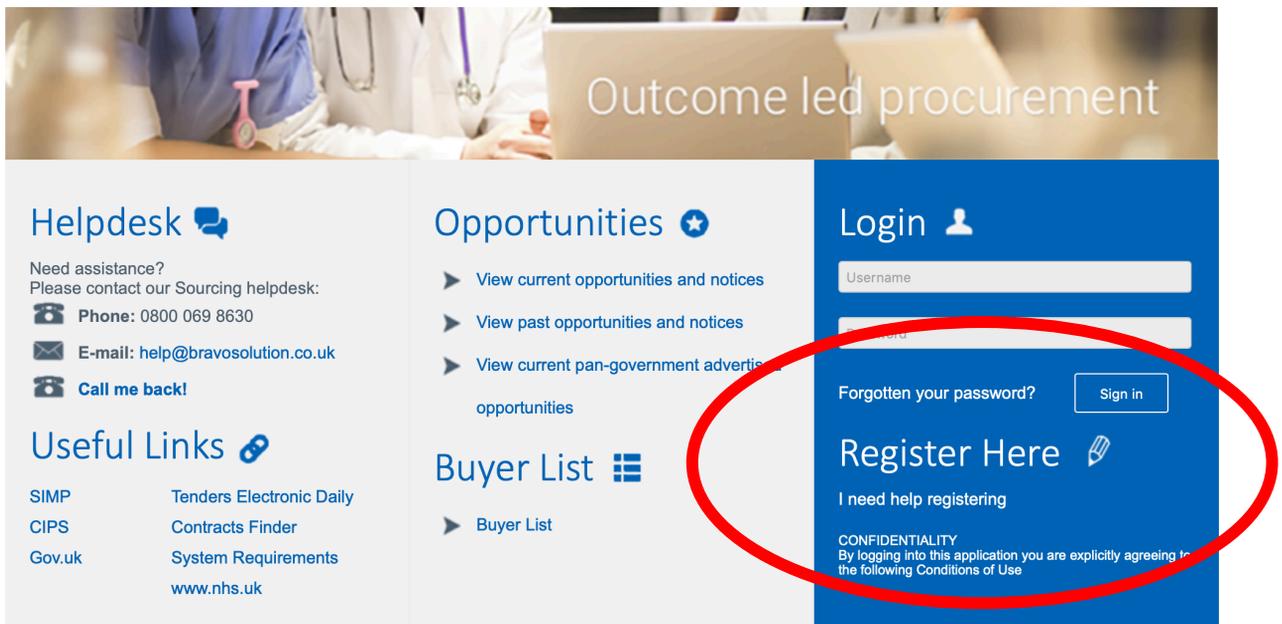


# How To Register On The NHS Sourcing Website

1. Go to [www.nhssourcing.co.uk](http://www.nhssourcing.co.uk) This registration process should take you approximately 10 minutes to complete.
2. From the home page scroll down to the blue box with the 'Register Here' button (shown below):



3. A web page will load asking you to complete a few details about you and your organisation. Please remember all fields marked \* are mandatory and need completing.
4. Once you have entered all the fields required, click submit. If you have missed anything, the website will tell you any fields that require completing.

