

*Guide to Creating & Managing a
Supplier Profile on the BBC Supplier
registration & eTendering Portal*



Version 1.0 February 2009

1. Registering on the BBC Supplier Registration & eTendering Portal...

Supplier registration and eTendering



[View tender opportunities](#)

Contact:

eTenders helpdesk:
Phone: 0800 011 2470
Fax: 020 7060 0480
help@bravosolution.co.uk

[Call me back](#)

Save time and effort by creating a BBC Supplier registration and eTendering account.

- Create and maintain your profile.
- View future, current and past tenders.
- Respond quickly to tender opportunities.
- Manage your bids.

To check if your organisation is already a registered supplier, please [contact us](#).

Please note: If you are awarded a contract, you must be registered on our system and complete all details or we will be unable to pay you.

Register

Register / Login

username

password

Enter

[Forgotten your password?](#)

Related links

[Supplying the BBC](#)

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compliance purposes.

1.1. Please navigate to:

<https://bbc.bravosolution.com>

Click on the '**Register**' button to register on the BBC Supplier registration & eTendering Portal...

E-tenders Service User Agreement

General Terms and Conditions for Supplier access and use of the E-tenders Services conducted through the BBC. The service is provided free of charge to the Supplier.

USER AGREEMENT

1. Introduction

1.1. This User Agreement between British Broadcasting Corporation (the Buyer) and the Supplier governs the access and use of the eSourcing System (the System) by the Supplier to respond to an invitation from the Buyer to participate in a procurement exercise.

1.2. A procurement exercise may include a Pre-Qualification Questionnaire (PQQ), a Request for Information (RFI), an Invitation to Tender (ITT), an Invitation to Negotiate (ITN), a Request for Proposal (RFP), a Request for Quotation (RFQ) or an electronic Auction.

1.3. The System is provided by BravoSolution UK Ltd and operated by the Buyer. This User Agreement applies to the Supplier's and its Supplier Users' access to and use of the System.

I have read and agree to the BBC E-tenders Service User Agreement

I agree I do not agree

 [View User Agreement](#)

1.2 Please read the 'User Agreement' and confirm that you accept the 'Service user agreement' by selecting 'I agree'.

Click on continue...

1. Registering on the BBC Supplier Registration & eTendering Portal...

Registration Data

[[Save](#)] - [[Reset](#)] - [[Close Window](#)]

Organisation Details

* Organisation Name	<input type="text"/>
* Address line 1	<input type="text"/>
* City	<input type="text"/>
* County	<input type="text"/>
* Postal Code	<input type="text"/>
* Country	<input type="text" value="UNITED KINGDOM"/>
* Main Organisation Phone Number	<input type="text"/>
Organisation Fax Number (for Accounts)	<input type="text"/>
* Organisation Email Address (for Accounts)	<input type="text"/>
Web site	<input type="text"/>
* Organisation Legal Structure	<input type="text"/>
* Company Registration Number (if not registered enter 'N/A')	<input type="text"/>
* VAT Number (if not registered enter 'N/A')	<input type="text"/>

1.3. Complete the fields in the 'Organisation Details' and 'User Details' form taking care to answer the mandatory fields denoted by a red asterisk.

Once you have completed this sheet click the "Save" link at the top or bottom of the page...

User Details

Title

* Last Name

* First Name

* Phone Number

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

1. Registering on the BBC Supplier Registration & eTendering Portal...

Registration
Basic Profile Form : -1 - Basic Form - Company Details

Legend

- * = Mandatory Field
- 123 = Enter Numbers (e.g. 123,456,78)
- abc = Enter text (2000 characters max.)

1.4 The 'Legend' on the left-hand side of the page can help you complete the questionnaires.

[Save & Exit] - [Save & Continue]

Description: Commercial Information

Section Description Completion of this form and/or the BBC including your details on this database does not constitute a contract for the provision of goods or services to the BBC.
If at any time you would like your data to be removed from this database, please contact the BBC Procurement via the feedback form (<http://bbc.co.uk/supplying>)

Label	Description	
[Insurance] Employers Liability	Please indicate the amount of your Employers Liability/Workers compensation	
2 [Insurance] Product Liability	Please indicate the amount of your Product Liability Insurance cover:	
3 [Insurance] Professional Liability	Please indicate the amount of your Professional Indemnity Insurance/E	
4 [Insurance] Public Liability	Please indicate the amount of your Public/General Liability Insurance cover:	<input type="text"/>
5 * [T&C's] Terms of Trade Standard	Have you read and do you accept the BBC's Terms of Trade? (http://www.bbc.co.uk/foi/docs/finance/purchasing/TOT-purchase_or_hire_of_goods_facilities_and_services.pdf)	<input type="text"/>
6 Supplier Vendor Number	If you already have a BBC SAP vendor number, please enter it here. (E.g. 1765432)	<input type="text"/>

1.5. Complete the 'Commercial' and 'Transaction' information on this page, ensuring that all mandatory fields are answered.

