

Pairing Your PCS & PCS-Tender Accounts – Supplier Guide

This document covers how suppliers can access their PCS-Tender account via PCS through Single Sign On. Once your accounts have been paired you will be able to access your PCS-Tender account directly from PCS instead of having to log in and out of the two systems.

Step by step guide to managing additional users



HELPODESK
Phone: 0800 368 4850
E-mail: 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.



Register

Login

username

password

Sign in

[Forgot your password?](#)

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

Sign in

Forgot your password?

Forgot your password?

* User Name

* Email

Once logged into your account you will need to navigate to your profile area by clicking on the link entitled *Manage my Profile*.



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Welcome to Public Contracts Scotland - Tender Module

[Exit PCS-Tender](#)

Please select one of the options below to proceed

PQQ

If you are interested in responding to a PQQ that is open to all suppliers please click here:

>> [PQOs Open to All Suppliers](#)

ITT

If you are interested in responding to an ITT that is open to all suppliers please click here:

>> [ITTs Open to All Suppliers](#)

Already Participating?

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:

>> [My PQQs](#)

>> [My ITTs](#)

Other Options

For all other actions within the Public Contracts Scotland Tender Module please use the links below:

>> [Access my Dashboard](#)

>> **[Manage my Profile](#)**

>> [Help Files](#)

Click *Edit* to amend your profile information. This allows you to edit the content of your profile such as Address and User Details.

[Main Page](#) | [Exit PCS-Tender](#) | [Accessibility and Legend](#)
Welcome: **Supplier Test**
Time Zone: **GMT + 0:00**
Select Module

Profile
User Management
Categories
Scorecards

Locations

Status Summary
Status Summary

Registration Data
Registration Data

Basic Profile
Basic Profile

Extended Profile
Extended Profile

Questions
Questions

Company Name: Test Supplier Ltd

Edit
Modify Password
Print your Supplier Profile
Help for Suppliers

Organisation Details

| | |
|-------------------|-------------------|
| Organisation Name | Test Supplier Ltd |
| Address line 1 | 85 London Wall |
| City | London |
| State/County | Greater London |
| Postal Code | EC2M 7AD |
| Country | UNITED KINGDOM |

In order to pair your accounts your PCS-Tender username must be a minimum of 20 characters and include a letter, number and a special character (!£\$%&/()=?'^€[]#@,;.:_-><*+). This is for security reasons. Once in *Edit* mode please change your username so that it matches the required format. Make sure that you make a note of your new username and have saved the change.

Save
Cancel

User Details

Title: ---

First Name: Supplier

Last Name: Test

* Phone Number: +

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

Fax Number:

* Email Address IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ";" (semicolon) to separate multiple addresses.
test.user@testsupplier.co.uk

Role within Organisation: ---

* Preferred language for use in system interface: English (UK)

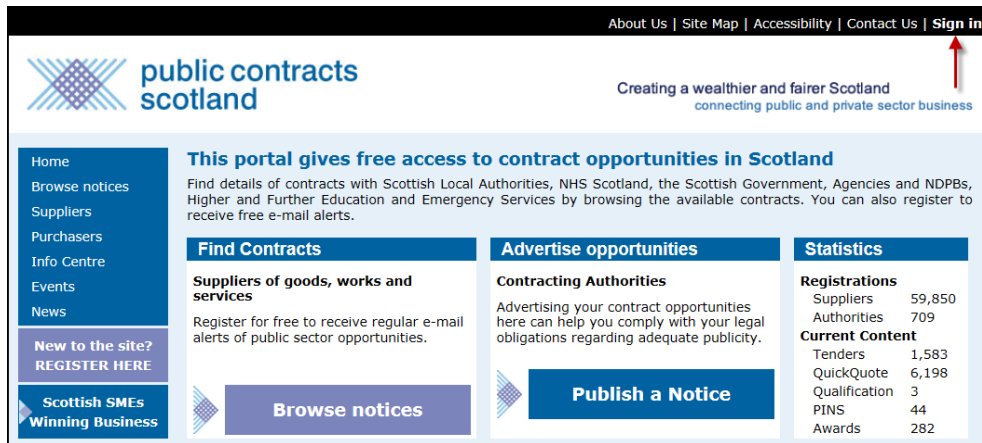
* Time Zone: (GMT 0:00) Western Europe Time, London, Lisbon

* Username (please do not forget): x


* User Verification Question Please specify a question that will help verify your identity should the need arise (e.g. Your mother's maiden name?): x

* Answer to your User verification question (The helpdesk may request this information in order to verify your identity). (The helpdesk may request this information in order to verify your): x

You will then need to navigate to the PCS homepage and click the *Sign In* link provided at the top right hand side of the page. You will then be required to enter your email address and PCS password to login.



[About Us](#) | [Site Map](#) | [Accessibility](#) | [Contact Us](#) | **Sign in**


Creating a wealthier and fairer Scotland
connecting public and private sector business

Home
[Browse notices](#)
[Suppliers](#)
[Purchasers](#)
[Info Centre](#)
[Events](#)
[News](#)

This portal gives free access to contract opportunities in Scotland
 Find details of contracts with Scottish Local Authorities, NHS Scotland, the Scottish Government, Agencies and NDPBs, Higher and Further Education and Emergency Services by browsing the available contracts. You can also register to receive free e-mail alerts.

