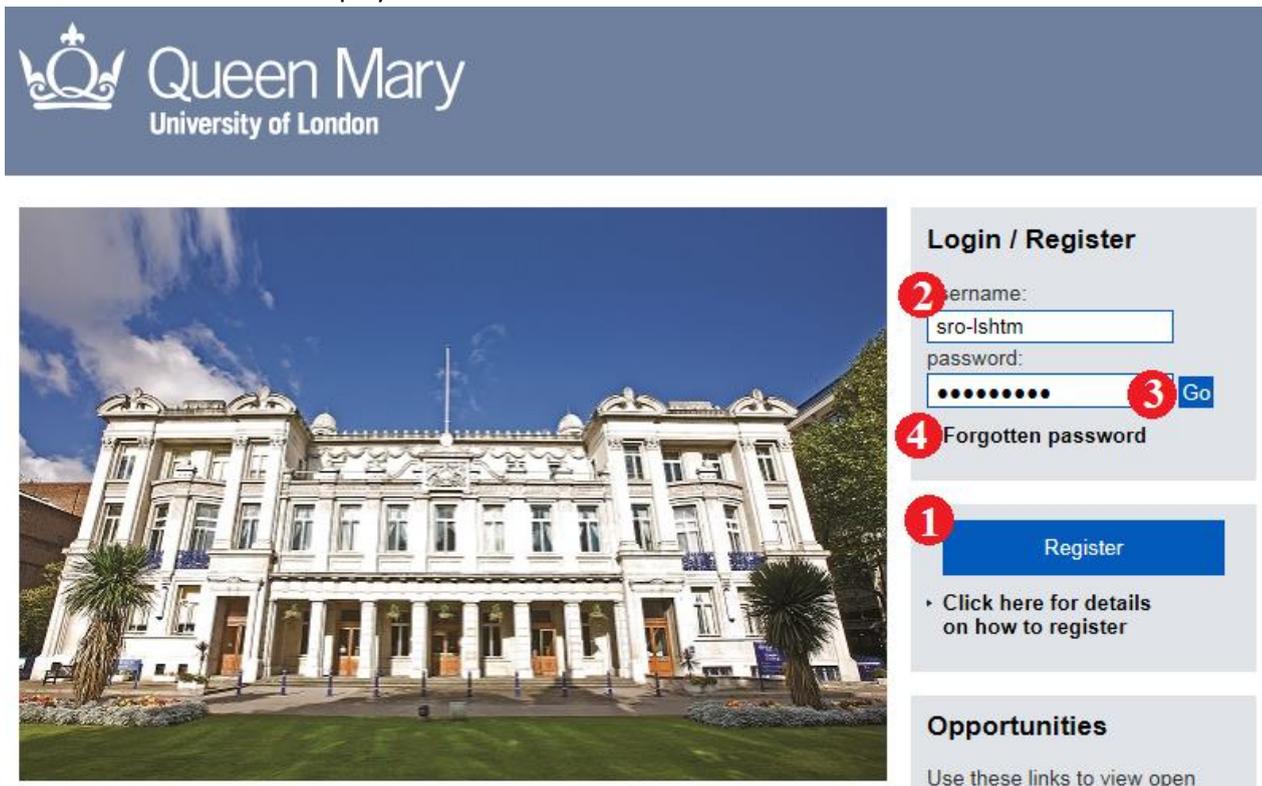


## Supplier Registration Instructions

To participate in the Invitation to Tender, suppliers are required to register on the LUPC BravoSolution eTendering portal at the following URL:

<https://qmul.bravosolution.co.uk/>

The screen below will be displayed...



- 1) Click 'Register'.
  - Review and accept the user agreement.
  - Complete the required organisation registration information (\* = mandatory field).
  - Complete any basic profile questions.
  - Select your supply/service categories.
  - You will receive an email containing you username and password.
- 2) Enter you username and password.
- 3) Click 'Enter' (you will be prompted to change your password on first login).
- 4) If you ever forget your password, click here and enter your username and email address.

**PLEASE NOTE: All system emails regarding the tender will be sent to the email address provided upon registration. Please ensure this is correct.**

If you have any issue in using the system, please contact the BravoSolution Helpdesk on 0800 368 4850 or alternatively via email on [help@bravosolution.co.uk](mailto:help@bravosolution.co.uk).