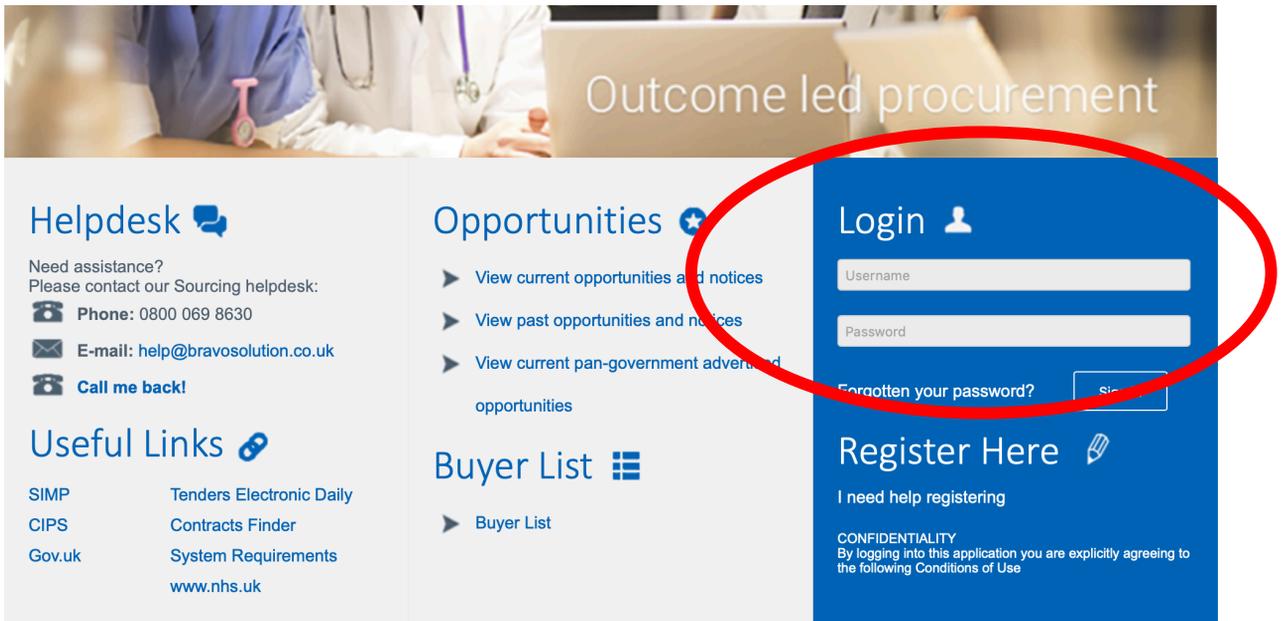
- Once you have clicked to register, you will see a screen with a green bar similar to the one below.

Registration Confirmation

Close Window

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.

- Within a few minutes, you should receive an email from the website with a temporary password.
- Click on the link contained in the email and log in on the main website using the username you created for yourself and the temporary password you have been emailed.



7. You will now see a screen similar to the one shown below where you now need to create yourself a new password:

Specify a new Password in order to proceed

For security reasons you are required to change your Password.  
⚠ Your new password must be at least 8 characters long.  
Please enter a new Password in the fields below and click "Submit" to continue.

Passwords must contain at least 8 characters  
① Password must be different from login  
The new password must be different from the previous 12 passwords

New Password (min 8 characters)

Confirm Password

Submit

Cancel

Display a menu

8. Once you have saved your new password you will need to log into the website again, this time using your newly created password.
9. Once you are logged in you will see another blue box towards the bottom of the page called **Supplier Area**.
10. Click on the option **PQOs Open To All Suppliers**

Outcome led procurement

Helpdesk

Need assistance?  
Please contact our Sourcing helpdesk:  
Phone: 0800 069 8630  
E-mail: help@bravosolution.co.uk

Useful Links

Supplier Helpcentre  
Click here for details on how to respond to an online tender

User Profile

- Manage Profile
- Manage Password
- Manage Users

Logout

- Close this session

Supplier Area

- PQOs Open to All Suppliers
- My PQOs
- My ITTs
- Auctions
- eCollaboration
- Contract Management

11. You will now see a screen where you can search for any opportunities.

12. Within the search bar type **pqq\_29534** or **NHS Sheffield CCG**

The screenshot shows the NHS Sourcing interface. At the top, there is a blue header with the NHS Sourcing logo and 'Powered by BravoHealth'. Below the header, there are two tabs: 'My PQQs' and 'PQQs Open to All Suppliers'. A search bar with the placeholder text 'Enter Filter (type to start search)' is highlighted with a red circle. Below the search bar is a table with the following columns: PQQ Code, PQQ Title, Project Code, PQQ Status, Time Limit for Expressing Interest, and Buyer Organisation. The table contains three rows of data:

