







Dynamic Purchasing System - Supplier Journey Overview

Stage	Information	Support available for Suppliers
Register on Bravo	https://dwp.bravosolution.co.uk/web/login.shtml	<p>Bravo Freephone helpdesk 0800 368 4850 available Mon – Fri 8am to 6pm Helpdesk via email: help@bravosolution.co.uk</p>
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.	 DPS Accreditation Letter v3 0.pdf	
Supplier invited to access Basware Portal for FSF opportunity	 Stage 2 FSF DPS Supplier Guide for Ba: Guide on registering with Basware (stored on Bravo)	

Dynamic Purchasing System - Supplier Journey Overview

<p>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</p>	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Annex 2 Guidance on completion of the Sup </div> <div style="text-align: center;">  Supplier Service Offer Factsheet.docx </div> </div>	<p>Any question regarding the technical aspects of the registration process on Basware you can contact: support@procserve.co.uk</p>
	<p>Complete offer sheets off line & save</p>	
<p>Log in Basware</p>		
<p>Upload templates for all offers to the Basware portal via the media files button</p>	<div style="text-align: center;">  Stage 3 FSF DPS Supplier Service Offer </div>	
<p>For each offer</p>	<p>Create name and short description</p>	
<p>Click on service category relevant to this item</p>	<div style="text-align: center;">  List of service categories.docx </div>	
<p>Tick filter boxes for relevant geographical areas, client engagement type, number of clients, lead in time.</p> <p>Insert Unit Price</p>	<p>Supplier to decide and tick relevant boxes</p>	
<p>Add appropriate supplier service offer factsheet uploaded documents</p>	<p>Completed Supplier Service Offer factsheets</p>	
<p>Once saved</p>	<p>A success message will be displayed</p>	