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WELLBEING THROUGH
PAIN SELF-MANAGEMENT
TECHNIQUES INVOLVING ICTs**

PRE-COMMERCIAL PROCUREMENT (PCP)

RELIEF REGISTRATION MANUAL

**Deadline to submit an offer:
15th September 2017 at 12 p.m. (CET)**

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Introduction

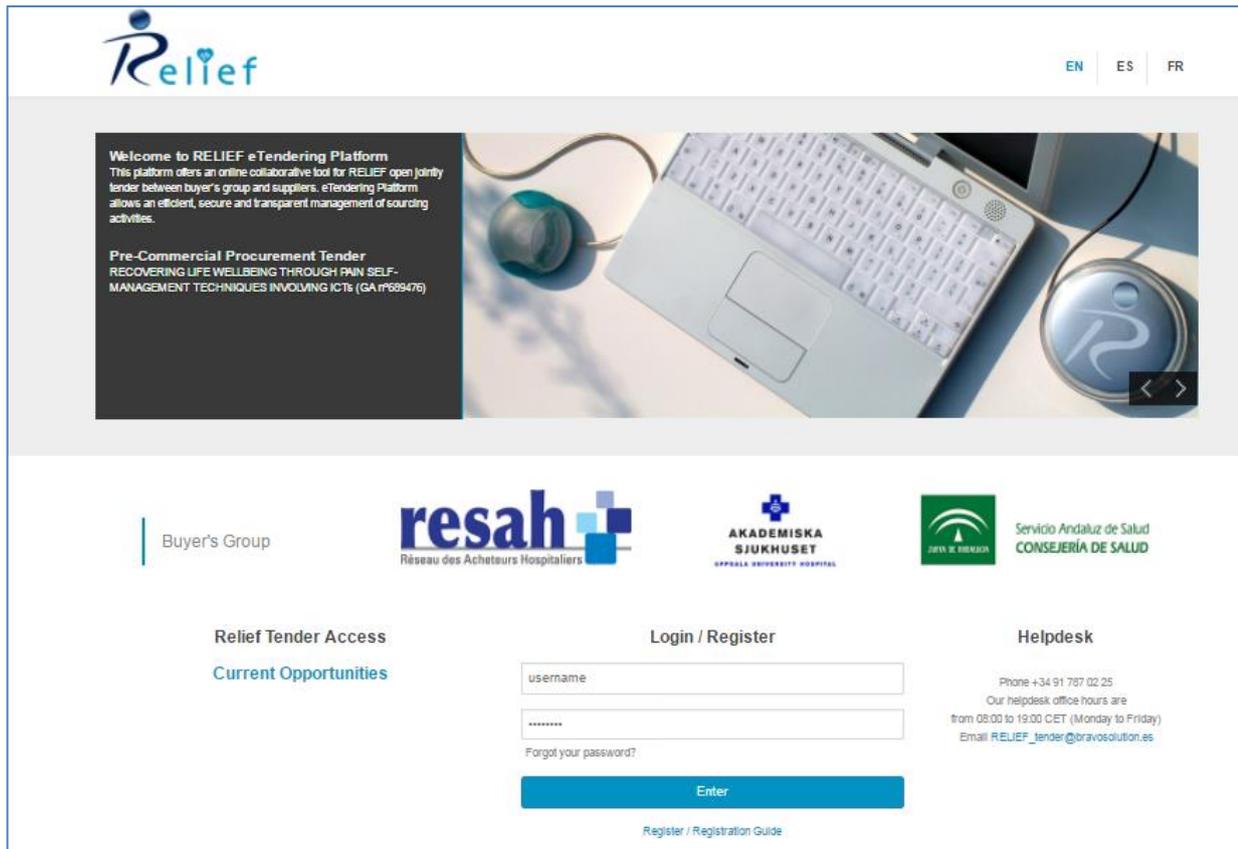
This manual was prepared to support entities in taking part in the RELIEF electronic tendering process. It offers a detailed description of the different steps needed to register as a supplier in the platform.