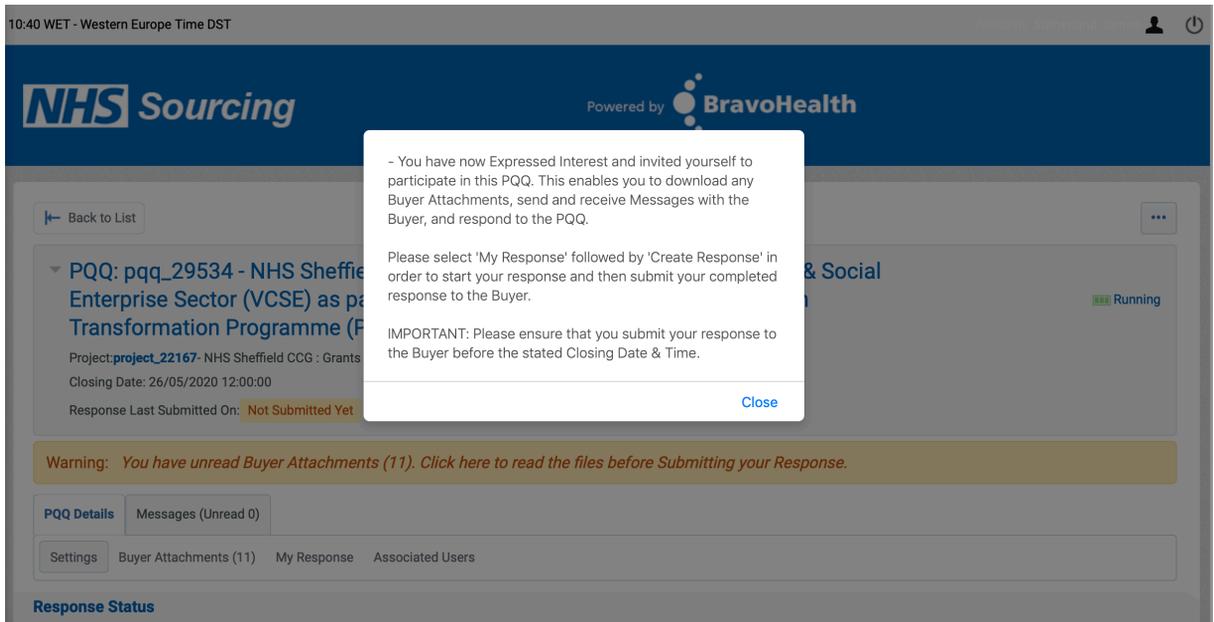
PQQ Code	PQQ Title	Project Code	PQQ Status	Time Limit for Expressing Interest	Buyer Organisation
1 pqq_29533	Request for information (RFI) - Health Records Tracking / Filing Software	project_22162	Running	22/05/2020 16:00	Gateshead NHS Foundation Trust
2 pqq_29534	NHS Sheffield CCG : Grants to the Voluntary, Community & Social Enterprise Sector (VCSE) as part of the Primary & Community Mental Health Transformation Programme (PCMHTP).	project_22167	Running	26/05/2020 12:00	NHS Sheffield CCG
3 pqq_29531	NHS Rotherham CCG - Tier 3 Weight Management Service (PIN not PQQ)	project_22145	Running	29/05/2020 12:00	NHS Sheffield CCG

13. Click on the blue text that will be displayed in the search list for *Grants to the Voluntary, Community & Social Enterprise Sector (VCSE) as part of the Primary & Community Mental Health Transformation Programme (PCMHTP)*

14. You will now be taken to a summary page about the funding opportunity. Towards the top right hand side of your screen you will see a green button called **Express Interest**:

The screenshot shows the summary page for a specific PQQ. At the top, there is a blue header with the NHS Sourcing logo and 'Powered by BravoHealth'. Below the header, there is a summary card for the PQQ: 'PQQ: pqq\_29533 - Request for information (RFI) - Health Records Tracking / Filing Software'. The card includes the project name 'Project: project\_22162 - Request for information (RFI) - Health Records Tracking / Filing Software' and the closing date 'Closing Date: 22/05/2020 16:00:00'. At the bottom right of the card, there is a green button labeled 'Express Interest', which is highlighted with a red circle. Other buttons visible are 'Decide Later' and 'Printable View'.

15. You will now see a pop up window with instructions on how to read information about the opportunity:



The screenshot shows the NHS Sourcing interface. At the top, it says "NHS Sourcing" and "Powered by BravoHealth". The time is 10:40 WET - Western Europe Time DST. A pop-up window is centered on the screen with the following text:

- You have now Expressed Interest and invited yourself to participate in this PQQ. This enables you to download any Buyer Attachments, send and receive Messages with the Buyer, and respond to the PQQ.