Once you have completed this click 'Save and Continue' to proceed to the next stage...

Description: Transaction Information

Section Description

Label	Description	Response
1 [Banking Details] PO Transmission	The BBC encourages transmission of our Purchase Orders via email. If you are able to accept POs via this method please enter the appropriate email address here.	<input type="text"/> n= 2000 Characters available
2 * [Banking Details] Visa P Card	Are you able to accept payment via a Visa purchasing card?	<input type="text"/>
3 [Banking Details] VAT level	If yes please indicate your data level.	<input type="text"/>

1. Registering on the BBC Supplier Registration & eTendering Portal...

Registration Categories

Legend

- = Expand
- = Collapse
- = Bottom Level

Search

Search Type:

Category Code:

Category Description:

[Search]

[Select] - [Cancel]

1.6. You can search for a specific category by using the 'Search' facility by entering the category code and/ or description and clicking 'Search'...

- [Expand All] - [Collapse All]
- 0 - Root
 - 100000 - Transport & Travel
 - 110000 - Delivery Services
 - 120000 - Office Supplies & Equipment
 - 130000 - Technology & Broadcast Equipment
 - 140000 - Production Resources
 - 150000 - Workplace Facilities
 - 160000 - Knowledge & Reference
 - 170000 - Marketing Services
 - 180000 - People & Resources
 - 190000 - Catering & Hospitality
 - 200000 - Corporate Services
 - 210000 - New Media & Content
 - 220000 - Broadcast Markets

[Expand All] - [Collapse All]

[Select] - [Cancel]

1. Registering on the BBC Supplier Registration & eTendering Portal...

Registration Categories

Legend

-  = Expand
-  = Collapse
-  = Bottom Level

Search

Search Type:

Category Code:

Category Description:

[Search]

[Select] - [Cancel]

[Expand All] - [Collapse All]

- 0 - Root
 - 100000 - Transport & Travel
 - 101000 - Fleet vehicles
 - 101100 - Flights
 - 101200 - Hotels
 - 101300 - Minicabs
 - 101400 - Rail
 - 101500 - Self-drive
 - 101600 - Helicopter and Air Charter
 - 101700 - Coaches
 - 110000 - Delivery Services
 - 120000 - Office Supplies & Equipment
 - 130000 - Technology & Broadcast Equipment
 - 140000 - Production Resources
 - 150000 - Workplace Facilities
 - 160000 - Knowledge & Reference
 - 170000 - Marketing Services
 - 180000 - People & Resources
 - 190000 - Catering & Hospitality
 - 200000 - Corporate Services
 - 210000 - New Media & Content
 - 220000 - Broadcast Markets

1.7. Or you can browse the categories by clicking on the plus (+) sign next to each category and selecting the relevant sub category.

Click the 'Select' link to save your selection...

[Expand All] - [Collapse All]

[Select] - [Cancel]

1. Registering on the BBC Supplier Registration & eTendering Portal...

1.8. You have now completed your registration .

Please click 'Close Window'.

[[Close Window](#)]

Registration Confirmation



Thank you for completing your registration. For security reasons you have now been logged-out of the site. An email containing your username and password has been sent to confirm your registration. Upon receipt of this email you may log-in to the site. If you do not receive an email, please contact the Helpdesk using the contact details shown on the homepage.



Dans quelques instants vous recevrez un email de confirmation de votre demande d'inscription. Une fois votre inscription validée, vous recevrez par email votre mot de passe pour accéder à nos services.



Thank you for completing your registration. For security reasons you have now been logged-out of the site. An email containing your username and password has been sent to confirm your registration. Upon receipt of this email you may log-in to the site. If you do not receive an email, please contact the Helpdesk using the contact details shown on the homepage.