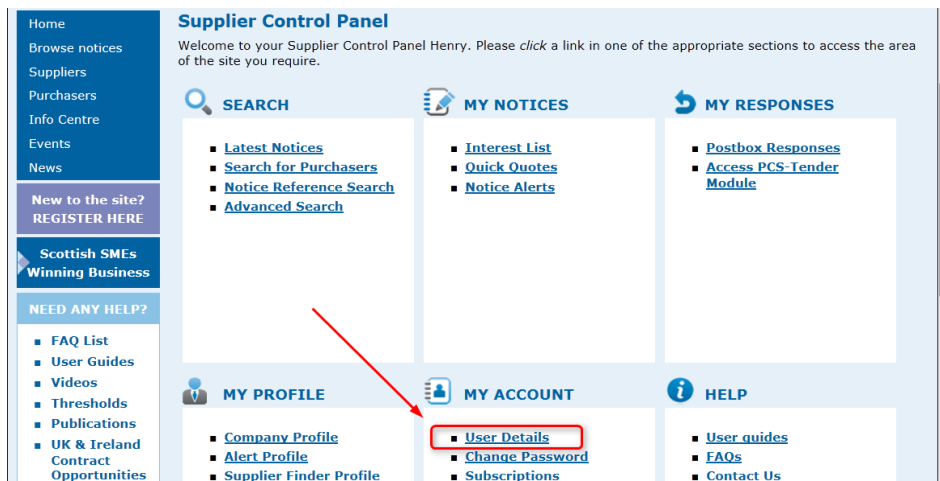
| Find Contracts | Advertise opportunities | Statistics |
|---|--|--|
| Suppliers of goods, works and services Register for free to receive regular e-mail alerts of public sector opportunities. | Contracting Authorities Advertising your contract opportunities here can help you comply with your legal obligations regarding adequate publicity. | Registrations Suppliers 59,850 Authorities 709 Current Content Tenders 1,583 QuickQuote 6,198 Qualification 3 PINS 44 Awards 282 |

[New to the site? REGISTER HERE](#)
[Scottish SMEs Winning Business](#)

[Browse notices](#)

[Publish a Notice](#)

Access the Supplier Control Panel and click on the *User Details* link to amend your details.



Supplier Control Panel
 Welcome to your Supplier Control Panel Henry. Please *click* a link in one of the appropriate sections to access the area of the site you require.

| SEARCH | MY NOTICES | MY RESPONSES |
|---|--|---|
| <ul style="list-style-type: none"> Latest Notices Search for Purchasers Notice Reference Search Advanced Search | <ul style="list-style-type: none"> Interest List Quick Quotes Notice Alerts | <ul style="list-style-type: none"> Postbox Responses Access PCS-Tender Module |

| MY PROFILE | MY ACCOUNT | HELP |
|---|---|---|
| <ul style="list-style-type: none"> Company Profile Alert Profile Supplier Finder Profile | <ul style="list-style-type: none"> User Details Change Password Subscriptions | <ul style="list-style-type: none"> User guides FAQs Contact Us |

NEED ANY HELP?

- FAQ List
- User Guides
- Videos
- Thresholds
- Publications
- UK & Ireland Contract Opportunities

On the Change User Details page navigate to the *Tender Module Username* and enter your PCS-Tender Username. Click *Save* to commit the changes to your profile.

Change User Details

Your current details are shown below. Please make the required changes and click the **Save** button to record the changes.

Required fields are marked with a *

User Information

* First Name: David
 * Last Name: Smith
 * Job Title: Project Manager
 * Phone: 01254 687543
 Fax:
 Website:

Organisation

Org Name: Queens Road Council
 Address Line 1: 10 Queen's Road
 Address Line 2:
 Postal Code: AB15 4ZT
 Town/City: Aberdeen
 * Region: Aberdeen and North East
 Country: United Kingdom (GB)

Account Information

* Email Address: david@qrc.gov.uk

Options

How did you hear about us? Internet Search Engine

PCS-Tender Module

If you are registered with the PCS-Tender Module and wish to pair your accounts please enter your Username here. In order to pair accounts your PCS-Tender Module Username should be 20 characters long and contain at least one number and one special character.

Your Tender Module Username can be only updated 3 times within 24 hours for security reasons.

Tender Module Username:

For more information on pairing your accounts please see:
<https://publictendersscotland-prep.bravosolution.co.uk/singlesignon/>

Comments

Save Cancel

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You can now access your PCS-Tender account directly from PCS. To do so click on the *Access PCS-Tender* link within the *My Responses* column of the Supplier Control Panel. If you have paired your account successfully you will land within your account on PCS-Tender. You will now only ever need to log into PCS and use this link in order to access PCS-Tender.

Supplier Control Panel

Welcome to your Supplier Control Panel Henry. Please click a link in one of the appropriate sections to access the area of the site you require.

SEARCH

- Latest Notices
- Search for Purchasers
- Notice Reference Search
- Advanced Search

MY NOTICES

- Interest List
- Quick Quotes
- Notice Alerts

MY RESPONSES

- Postbox Responses
- Access PCS-Tender Module

MY PROFILE

- Company Profile
- Alert Profile
- Supplier Finder Profile

MY ACCOUNT

- User Details
- Change Password
- Subscriptions

HELP

- User guides
- FAQs
- Contact Us

If you would like any further information or support on setting up additional users please contact help@bravosolution.co.uk.