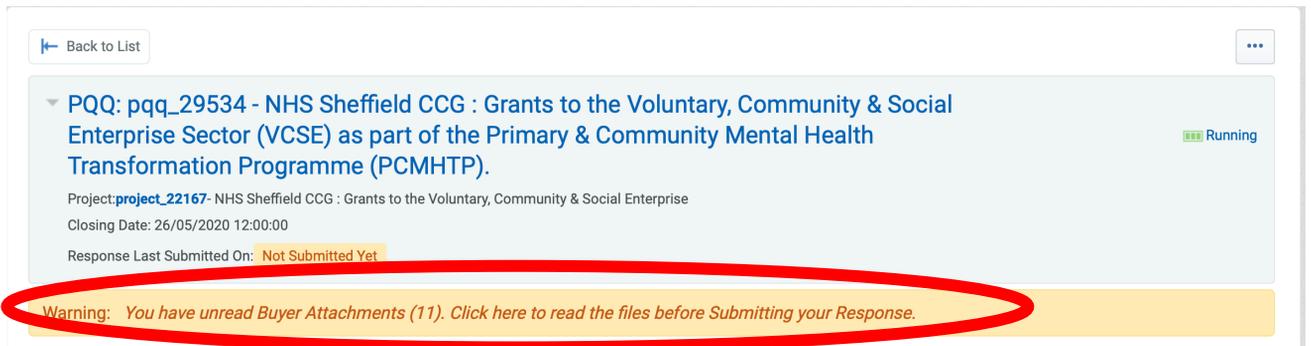
Please select 'My Response' followed by 'Create Response' in order to start your response and then submit your completed response to the Buyer.

IMPORTANT: Please ensure that you submit your response to the Buyer before the stated Closing Date & Time.

Close

The background interface shows a PQQ entry for "PQQ: pqq\_29534 - NHS Sheffield Enterprise Sector (VCSE) as part of the Primary & Community Mental Health Transformation Programme (PCMHTP)". It includes details like "Project: project\_22167 - NHS Sheffield CCG : Grants to the Voluntary, Community & Social Enterprise", "Closing Date: 26/05/2020 12:00:00", and "Response Last Submitted On: Not Submitted Yet". There is also a warning banner: "Warning: You have unread Buyer Attachments (11). Click here to read the files before Submitting your Response." and navigation tabs for "PQQ Details", "Messages (Unread 0)", "Settings", "Buyer Attachments (11)", "My Response", and "Associated Users".

16. The system will inform you of a number of documents relating to the opportunity that require reading. If you click the link (shown below) it will display the documents:



The screenshot shows the NHS Sourcing interface for the same PQQ as in the previous image. The warning banner is highlighted with a red oval:

Warning: You have unread Buyer Attachments (11). Click here to read the files before Submitting your Response.

The PQQ entry details are visible above the banner, including the title "PQQ: pqq\_29534 - NHS Sheffield CCG : Grants to the Voluntary, Community & Social Enterprise Sector (VCSE) as part of the Primary & Community Mental Health Transformation Programme (PCMHTP)", project name, closing date, and submission status.

17. You will now see a list of all of the supporting documents and information relating to the VCSE funding opportunity and can download or read each file by clicking on each item:

▼ PQQ: pqq\_29534 - NHS Sheffield CCG : Grants to the Voluntary, Community & Social Enterprise Sector (VCSE) as part of the Primary & Community Mental Health Transformation Programme (PCMHTP). Running

Project: **project\_22167** - NHS Sheffield CCG : Grants to the Voluntary, Community & Social Enterprise  
Closing Date: 26/05/2020 12:00:00  
Response Last Submitted On: Not Submitted Yet

**PQQ Details** Messages (Unread 0)

Settings Buyer Attachments (11) My Response Associated Users

🏠 Path: Top Level >

[Mass Download](#) ⋮

Enter Filter (type to start search) ▾

Folder/File Name	Description	Last Modification Date	
1	1. ITT covering letter - VCSE.DOCX	13/05/2020 13:38:23	
2	2. ITT Document 1 - VCSE.docx	13/05/2020 13:38:24	
3	3. ITT Document 3 - VCSE.docx	13/05/2020 13:38:24	