1 ACCESS TO THE TENDER PLATFORM

Access to the RELIEF website: <http://relief-chronicpain.eu/>

Go to the "Tender" section.

Or directly connect to <https://relief.bravosolution.com>



The platform is available in English, French and Spanish. You can choose one of the available languages.



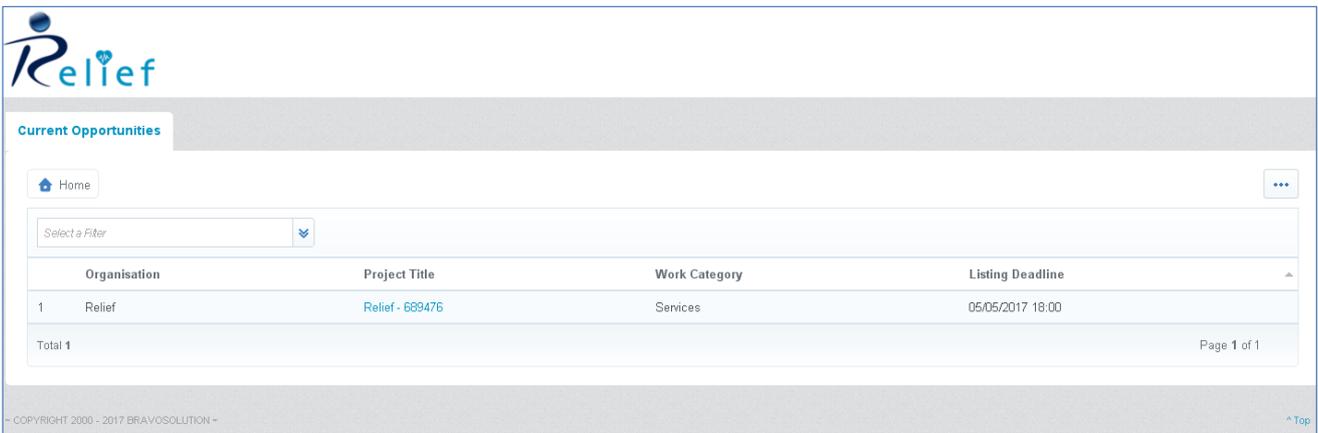
Please, note that the RELIEF eTendering platform can only be accessed through a user account and by expressing interest to the RELIEF tender opportunity.

Therefore, you should **register as a supplier first** and obtain a user ID and a password.

To do that, you should click on the "Current Opportunities" button:

Relief Tender Access
Current Opportunities

Here, you should find the RELIEF current opportunity. By clicking on **“RELIEF project”** you will access to consult the RELIEF tender announcement.