Riceverai entro pochi minuti, via mail all'indirizzo indicato nella sezione "Referente aziendale", la password per accedere ai servizi riservati agli utenti registrati.



Dentro de poucos minutos recibirá, no endereço e-mail que foi indicado na secção "Referente da empresa", a password para acessar os serviços reservados aos utilizadores registados.



En unos minutos recibirá un e-mail, en la dirección indicada en la sección "Datos personales", que contendrá la contraseña para acceder a los servicios reservados a los Usuarios registrados.



In wenigen Minuten erhalten Sie eine E-Mail an die im Feld "Ansprechpartner der Firma" angegebene Adresse mit dem Passwort für den Zugang zu den für registrierte Benüt.



Bir kaç dakika içinde, e-mail yolu ile "Şirket Referans Kişi" bölümünde belirtilen adrese, kayıtlı kullanıcılara özel servisleri erişmek için şifre gönderilecektir.

[[Close Window](#)]

2. Managing Your Supplier Profile...

Supplier registration and eTendering



[View tender opportunities](#)

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Fax: 020 7060 0480
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[Call me back](#)

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- Manage your bids.

To check if your organisation is already a registered supplier, please [contact us](#).

Please note: If you are awarded a contract, you must be registered on our system and complete all details or we will be unable to pay you.

[Register](#)

Register / Login

username

password

Enter

[Forgotten your password?](#)

Related links

[Supplying the BBC](#)

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2.1. Please navigate to:

<https://bbc.bravosolution.com>

Enter your username and password and click 'Enter'. Passwords will be automatically sent to your email address once you have registered.

Note: if you have forgotten your password, please click on 'Forgotten password?'

2. Managing Your Supplier Profile...

Please specify a new password and click "Submit" in order to proceed.

For security reasons you are required to change your Password.

Your new password must be at least 8 characters long.

Please enter a new Password in the fields below and click "Submit" to continue.

New Password (min 8 characters)	<input type="text"/>
Confirm Password	<input type="text"/>

[Cancel] - [Submit]

2.2. You will be required to change your password the first time you log in.

Please enter a memorable password (minimum of 8 characters) and click 'Submit'...

2. Managing Your Supplier Profile...

Supplier registration and eTendering BBC

Logout



This service provides a secure and efficient way for you to engage in Tender "Projects" with our Buyers.

Pre-Qualification Questionnaires (PQQs) for new EU procurements are available in "PQQs Open to All Suppliers". Once you have expressed interest in a PQQ it will move to "My PQQs", where you can download documentation and submit your response.

Buyers can also issue invitations to tender (ITTs). You can view and respond to these in "My ITTs". You can also view and respond to "ITTs open to all suppliers".

[View tender opportunities](#)

Contact:

eTenders helpdesk:
Phone: 0800 011 2470
Fax: 020 7060 0480
help@bravosolution.co.uk

[Call me back](#)

Related links

2.3. To create and manage your Profile please click on 'Supplier profile'...

Note:
Should you wish to edit your registration data, click on 'Registration data'.
Should you wish to edit your category information, click on 'Categories'.

Getting started

- ▶ Managing your details
- ▶ The tender process
- ▶ Terms and conditions

Supplier registration

- ▶ Supplier profile
- ▶ Registration data
- ▶ Categories
- ▶ User management

eTendering

- ▶ My Projects
- ▶ My PQQs
- ▶ My ITTs
- ▶ My Auctions

Note:

- 'Managing you details' provides information on how to manage your profile, categories and any additional users.
- 'The tender process' provides information on how to respond to tenders on the BBC Supplier registration and eTendering Portal.
- 'Terms and conditions' contain documents that relate to the registration and operation of Supplier registration and eTendering accounts.

2. Managing Your Supplier Profile...

Questions & Organisation Status

2.4. You can edit your registration data by clicking on 'Registration Data' ...

- Actions
- [[Print your Supplier Profile](#)]

Questions & Organisation Status		?
Basic Profile Questions		
Extended Profile Questions		
Classification Questions		
Overall Status		

2. Managing Your Supplier Profile...

Registration Data

- Actions
- Print your Supplier Profile

[Edit]

Organisation Details ?

