



FCDO Services

Guidance

Creating a Supplier Profile to access Tender Opportunities on Jaggaer

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Creating a Supplier Profile on Jaggaer

Go to <https://fcdo.bravosolution.co.uk/web/login.html> and click 'Click here to register'

Complete all Mandatory details (those marked with a *).

Remember to make a note of the Username you choose, then click 'Save'

You will shortly receive an email with your unique password (please keep this secure)

Return to the login page and enter your Username and Password

Complete the two stage authentication process using an app such as MS Authenticator on a smart phone and scanning the QR code



Read the User Agreement select "I Agree" and "Next"

Foreign, Commonwealth & Development Office

Adobe PDF file

USER AGREEMENT

1. Introduction

1.1. This User Agreement between **Foreign and Commonwealth Office eSourcing Portal** (the Buyer) and the Supplier governs the access and use of the eSourcing System (the System) by the Supplier to respond to an invitation from the Buyer to participate in a procurement exercise.

1.2. A procurement exercise may include a Pre-Qualification Questionnaire (PQQ), a Request for Information (RFI), an Invitation to Tender (ITT), an Invitation to Negotiate (ITN), an Invitation to Participate in Dialogue (ITPD), an Invitation to Submit Final Offer (ITSFO), Invitation to Submit Final Tender (ITSFT), a Best And Final Offer (BAFO), a Request for Proposal (RFP), a Request for Quotation (RFQ); an electronic Auction or an electronic Contract. This above list of individual procurement exercise processes is indicative and a non-exhaustive representation of commonly used terminology. Buyer Organisations may have their own, unique terminology to be applied on a case by case basis.

1.3. The System is provided by BravoSolution UK Ltd and operated by the Buyer. This User Agreement applies to the Supplier's and its Supplier Users' access to and use of the System. The Supplier acknowledges that by a Supplier User accessing the System using the user ID and password provided by, or on behalf of the Buyer, the Supplier agrees to be bound by this User Agreement.

1.4. The Supplier shall only use the System to respond to an invitation to participate in a procurement exercise in accordance with this User Agreement and any further rules expressed and presented in the System. In the event that there is any conflict between this User Agreement and any such further rules, then the provisions of such further rules shall take precedence over this User Agreement.

2. Access

2.1. The Buyer grants to the Supplier, free of charge, access to the System by Supplier Users for the purpose of responding to any invitation to participate in a procurement exercise, subject to this User Agreement.

I have read and agree to the eSourcing Service User Agreement

I agree I do not agree

Next

Once your account is activated FCDO Services Procurement team can invite you to tender opportunities and/ or you can search for opportunities open to all suppliers under the relevant ITT or PQQ tabs.

If you require any further assistance please consult the online help or contact the eTendering Helpdesk.