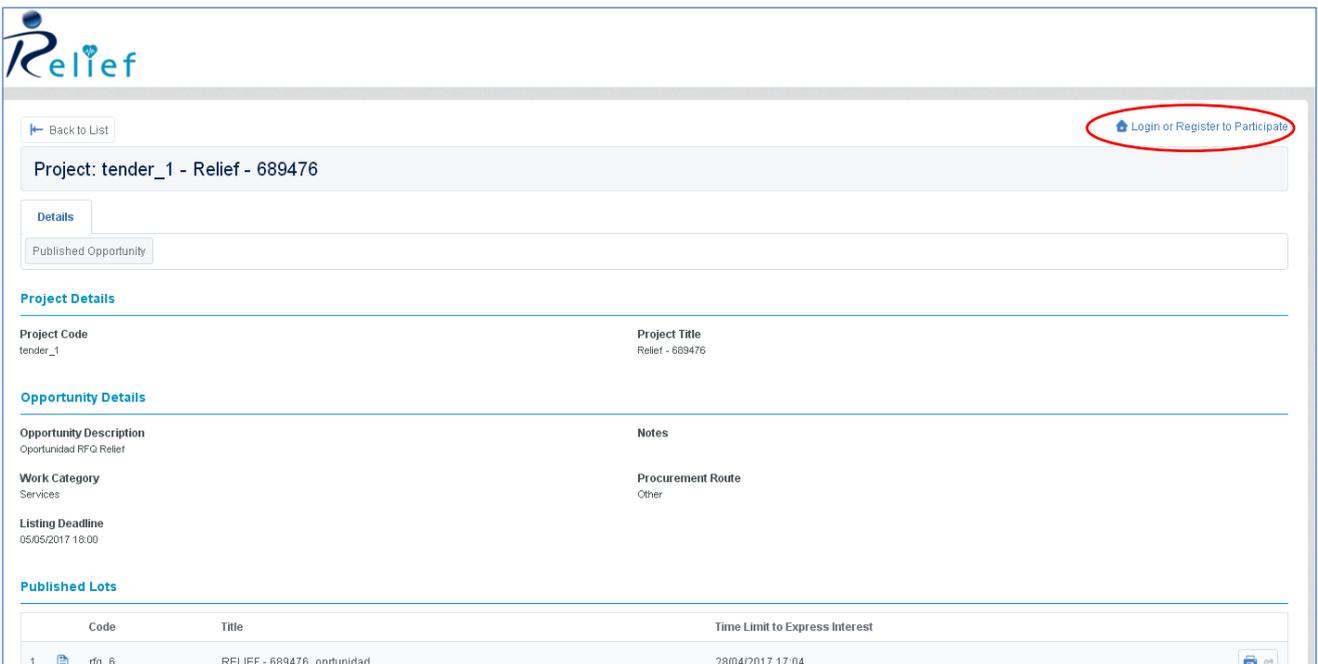


The screenshot shows the 'Current Opportunities' page on the Relief platform. It features a navigation bar with a 'Home' button and a 'Select a Filter' dropdown. Below this is a table with the following data:

	Organisation	Project Title	Work Category	Listing Deadline
1	Relief	Relief - 689476	Services	05/05/2017 18:00
Total 1				Page 1 of 1

At the bottom of the page, there is a copyright notice: 'COPYRIGHT 2000 - 2017 BRAVOSOLUTION' and a 'Top' link.

Finally, click on the **“Login or Register to Participate”** as shown below to complete the registration process:



The screenshot shows the 'Project Details' page for 'Project: tender_1 - Relief - 689476'. A red circle highlights the 'Login or Register to Participate' button in the top right corner. The page includes a 'Back to List' button and a 'Details' tab. The main content area is divided into several sections:

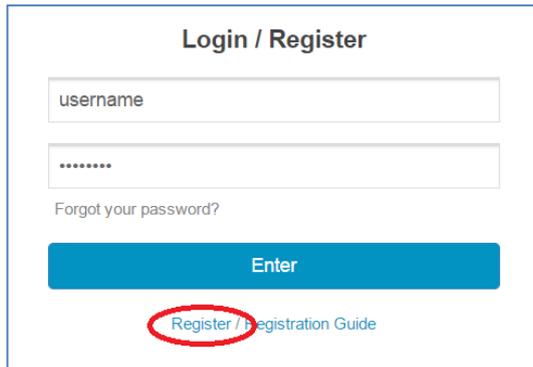
- Project Details:**
 - Project Code: tender_1
 - Project Title: Relief - 689476
- Opportunity Details:**
 - Opportunity Description: Oportunidad RFQ Relief
 - Notes:
 - Work Category: Services
 - Procurement Route: Other
 - Listing Deadline: 05/05/2017 18:00
- Published Lots:**

Code	Title	Time Limit to Express Interest
1	rfq 6 RELIEF - 689476 oportunidad	28/04/2017 17:04