Organisation Name	A1 User
Address line 1	1 Solution
City	London
County	ABERDEEN CITY
Postal Code	00
Country	UNITED KINGDOM
Main Organisation Phone Number	00
Organisation Fax Number (for Accounts)	
Organisation Email Address (for Accounts)	e.chandler@bravosolution.com
Web site	
Organisation Legal Structure	Public Limited Company
Company Registration Number (if not registered enter 'N/A')	00
VAT Number (if not registered enter 'N/A')	00

2.5. Please click on 'Edit' to change any information in this page...

User Details ?

Title	Mr.
Last Name	A1
First Name	A1
Phone Number	00

2. Managing Your Supplier Profile...

Modify Password

2.6. You can modify your password by entering the old one and then the new one...

[\[Confirm \]](#) - [\[Reset \]](#)

Modify password



* Old password

* New Password

* Confirm New Password

[\[Confirm \]](#) - [\[Reset \]](#)

[^ Top](#)

2. Managing Your Supplier Profile Basic Profile...



[Main Page](#) | [Logout](#) | [Accessibility and Legend](#)

Welcome: A1 A1 | Time Zone: GMT

Profile | [User Management](#) | [Categories](#)

[Status Summary](#) | [Registration Data](#) | [Modify Password](#) | **>> Basic Profile** | [Extended Profile](#) | [Questions](#)

Basic Profile Details: Company Details

Actions
[Print your Supplier Profile](#)

[[Edit](#)]

Page 1 of 1



Section: Commercial Information - Insurance ?

Section Description Completion of this form and/or the BBC including your details on this database does not constitute a contract for the provision of goods or services to the BBC.

If at any time you would like your data to be removed from this database, please contact BBC Procurement via the feedback form (<http://www.bbc.co.uk/supplying>) and select Contact Us.

Title	Description	Response
1 [Insurance] Employers Liability	Please indicate the amount of your Employers Liability/Workers compensation Insurance cover:	
2 [Insurance] Product Liability	Please indicate the amount of your Product Liability Insurance cover:	
3 [Insurance] Professional Liability	Please indicate the amount of your Professional Indemnity Insurance/Errors or Omissions cover:	
4 [Insurance] Public Liability	Please indicate the amount of your Public/General Liability Insurance cover:	

Section: Bank Details ?

Section Description *PLEASE ENSURE YOU HAVE READ AND UNDERSTOOD THIS SECTION AS IT WILL AFFECT HOW THE BBC PAYS YOU*

If you are registering an interest in supplying the BBC then you do not need to complete this section.

2.7. The 'Basic Profile' page (shown here) contains the insurance and bank details questions that should be reviewed and completed.

Please fill out all the mandatory fields (marked by a red asterisk (*)).

2. Managing Your Supplier Profile Extended Profile...

Supplier registration and eTendering



2.8. The first page (shown here) contains the 'Extended profile questions', that should be reviewed and completed where applicable.

Please click on 'Edit' to enter your information in this page...

Main Page | [Logout](#) | [Accessibility and Legend](#)

Welcome: **A1 A1** | Time Zone: GMT

[Profile](#) | [User Management](#) | [Categories](#)

[Status Summary](#) | [Registration Data](#) | [Modify Password](#) | [Basic Profile](#) | [>> Extended Profile](#)

Extended Profile Details: E Invoicing

Actions

[Print your Supplier Profile](#)

[\[Edit \]](#)

Page 1 of 5

[1](#) | [2](#) | [3](#) | [4](#) | [5](#) | [>](#) | [>>](#)

Section: E Invoicing ?

Section Description The BBC has joined the OB10 Invoice Delivery Network encouraging its preferred suppliers (with high invoice volumes) to send their invoices electronically via the OB10 network. The BBC has also implemented Supplier Self Service which enables small invoice volume suppliers to input their invoices electronically via the web.

Title	Description	Response
1 [E Invoicing] - OB11	Do you currently provide electronic invoices via the OB10 electronic invoice network?	
2 [E Invoicing] - SSS	If you cannot invoice via the OB10, given the two options available, would you be prepared to invoice the BBC electronically?	
3 [E Invoicing] - Email Orders	Can you currently receive orders via Email?	
4 [E Invoicing] - XML Orders	Can you receive orders by XML?	
5 [E Invoicing] - Catalogues	Can you currently provide electronic catalogues in xml format?	
6 [E Invoicing] - Catalogues Csv	Can you currently provide electronic catalogues in Csv format?	
7 [E Invoicing] - Catalogues Excel	Can you currently provide electronic catalogues in Excel format?	
8 [E Invoicing] - Catalogues .txt	Can you currently provide electronic catalogues in .txt format?	
9 [E Invoicing] - Other	Please state, if applicable, any other means/formats your organisation can provide electronic catalogues:	
10 [E Invoicing] - 'Punch out'	Have you had experience with 'punch-out' or round trip catalogue solutions using Open Catalogue Interface (OCI) technology?	
11 [E Invoicing] - 'Punch out' details	If you have experience of 'punch out', please provide some examples where you have carried this out:	

