![Health Purchasing Victoria logo]
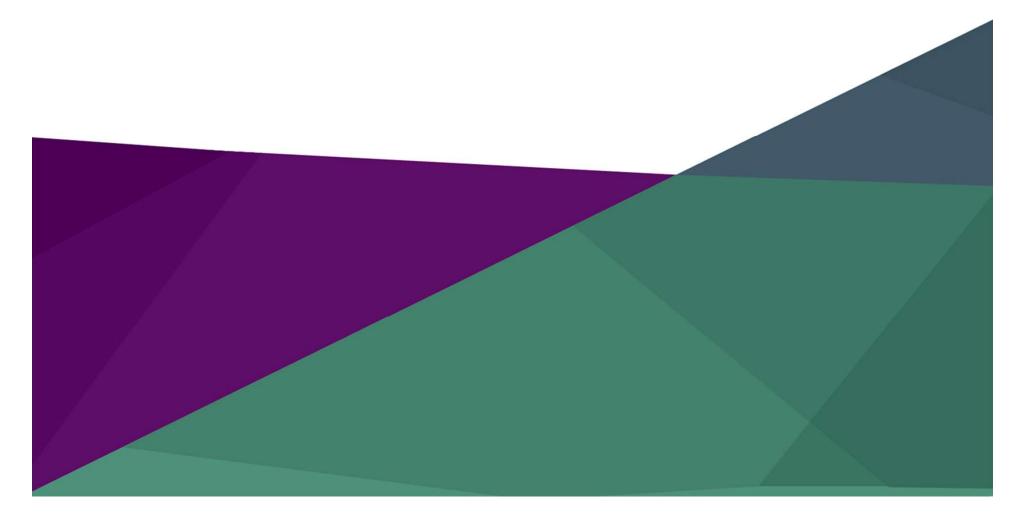
HPV PROCUREMENT PORTAL

Procurement Portal

Documents are available, to be completed and submitted via the RFI section of the HPV Procurement Portal accessible from the HPV website www.hpv.org.au

Register on the HPV website to access the HPV Procurement Portal, hosted by BravoSolution.

The HPV Procurement Portal supports one Superuser who is responsible for managing subusers, including visibility to the EOI documentation

Bravo procurement portal

Bravo Solutions:

Ph: (02) 8072 0644

Email: help_au@bravosolution.com

Go to https://www.hpv.org.au and click *Register*

To create your account
1. Select the "I am a Supplier" option
2. Enter your business specific email address
3. Click "Next"

Register

Welcome to Health Purchasing Victoria's website. To register for an account to access targeted content, please register as a supplier or health service below.

I am a Supplier	I am a Health Service

Email (required)

Please use an organisation specific email, or contact HPV for assistance.

Next

Your registration is now complete

An automatic email will be sent to the designated email address with a link to reset account password

Registration Complete

✔ Registration Complete

Thank you for registering for a supplier account on HPV's website. Your registration has been received and you will shortly receive an auto-confirmation allowing you to update your password and access supplier content on the website and the HPV Procurement Portal.

You can now access the HPV Procurement Portal from the Quicklinks menu on your dashboard when you are signed in

Hello,

Quick Links

Procurement Portal	Recall and Recall Health	Send Enquiry/Feedback
Submit Contract Variation		

You will be directed to your Dashboard where you can access any open RFQ or edit your personal profile

User: Sandra Ireland

Role: Super User (with some Redefined Rights)
Division: Division

Save   ✕ Cancel

User Details

✱ Last Name	Ireland
✱ First Name	Sandra
User Status	Active
User Tag for Codes	
✱ Email	s.ireland@hpv.org.au
✱ Telephone Number	03 9947 3724
The Mobile phone number must start with '+' and contain digits from 0 to 9 (min 8 max 15) with no spaces. The first number can not be 0.	+610409050188
Division Name	Division
Department	--- ▾
Role Name	Super User
✱ Choose your Username and check it is not already in use	s.ireland@hpv.org.au;sales@hpv.org.au
✱ Preferred Language	English (UK) ▾
✱ Time Zone	(GMT +10:00) Sydney, Canberra, Melbourne ▾

If you are the Super User you will receive all system alerts. You can change or add email addresses using ; to separate

From your Dashboard click on the 'RFQ' line within the 'RFx Open to All Suppliers'

Select the tender you would like to express interest in

Click on 'Express Interest'. This is the only way to access the event.

