



FCDO Services

Jaggaer Instructions

Supplier Profile and ITT Access

Version	Date	Revisions
V1.0	19/11/2025	

Contents

1. Purpose.....	1
2. Creating a Supplier Profile	1
3. Submitting a Tender on Jaggaer	3
3.1 Registering and Expressing an Interest to the ITT	3
3.2 Responding to the ITT	3

1. Purpose

Instructions on how to submit a Tender on Jaggaer are provided for reference only. Tenderers should contact Jaggaer for help if they experience any issues or are unsure how to use the system when submitting a response.

2. Creating a Supplier Profile

1. Go to [Jaggaer](#) and click 'Register' (if not already registered)

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Foreign, Commonwealth & Development Office eSourcing Portal

Delivering Procurement Excellence

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 the internet.

It provides a simple, secure and efficient means for managing tendering activities reducing the time and effort required for both buyers and suppliers

[Click here to register!](#)

PLEASE NOTE – you will need a DUNS number to register. If you do not currently know your number, then you can use the Lookup function on the registration page.

1. Enter your registered company name and select "Lookup" in the bottom right corner.
2. Select your correct company / branch / site from the list returned and select "Download" in the bottom right corner (if selecting a branch that is not a legal entity the DUNS number downloaded will be of the owning Company Legal entity not the DUNS number of the branch).
3. Once the information is downloaded, please select "Update Registration" in the bottom right corner, this will take you to the registration screen.
4. Complete all mandatory fields and follow on screen instructions to complete the registration process.

If there is no number returned and you do not currently know your company DUNS number, you can register for free to get one by going to the Dun & Bradstreet website and following the on-screen instructions:
<https://www.dnb.co.uk/duns-number/lookup/request-a-duns-number.html>

Login

username
password
Enter
[I cannot access my account](#)

Two Factor Authentication

Two-Factor Authentication will be required to access the portal which requires Google Authenticator to be downloaded onto your mobile device. For more information around this access the guide below.
[Click here for Two-Factor Authentication Guide](#)

Prompt Payment Reform Letter

Please click the link below to see the Prompt Payment Requirements letter with its two new initiatives
[New Prompt Payment Code Reforms - January](#)
[Prompt Payment Measure - Threshold Increase from 1 April](#)

2. Complete all Mandatory details (those marked with a *). Remember to make a note of the Username you choose, then click 'Save'
3. You will shortly receive an email with your unique password (please keep this secure)
4. Return to the login page and enter your Username and Password
5. Complete the two stage authentication process using an app such as MS Authenticator on a smart phone and scanning the QR code
6. Read the User Agreement select "I Agree" and "Next"

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

7. 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
8. If you require any further assistance, please consult the online help or contact the Jaggaer helpdesk

3. Submitting a Tender on Jaggaer

3.1 Registering and Expressing an Interest to the ITT

1. Go to [Jaggaer](#) and click 'Register' (if not already registered)
2. Tick 'I Agree' to accept the terms and conditions and click 'Next'
3. Complete all Mandatory details (those marked with a *). Remember to make a note of the Username and then click 'Save'
4. You will shortly receive an email with your unique Password (please keep this secure)
5. Login to Jaggaer with the Username and Password
6. Click the 'ITTs' Open To All Suppliers' link. (These are opportunities open to any registered supplier)
7. Click on the relevant ITT to access the contents
8. Click the 'Express Interest' button at the top of the page. This will move the ITT to 'My ITTs' page
9. Click 'My ITTs' (this is your own area reserved for your projects only). You can now access any attachments by clicking 'Buyer Attachments'

3.2 Responding to the ITT

1. Click 'My Response'
2. Click either 'Create Response' or 'Decline to Respond' (please provide a reason if declining)
3. You can now use the 'Messages' function to communicate with the Authority and seek any clarification
4. Note the Closing Date for completion and then follow the onscreen instructions to complete your Tender response
5. To complete your Tender response, click 'Edit Response' for each section. Click 'Save Changes' when any changes are made otherwise these will be lost
6. You can edit your response at any time up until the ITT Deadline, but you must click 'Submit Response' to ensure that the Authority receives your Tender
7. If you require any further assistance please consult the online help, or contact the Jaggaer Helpdesk