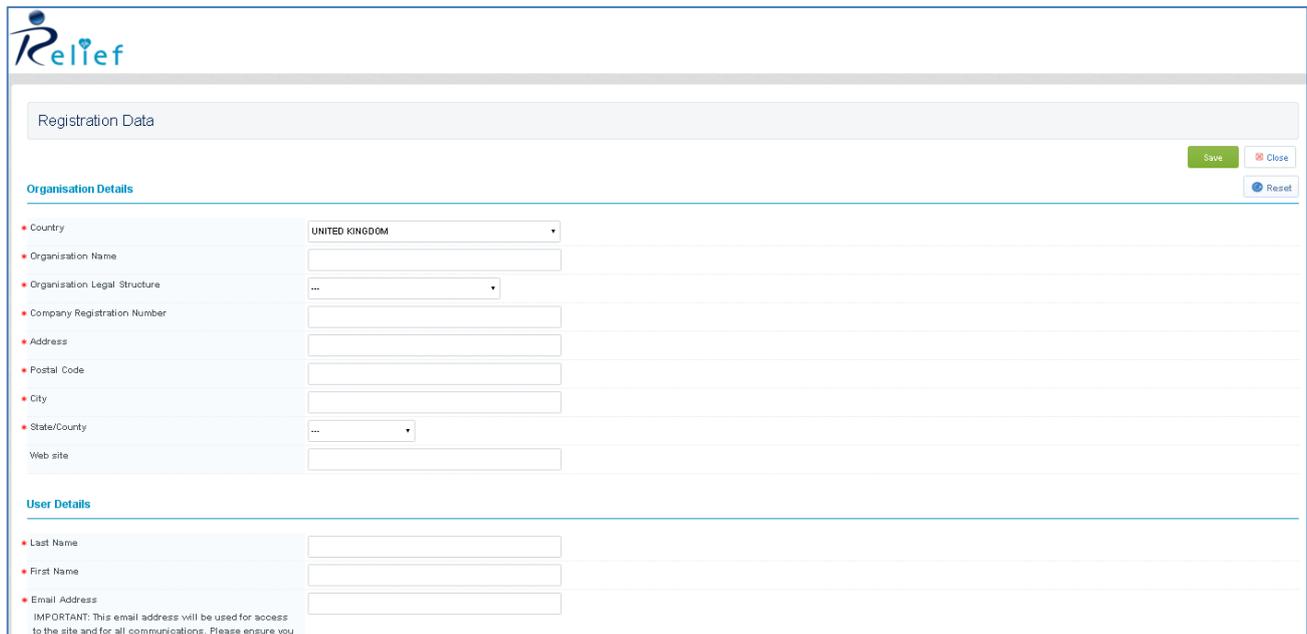
2 REGISTRATION

You are redirected to the main page of the eTendering platform.

To continue with the process, click on **“Register”**



Please, provide the information required.



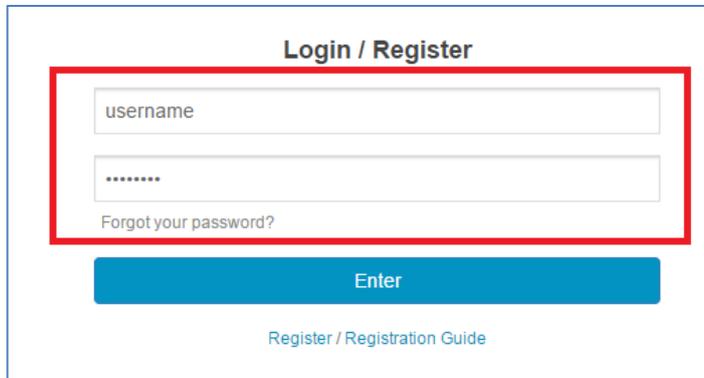
The questions marked with * are mandatory.

NOTE: If your “Company Registration Number” (VAT) is not applicable in your case, please, complete N/A

Once you have completed the form you should press on the **“Save”** button.

