

1. Creating Additional Users

eSourcing NI

Manage Your Profile

Modify Password

Manage Users

My procurement Projects

Projects

Pre-Qualification
Questionnaires (PQOs)

My PQOs

PQOs Open to All
Suppliers

Invitations To Tender
(ITTs)

My ITTs

ITTs Open to All Suppliers

Auctions

File Sharing

This service provides a secure Tender "Projects" with our Bu

Pre-Qualification Questionnaire available by clicking on "PQOs

Once you have expressed interest in "PQOs" page, where you can do your response.

Buyers may invite you to participate in "ITTs" page allows you to view if you have been invited.

Some Invitations to Tender are available on the "All Suppliers" page allows you to move them to your "My ITTs" page.

A free helpdesk is available to assist you if you require any assistance then please contact us where possible.

Note: Multi-users allows you to setup other individuals within your organisation to also respond to tenders.

These multi-users can then receive any auto alerts (communications from eSourcing NI) regarding specific tenders.

Multi users gives you the flexibility of allowing key individuals to complete different sections of any one particular tender. (e.g. Health and Safety, Finance, Equal Opportunities etc.)

1.1 To begin creating a multi user, click the 'Manage user' link.

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Welcome: **1 supplier**
Time Zone: **GMT DST**

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Locations

Users

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Roles

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Divisions

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Default User

[Default User](#)

Filter By:

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[Create](#)

[Export List to Excel](#)

[Help for Suppliers](#)

No Users found.

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1.2 Click 'Create' to enter the details of the additional multi-user.

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Welcome: **1 supplier**
Time Zone: **GMT DST**

New User

User Details

* Last Name

* First Name

User Tag for Codes

* E-mail

* Telephone Number

Mobile Phone Number (please enter "+" "country code" and "your mobile phone number" with no spaces)

* Division Title

Department

Role

* Choose your Username and check it is not already in use.

* Preferred Language

* Time Zone

Use High Contrast Stylesheet (for visually impaired users)

1.3 Enter the 'user details' on this new user form and click 'Save'.

Note: This form will ask you to specify a username. Please ensure it is memorable to the new user.
We suggest first initial and surname e.g. JSmith

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Welcome: **1 supplier**
Time Zone: GMT DST

New User

Two User was registered as new user. The Users access codes have been sent via email to the following email address: help@bravosolution.co.uk . The new User account does not have any Role associated to it. Please review the User Rights of the account in order to grant access to Negotiations. The account currently has no access to Negotiations by default.

 View User Rights

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1.4 Once you have completed the 'new user' form you will need to assign user rights for the multi-user.

Click 'View User Rights' to define these rights.

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Welcome: **1 supplier**
Time Zone: **GMT DST**

User: Two User
Division: Division

Details

User Details

[View User Details](#)

User Rights

[View User Rights](#)

[Delete](#) [Help for Suppliers](#)

[Edit](#)

Auctions

Visibility of Auction Lists	No
Access Auction Details	No
Access to Auction Monitor	No
Participate	No
Contact Visible to Buyer	No
Manage Messages	No

PQQs/ITTs

See ITT (Supplier)	No
View ITT Details (Supplier)	No
Create Response	No
Modify Before Publishing	No
Publish and Modify	No
Contact Visible to Buyer	No
Messages Management	No
View Sensitive Data (including; attachments, response, pricing etc)	No

User Management

User Setup and Management	No
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Note: As a default the portal will not assign any user rights for multi users. To ensure the multi-user has adequate levels of access to tenders you must edit their user rights.

1.5 Click 'Edit' to assign user rights.

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Logout | [Accessibility and Legend](#)

Welcome: **1 supplier**
Time Zone: GMT DST

User: Two User
Division: Division

Save Cancel

Auctions

Visibility of Auction Lists	No
Access Auction Details	No
Access to Auction Monitor	No
Participate	No
Contact Visible to Buyer	No
Manage Messages	No

PQQs/ITTs

See ITT (Supplier)	No
View ITT Details (Supplier)	No
Create Response	No
Modify Before Publishing	No
Publish and Modify	No
Contact Visible to Buyer	No
Messages Management	No
View Sensitive Data (including; attachments, response, pricing etc)	No

User Management

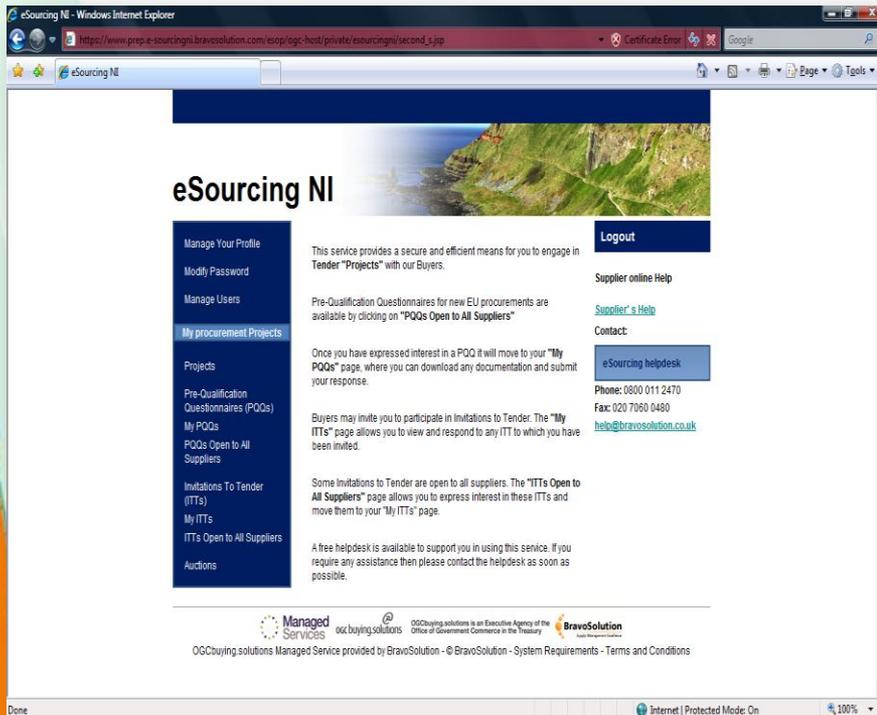
User Setup and Management	No
Create and Manage Divisions	No

1.6 Amend the user rights by selecting the relevant options from the drop down lists provided.

Once complete click 'Save'.

This has now successfully created a multi user with adequate levels of access.

Helpdesk



If you require assistance with managing additional users or multiple users, please contact the BravoSolution Helpdesk:

Opening hours: 8am – 6pm Mon - Fri

Email: help@bravosolution.co.uk

Telephone: +44 (0)800 368 4850

+44 (0)203 349 6601