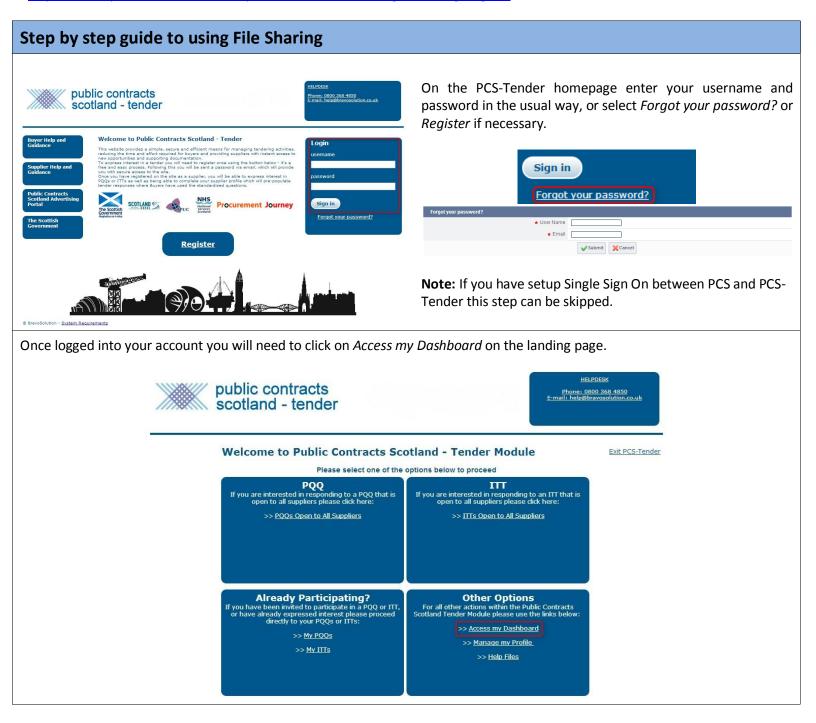# File Sharing – Supplier Guide

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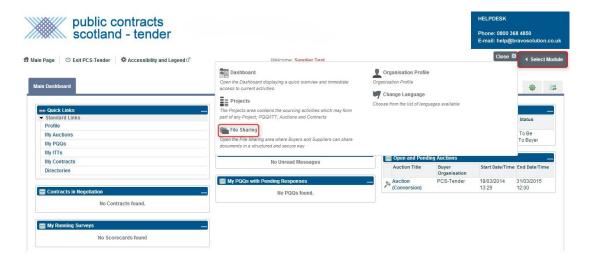https://www.publictendersscotland.publiccontractsscotland.gov.uk/singlesignon

Step by step guide to using File Sharing

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

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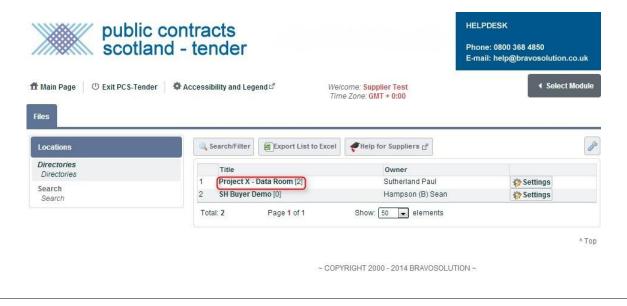
Once on your dashboard you will need to click on the module selector tab titled *Select Module* located at the top right hand side of the screen. You will then need to click *File Sharing* to view the documents you have been granted access to.

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.

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.
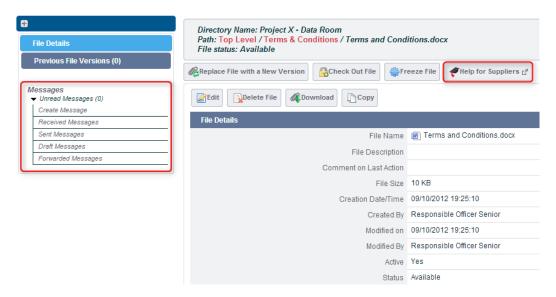

An individual file can be downloaded or viewed by clicking on the title of the document. You will also be able to send the buying organisation messages about a specific file by clicking on the *Properties* button found on the right hand side.

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.

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.