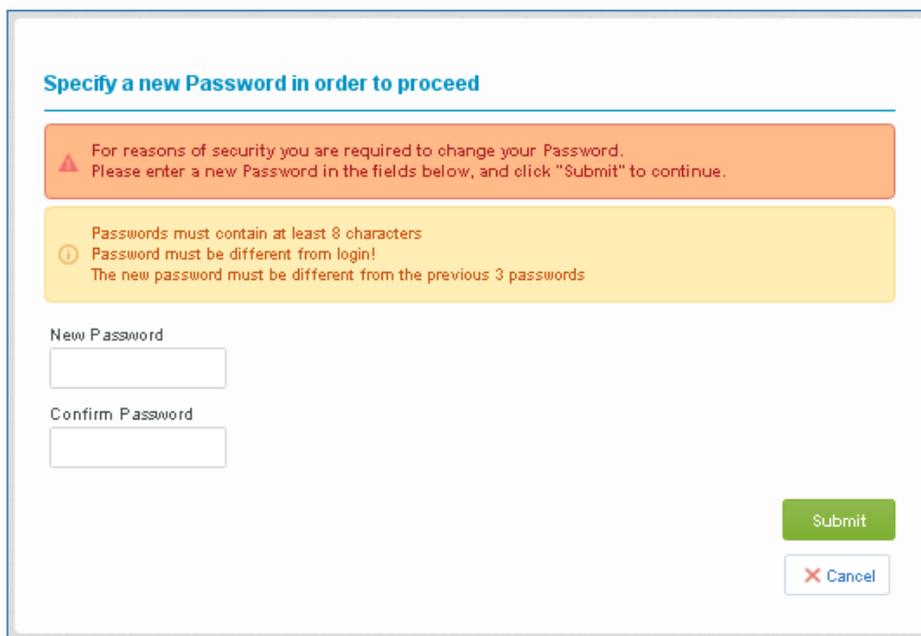
After saving your profile, you will receive **an email containing your *username* and *password***.

You can log in with the *username* and *password* received in that email on the RELIEF platform main page



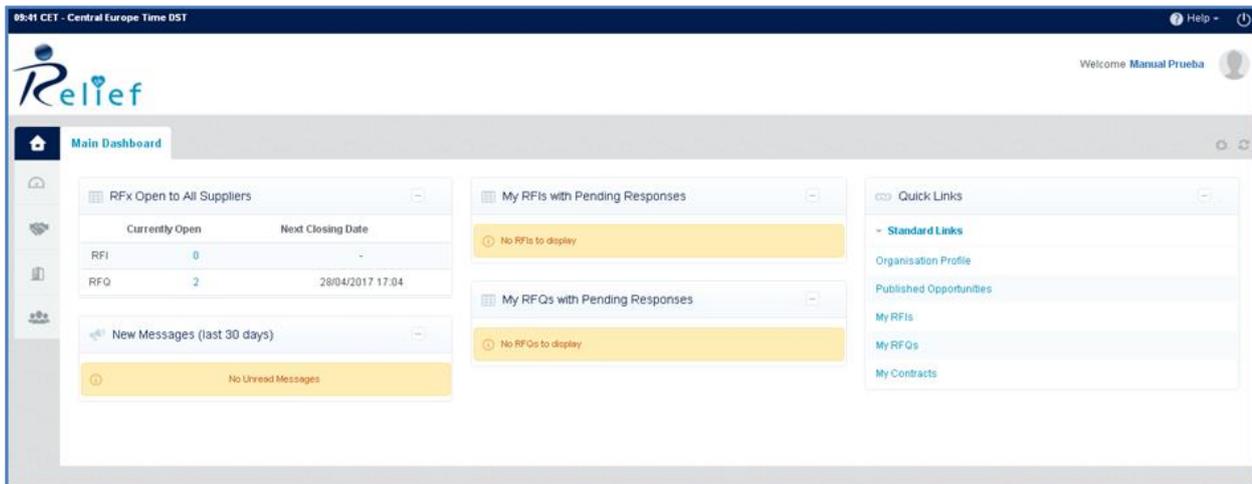
The screenshot shows a web form titled "Login / Register". It contains two input fields: "username" and a password field with masked characters. Below the password field is a link that says "Forgot your password?". A blue button labeled "Enter" is positioned below the fields. At the bottom of the form, there is a link that says "Register / Registration Guide". A red rectangular box highlights the username and password input fields.

After the first log in, the platform will force you to **change the password** due to security reasons.



