

File Sharing – Supplier Guide

This document covers how suppliers can access and use the File Sharing module within PCS-Tender.

Please note: PCS-Tender is a separate site to PCS and requires separate registration. Single Sign On between the two sites is available. To find out more about Single Sign On please visit:

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/singlesignon>

Step by step guide to using File Sharing



HELPSDESK
Phone: 0800 368 4850
Email: help@bravosolution.co.uk

- Buyer Help and Guidance
- Supplier Help and Guidance
- Public Contracts Scotland Advertising Portal
- The Scottish Government

Welcome to Public Contracts Scotland - Tender

This website provides a simple, secure and efficient means for managing tendering activities, reducing the time and effort required for buyers and providing suppliers with instant access to new opportunities and supporting documentation.

To express interest in a tender you will need to register once using the button below - it's a free and easy process. Following this you will be sent a password via email, which will provide you with secure access to the site.

Once you have registered on the site as a supplier, you will be able to express interest in PQQs or ITTs as well as being able to complete your supplier profile which will pre-populate tender responses where Buyers have used the standardised questions.



Login

username

password

[Forgot your password?](#)



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On the PCS-Tender homepage enter your username and password in the usual way, or select *Forgot your password?* or *Register* if necessary.

Forgot your password?

* Username

* Email

Note: If you have setup Single Sign On between PCS and PCS-Tender this step can be skipped.

Once logged into your account you will need to click on *Access my Dashboard* on the landing page.



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Welcome to Public Contracts Scotland - Tender Module

[Exit PCS-Tender](#)

Please select one of the options below to proceed

<p>PQQ</p> <p>If you are interested in responding to a PQQ that is open to all suppliers please click here:</p> <p style="text-align: center;">>> PQQs Open to All Suppliers</p>	<p>ITT</p> <p>If you are interested in responding to an ITT that is open to all suppliers please click here:</p> <p style="text-align: center;">>> ITTs Open to All Suppliers</p>
<p>Already Participating?</p> <p>If you have been invited to participate in a PQQ or ITT, or have already expressed interest please proceed directly to your PQQs or ITTs:</p> <p style="text-align: center;"> >> My PQQs >> My ITTs </p>	<p>Other Options</p> <p>For all other actions within the Public Contracts Scotland Tender Module please use the links below:</p> <p style="text-align: center;"> >> Access my Dashboard >> Manage my Profile >> Help Files </p>

Once on your dashboard you will need to click on the module selector tab titled *Select Module* located at the top right hand side of the screen. You will then need to click *File Sharing* to view the documents you have been granted access to.

The screenshot shows the PCS-Tender dashboard. At the top right, there is a 'HELPDESK' box with contact information: Phone: 0800 368 4850, E-mail: help@bravosolution.co.uk. Below this is a 'Select Module' dropdown menu with 'File Sharing' selected. The main dashboard area is divided into several sections: 'Dashboard' (overview), 'Projects' (listing various project types), 'File Sharing' (highlighted with a red box), 'Organisation Profile', 'Change Language', 'Open and Pending Auctions' (table), 'My POCs with Pending Responses', 'Contracts in Negotiation', and 'My Running Surveys'. The 'File Sharing' section description reads: 'Open the File Sharing area where Buyers and Suppliers can share documents in a structured and secure way'.

You will then be presented with all of the Directories that you have been given access to. Click on the title of the Directory you wish to access to view all the folders and files within it.

The screenshot shows the 'Files' section of the PCS-Tender interface. At the top right, there is a 'HELPDESK' box with contact information: Phone: 0800 368 4850, E-mail: help@bravosolution.co.uk. Below this is a 'Select Module' dropdown menu. The main content area is titled 'Files' and contains a 'Locations' sidebar with 'Directories' selected. The main area shows a table of directories with the following data:

Title	Owner	Settings
1 Project X - Data Room [2]	Sutherland Paul	Settings
2 SH Buyer Demo [0]	Hampson (B) Sean	Settings

Below the table, it shows 'Total: 2', 'Page 1 of 1', and 'Show: 50 elements'. There is also a 'Search/Filter' box, an 'Export List to Excel' button, and a 'Help for Suppliers' link. At the bottom right, there is an 'Up Top' link.

Once within the Directory you can access all the folders and click through to any files that you may wish to view. At this stage you also have the ability to *Mass Download* all the documents that sit within the Directory to your local computer.

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← Back to List | ⏻ Exit PCS-Tender | ⚙ Accessibility and Legend

Welcome: **Supplier Test**
Time Zone: GMT + 0:00

Directory Name: **Project X - Data Room**
Path: **Top Level**

Search/Filter | Copy All Folders and Files | **Mass Download** | Settings | Export List to Excel | Help for Suppliers

	Folder/File Name	Description	Last Modification Date	Status	
1	Drawings (1)		09/10/2012 19:29:26		Properties
2	Terms & Conditions (1)		09/10/2012 19:22:04		Properties

Total: 2 Page 1 of 1 Show: 50 elements

^ Top

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An individual file can be downloaded or viewed by clicking on the title of the document. You will also be able to send the buying organisation messages about a specific file by clicking on the *Properties* button found on the right hand side.

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← Back to List | ⏻ Exit PCS-Tender | ⚙ Accessibility and Legend

Welcome: **Supplier Test**
Time Zone: GMT + 0:00

Directory Name: **Project X - Data Room**
Path: **Top Level / Terms & Conditions**

Search/Filter | Copy All Folders and Files | Mass Download | Settings | Export List to Excel | Help for Suppliers

	Folder/File Name	Description	Last Modification Date	Status	
1	Terms and Conditions.docx		09/10/2012 19:25:10	Available	Properties

Total: 1 Page 1 of 1 Show: 50 elements

^ Top

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To send messages and review messages sent by the buyer about a specific file use the messaging area on the left hand side of the screen.

The screenshot displays the BravoSolution file sharing interface. On the left, a sidebar contains a 'Messages' section with a red border, listing options: 'Unread Messages (0)', 'Create Message', 'Received Messages', 'Sent Messages', 'Draft Messages', and 'Forwarded Messages'. The main area shows file details for 'Terms and Conditions.docx' (10 KB, created 09/10/2012 19:25:10 by Responsible Officer Senior). Above the details are action buttons: 'Replace File with a New Version', 'Check Out File', 'Freeze File', and 'Help for Suppliers' (highlighted with a red box). Below these are 'Edit', 'Delete File', 'Download', and 'Copy' buttons. The top of the main area shows the directory name 'Project X - Data Room' and path 'Top Level / Terms & Conditions / Terms and Conditions.docx'.

If at any point you would like to find out more about the page you are on you can click on the button *Help for Suppliers*.

If you would like any further information on using the File Sharing module please contact help@bravosolution.co.uk.