To populate the content of your tender response, click on 'Create Response'
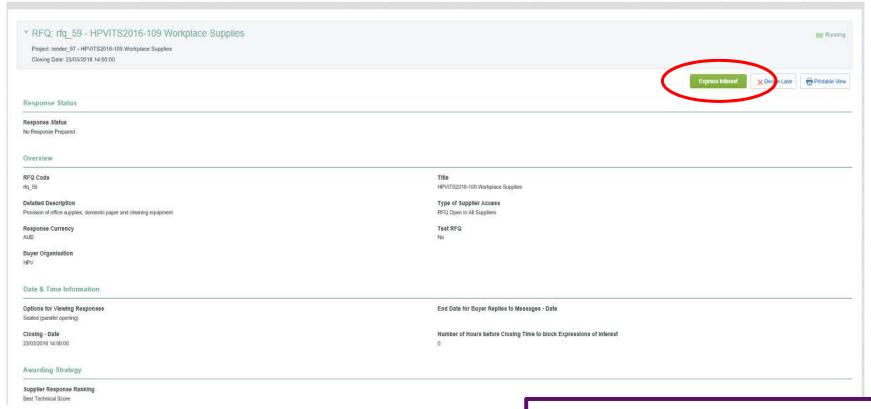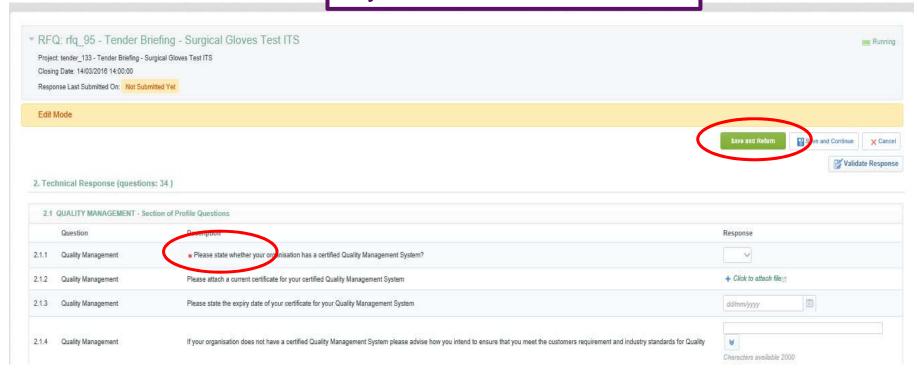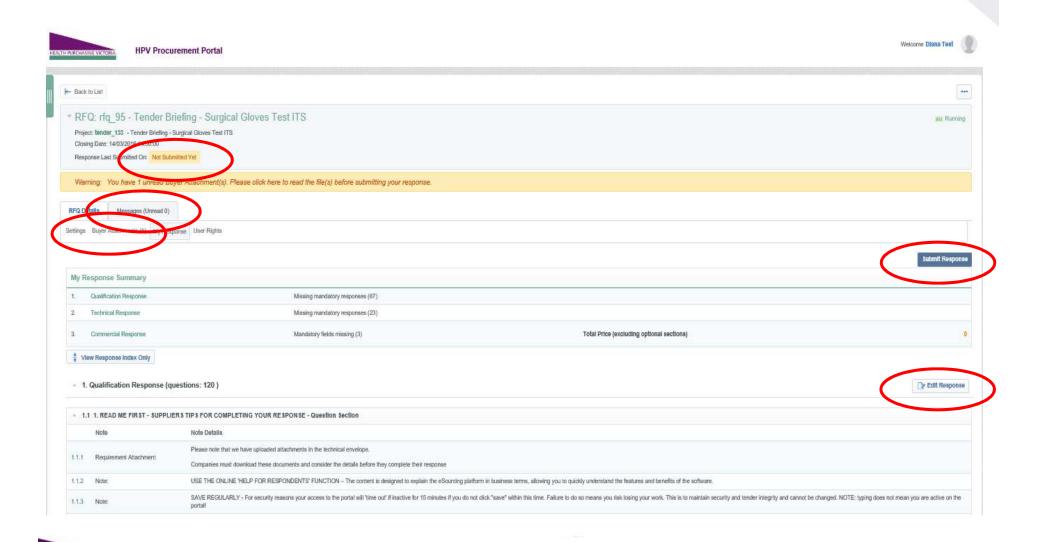
Make sure you save regularly. If you are inactive on the site for more than 15 minutes you will need to sign in again and any unsaved data will be lost.