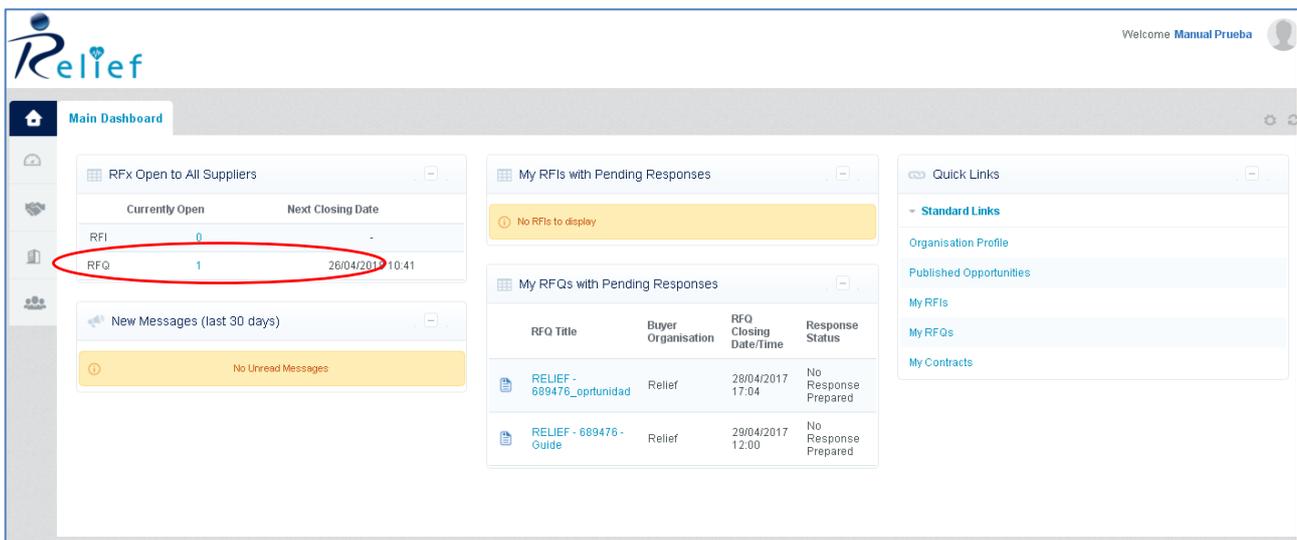
The screenshot shows a web form titled "Specify a new Password in order to proceed". It features an orange warning box with a triangle icon and the text: "For reasons of security you are required to change your Password. Please enter a new Password in the fields below, and click 'Submit' to continue." Below this is a yellow information box with a circle icon and the text: "Passwords must contain at least 8 characters", "Password must be different from login!", and "The new password must be different from the previous 3 passwords". There are two input fields: "New Password" and "Confirm Password". At the bottom right, there are two buttons: a green "Submit" button and a white "Cancel" button with a red 'X' icon.

Once the registration process is completed, **you will be able to access to the tender Main Dashboard**.



3 EXPRESS INTEREST

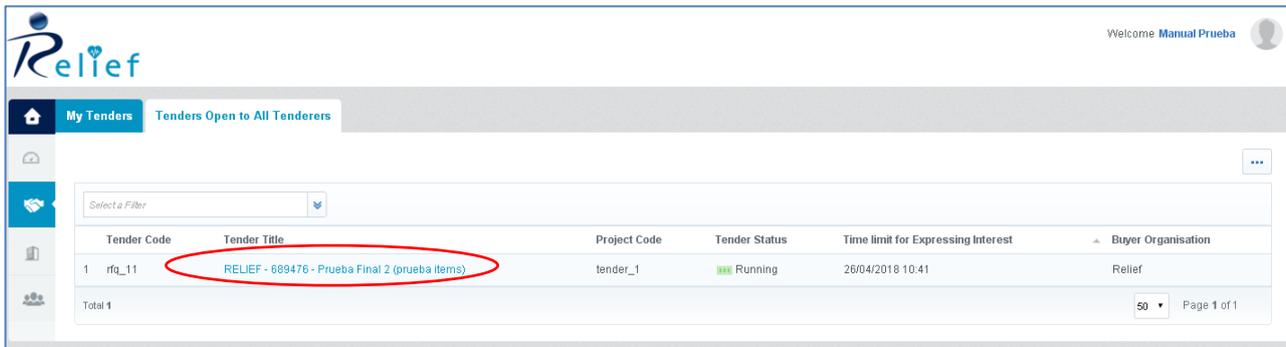
Once you have introduced your username and password, you should express interest to the RELIEF TENDER. First click on the “RELIEF TENDER” link:



