Ofcom

Registering on the **Ofcom eTendering Portal**

Registering on the portal (hosted by BravoSolution Jaggaer) only takes a few moments and enables you to gain access to Ofcom's tendering documents including Selection Questionnaires and Invitations to Tender.

If you experience any problems while registering please contact the BravoSolution helpdesk on +44 (0)800 069 8630.

Step by Step Guide

- 1. Browse to the Ofcom eTendering Portal: <u>https://ofcom.bravosolution.co.uk</u>
- 2. Click on the "Register here" hyperlink.

	OFCOM making communications work for everyone
Register or login Username Password Go Register here Click here for details on how to register Forgotten your password?	Office of Communications (Ofcom) eTendering Portal This website provides a suite of collaborative, web-based tools that enable procurement professionals and suppliers to conduct the strategic activities of the procurement lifecycle over t internet. It provides a simple, secure and efficient means for managing tendering and quotation activities reducing the time and effort required for both buyers and suppliers. Opportunities View current tenders View past tenders
	eTENDERING HELPDESK Need assistance? Please contact our eTendering helpdesk: Phone: 0800 069 8630 E-mail: help@bravosolution.co.uk Call me back!

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Registering on BravoSolution

- 3. Read the user agreement, select "I agree" and click "Next".
- 4. Enter your organisation and user details.
- 5. Note the username you chose (we recommend the name of your organisation) and click "Save" when complete.
- 6. When your registration is activated you will receive an email confirming activation and then another email with your unique password to allow you to log into the portal.
- 7. Please note this has registered your **organisation** not an **individual**. If you wish to add additional colleagues as users please contact the BravoSolution helpdesk and they will assist.
- 8. Please note that the portal is a secure environment (similar to online banking) and will log you out if you are inactive for longer than 15 minutes. To avoid this happening whilst you are working it is advisable to allow pop-ups for this portal, you will then receive a two minute warning allowing you to refresh the session before you are logged out for inactivity.

If you require any further assistance, please contact the BravoSolution helpdesk on +44 (0)800 069 8630 / help@bravosolution.co.uk