← Back to List   ...

▾ RFQ: rfq_95 - Tender Briefing - Surgical Gloves Test ITS   ▦ Running

Project: **tender_133** - Tender Briefing - Surgical Gloves Test ITS
Closing Date: 14/03/2016 1:00:00
Response Last Submitted On: Not Submitted Yet

⚠ Warning: *You have 1 unread Buyer Attachment(s). Please click here to read the file(s) before submitting your response.*

RFQ Details | Messages (Unread 0)

Settings | Buyer Attachments (1) | My Response | User Rights

Submit Response

My Response Summary

1.	Qualification Response	Missing mandatory responses (87)		
2.	Technical Response	Missing mandatory responses (23)		
3.	Commercial Response	Mandatory fields missing (3)	Total Price (excluding optional sections)	0

⇕ View Response Index Only

▾ 1. Qualification Response (questions: 120)   Edit Response

▾ 1.1 1. READ ME FIRST - SUPPLIERS TIPS FOR COMPLETING YOUR RESPONSE - Question Section

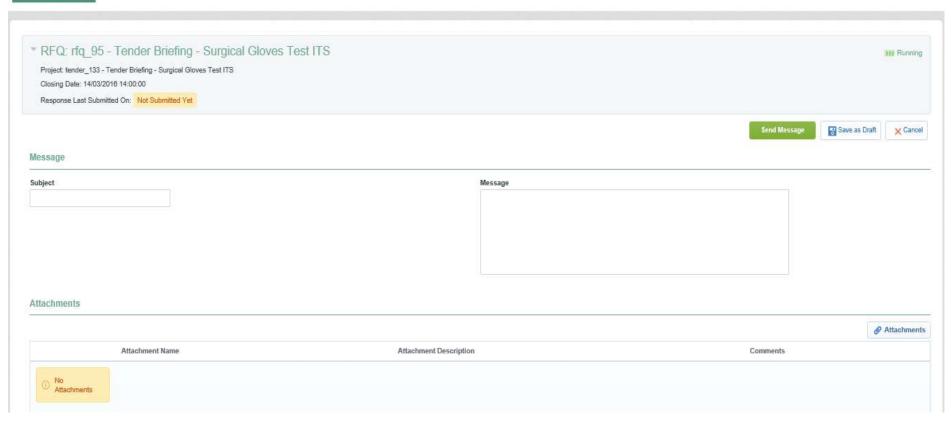|	Note	Note Details
1.1.1	Requirement Attachment	Please note that we have uploaded attachments in the technical envelope. Companies must download these documents and consider the details before they complete their response
1.1.2	Note:	USE THE ONLINE 'HELP FOR RESPONDENTS' FUNCTION – The content is designed to explain the eSourcing platform in business terms, allowing you to quickly understand the features and benefits of the software.
1.1.3	Note:	SAVE REGULARLY - For security reasons your access to the portal will 'time out' if inactive for 15 minutes if you do not click "save" within this time. Failure to do so means you risk losing your work. This is to maintain security and tender integrity and cannot be changed. NOTE: typing does not mean you are active on the portal!

If you need to send a clarification question to HPV use the secure messaging function

Once complete ensure you click 'Submit Response' -
You will be unable to submit a response if there are any
mandatory fields outstanding