The next screen presents general information regarding RELIEF Tender:

- Tender Code
- Tender Title
- Project Code
- Tender status: Running/Closed
- Time Limit to express interest
- Buyer organization

Access to the tender details:



Tender Code	Tender Title	Project Code	Tender Status	Time limit for Expressing Interest	Buyer Organisation
1 rfq_11	RELIEF - 689476 - Prueba Final 2 (prueba items)	tender_1	Running	26/04/2018 10:41	Relief
Total 1					50 Page 1 of 1



Response Status	
Response Status	No Response Prepared
Overview	
Tender Code	Title
rfq_11	RELIEF - 689476 - Prueba Final 2 (prueba items)
Detailed Description	Type of Tenderer Access
	Tender Open to All Tenderers
Contract Value	Contract Currency
1,575,000	EUR
Event Currency	Buyer Organisation
EUR	Relief
Test RFQ	Require Digital Signature of Tenderer Responses
Yes	Yes
	Allow Tenderers to Respond by Consortium
	Yes
Date & Time Information	
Options for Viewing Responses	End Date for Buyer Replies to Messages - Date
Sealed	

The next screen shows the following information about the RELIEF tender:

- **Response Status:** shows the status of the response provided by the tenderer.
- **Overview:** code, tender description, tender type, response currency, etc.
- **Date & Time information:** information about the closing date and the Number of Hours before Closing Time to block Expressions of Interest
- **Envelopes:** details the envelopes active in RELIEF tender
- **Awarding strategy:** awarding strategy information.

It is possible to print the Tender Report clicking on the **“Printable View”** button.

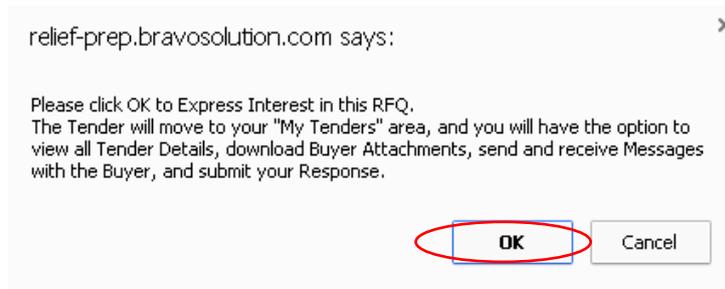
Finally, click on the **"Express Interest" to confirm your participation in submitting an offer.**



The screenshot shows a web interface for a tender. At the top right, there are three buttons: "Express Interest" (highlighted with a red circle), "Decide Later" (with a red 'X' over it), and "Printable View". Below this is a section titled "Response Status" with the text "Response Status" and "No Response Prepared". Underneath is an "Overview" section with a table:

Tender Code	Title
rfq_11	RELIEF - 689476 - Prueba Final 2 (prueba Items)
Detailed Description	Type of Tenderer Access
	Tender Open to All Tenderers

Next, the following message will appear. Click on "OK":



The screenshot shows a dialog box from relief-prep.bravosolution.com. The text inside reads: "Please click OK to Express Interest in this RFQ. The Tender will move to your 'My Tenders' area, and you will have the option to view all Tender Details, download Buyer Attachments, send and receive Messages with the Buyer, and submit your Response." At the bottom, there are two buttons: "OK" (highlighted with a red circle) and "Cancel".

You have finished. A confirmation email will be received in your mailbox.

Now, you are ready to start preparing and submitting your offer.

GOOD LUCK!