your response.**

- **Read all supporting documentation thoroughly.**
- **Do not leave responding until the last minute.**
- **Always use the secure messaging function.**
- **Only upload attachments when requested.**

- **Answer all relevant questions.**
- **Follow all instructions.**
- **Keep your username and password safe.**
- **Save your work regularly.**

