Login

AGFA eTendering Portal

Login 2

Username

Password

Enter

I forgot my login details

Registration 1

If you are a new supplier and want to do business with Agfa please fill-in the registration form

Registration

Helpdesk

Need help?
Please contact our eTendering support
Tel. +31 (0)6 8128 79 22
support@bravosolution.nl

Supplier Manual

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1 **New Supplier?**

Register here, only when you are a new supplier and you have never logged in before.

2 **Login**

The Username is created by yourself while you registered or given to you in an email from the BravoSolution helpdesk.

The Password is generated by the system during registration and sent to you in a system generated email.

Forgot your login details ?

Password

Click on "I forgot my login details" and fill in your username and email address. You will receive a temporary password within a few minutes.

Username

Click on "I forgot my login details" and after this on "Recover Username". Fill in your email address and the validation value. You will receive a link to your username within a few minutes.

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Main dashboard

Dashboard

Your Main Dashboard consists of several portlets with information.

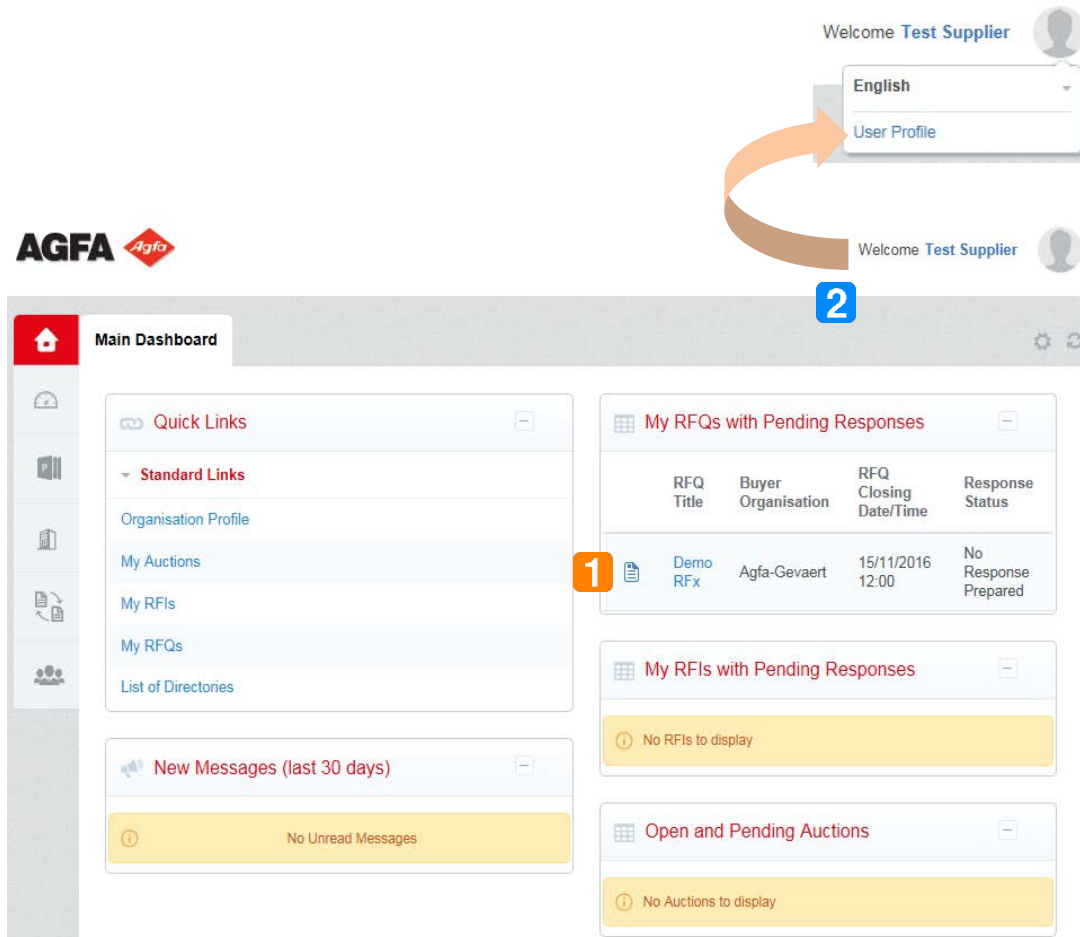In the portlet "My RFQs with Pending Responses" you will find the project that you are invited for.

Open RFx

Click on the subject (the title of the RFx) to open the con-tent of the event

Profile

In the Welcome portlet at the top right of your screen, you can edit your profile or modify your password.

Click on the picture or on your name to open the link and go to "User Profile".

