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| **Stage** | **Information** | **Support available for Suppliers** |
| Register on Bravo | https://dwp.bravosolution.co.uk/web/login.shtml | **Bravo**  **Freephone helpdesk 0800 368 4850 available Mon – Fri 8am to 6pm**  **Helpdesk via email: help@bravosolution.co.uk** |
| Supplier expresses interest in DPS | PQQ:28744 – Dynamic Purchasing System National |  |
| Supplier completes PQQ Qualification Envelope and upload relevant attachments. To include electronically signed DPS agreement, Submit PQQ on Bravo. | 102 questions and upload documents as appropriate |  |
| Time frame to be accredited by Commercial Directorate | Standard is to clear within 10 days. |  |
| Accreditation on Bravo and the Basware system relies on all suppliers having a DUNS (Data Universal Numbering System) are issued free of charge and can be obtained by the following link | <http://www.dnb.co.uk/dandb-duns-number>  DUNS is required for Accreditation to be completed as well as for successful Basware registration. DUNS numbers can be applied for at any stage, apply early to avoid delays later in the process. |  |
| If pass accreditation  Letter is issued through Bravo. |  |  |
| Supplier invited to access Basware Portal for FSF opportunity | Guide on registering with Basware (stored on Bravo) | Any question regarding the technical aspects of the registration process on **Basware** you can contact:  **support@procserve.co.uk** |
| **Making an offer** Supplier downloads Supplier Service factsheet to complete from Bravo live opportunity DPS National PQQ 28744  Guidance for completion is in Annex 2 in the Instruction to Potential suppliers |  |  |
|  | Complete offer sheets off line & save |  |
| **Log in Basware** |  |  |
| Upload templates for all offers to the Basware portal via the media files button |  |  |
| For each offer | Create name and short description |  |
| Click on service category relevant to this item |  |  |
| Tick filter boxes for relevant geographical areas, client engagement type, number of clients, lead in time.  Insert Unit Price | Supplier to decide and tick relevant boxes |  |
| Add appropriate supplier service offer factsheet uploaded documents | Completed Supplier Service Offer factsheets |  |
| Once saved | **A success message will be displayed** |  |