When you enter the event (the RFI or RFQ) for the first time, please take some time to look at its content.

Scroll down in this summery page to see the full content.

1 **Attachments**

When the buyer has attached general documents for you to read, you can download them here all at once in "Buyer Attachments".

2 **To answer the RFx**

Click on "Create response" to start your answer process.

Rfx content

BravoSolution

RFQ: rfq_76 - Demo RFx   ▦ Running

Project: **tender_70** - Demo Agfa
Closing Date: 15/11/2016 12:00:00
Response Last Submitted On: Not Submitted Yet

RFQ Details	Messages (Unread 0)

Settings   Buyer Attachments (1)   My Response   User Rights

Submit Response

My Response Summary

1.	Qualification Response	Missing mandatory responses (11)		
2.	Technical Response	Missing mandatory responses (1)		
3.	Commercial Response	Missing optional fields (6) No additional attachments	Total Price (excluding optional sections)	0

Supplier Organisation Structure   ✎ Manage Consortium

✱ This bid is submitted on behalf of:
My Organisation Only (No consortium)

⇕ View Response Index Only

▾ 1. Qualification Response (questions: 17)   [1]   ✎ Edit Response

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[1] Look to see which response chapters are available in your RFx.

Click on a <u>chapter</u> or on the "<u>Edit Response</u>" button to see the questions and give your responses in the requested answer format.

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Edit your response

BravoSolution

▼ RFQ: rfq_76 - Demo RFx   ▦ Running

Project: tender_70 - Demo Agfa
Closing Date: 15/11/2016 12:00:00
Response Last Submitted On: Not Submitted Yet

> Warning: *Instructions for (1) Question(s) have not been downloaded, click on the icon next to the question to download the Instructional Attachment*

3

[Save and Return]   [💾 Save and Continue]   [✕ Cancel]

[📝 Validate Response]

1. Qualification Response (questions: 17)

1.1 Company Information - Question Section

	Question	Description	Response
1.1.1	Name	**2** * What is you company legal name ?	Test Supplier NV ⌄ *Characters available 1984*
1.1.2	Country	* In what country is your HQ based ?	Belgium ▼
1.1.3 🔷 **1**	Vendor at Agfa	* Are you currently supplying in any Agfa plant ?	No ▼
1.1.4	Vendor at Agfa	* In what countries with Agfa plants are you currently supplying?	☐ Belgium ☐ United Kingdom ☐ France ☐ Germany ☐ Italy ☑ None of the above

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1 When the buyer has attached documents at question level, you can download them by clicking on the following icon in front of the question: 🔷

2 **Mandatory questions**

Questions marked with an asterisk are mandatory.

In a later stage, you <u>cannot</u> submit your response to the buyer when these questions are not answered.

3 Click on "<u>Save and Continue</u>" to save.

When you want to answer the other chapters of the RFx, click on "<u>Save and Return</u>" to return to the summery page.

From there you can open and answer the other chapter(s).

NOTE: Save regularly to avoid loss of data!

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▼ RFQ: rfq_76 - Demo RFx   ⬛ Running

Project: **tender_70** - Demo Agfa

2 Closing Date: 15/11/2016 12:00:00

Response Last Submitted On: Not Submitted Yet

RFQ Details	Messages (Unread 0)

Settings   Buyer Attachments (1)   My Response   User Rights

1

Submit Response

My Response Summary

1.	Qualification Response	Missing optional responses (4) No additional attachments		
2.	Technical Response	All questions answered No additional attachments		
3.	Commercial Response	All quoted items completed No additional attachments	**Total Price (excluding optional sections)**	0

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1 **Submit response**

Once you answered ALL the (mandatory) questions in all the chapters, you can submit your response to the buyer.

Closing date/time

2 Always respect the closing time of the RFx. After the given closing time you cannot submit your response anymore.

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System message

BravoSolution

▼ RFQ: rfq_76 - Demo RFx   ▦ Running

Project: **tender_70** - Demo Agfa
Closing Date: 15/11/2016 12:00:00
Response Last Submitted On: 14/11/2016 14:14:16

RFQ Details   Messages (Unread 0)   **1**

Create Message   Received Messages   Sent Messages   Draft Messages

My Response Summary

1.	Qualification Response	Missing optional responses (4) No additional attachments		
2.	Technical Response	All questions answered No additional attachments		
3.	Commercial Response	All quoted items completed No additional attachments	**Total Price (excluding optional sections)**	**0**

1 **Messages**

On the top of your screen you will find the heading "Messages". When the buyer decides to use the message board, he can post mails here.

You can open the posted messages in the tab "Received Messages".

You can also use the link "Create Message" to post a message to the buyer.

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