Page 1 of 5

[1](#) | [2](#) | [3](#) | [4](#) | [5](#) | [>](#) | [>>](#)

[\[Edit \]](#)

2.9. Click here to print your supplier profile at any time...

[^ Top](#)

2. Managing Your Supplier Profile Extended Profile...

Extended Profile Details: Staff

2.11. Once you have completed the relevant fields ensure that you click 'Save' at the top/ bottom of the page.

Click on the next page number or on the arrow (>) to fill in the next questionnaire (if applicable)...

Actions

[Edit]

Page 2 of 5

<< < 1 | 2 | 3 | 4 | 5 > >>

[Print your Supplier Profile]

Section: Staff



Section Description

	Title	Description	Response
1	[Staff] numbers	Please provide the number of staff and full time equivalent staff employed within your organisation:	
2	[Staff] Provision Involvement	Please provide the number of staff in your organisation that would be directly involved in the provision of the services required by the BBC:	
3	[Staff] Sub-contractors	Please indicate to what extent you intend to use sub-contractors for the BBC requirements:	

Page 2 of 5

<< < 1 | 2 | 3 | 4 | 5 > >>

[Edit]

2.10. Complete the rest of the questionnaires. Please read all the notes for each questionnaire and question.

Regularly click "Save" as you progress through the questionnaire to ensure that your changes are not lost if your connection fails. Suppliers will be automatically logged-out after 30 minutes inactivity.

3. Status Summary...

Extended Profile Details: Finance

3.1. Click on 'Status Summary' to check whether you have answered all the questions...

[Edit]

<< < 1 | 2 | 3 | 4 | 5 > >>

- Actions
- Print your Supplier Profile

Section: Turnover

Section Description (NB: Organisations that are less than 3 years old should select the lowest option in each of the following sections where applicable.)
Please select the annual turnover of your organisation in GREAT BRITISH POUNDS (GBP) over the last 3 years

Title	Description	Response
1 [Finance] Turnover Last Year	Please confirm your turnover in Great British Pound (GBP) for last year:	
2 [Finance] Turnover 2nd Year	Please confirm your turnover in Great British Pound (GBP) for the 2nd year:	
3 [Finance] Turnover 3rd Year	Please confirm your turnover in Great British Pound (GBP) for the 3rd year:	

Section: Gross Profit Ratio

Section Description Please calculate your Gross Profit Ratio (%) for the last 3 years (Gross Profit/Sales*100)

Title	Description	Response
1 [Finance] GPR Last Year	Please confirm your Gross Profit Ratio (%) for last year (Gross Profit/Sales*100)	
2 [Finance] GPR 2nd Year	Please confirm your Gross Profit Ratio (%) for the 2nd year (Gross Profit/Sales*100)	
3 [Finance] GPR 3rd Year	Please confirm your Gross Profit Ratio (%) for the 3rd year (Gross Profit/Sales*100)	

Section: Operating Profit Ratio

Section Description Please calculate your Operating Profit Ratio (%) for the last 3 years (Profit before interest and tax/turnover*100)

Title	Description	Response
1 [Finance] OPR Last Year	Please confirm your Operating Profit Ratio (%) for last year (Profit before interest and tax/turnover*100)	

3. Status Summary...

Questions & Organisation Status

- Actions
- Print your Supplier Profile

Questions & Organisation Status		?
Basic Profile Questions		
Extended Profile Questions		
Classification Questions		
Overall Status		

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3.2. This will show whether you have completed all questions. If all questions have been answered, the icon on the right will have a green tick...

4. Editing Categories...

Registration Data

3.3. You can edit your categories of supply by clicking on 'Categories'...

Actions

[Print your Supplier Profile](#)

Organisation Details

Organisation Name	A1 User
Address line 1	1 Solution
City	London
County	ABERDEEN CITY
Postal Code	00
Country	UNITED KINGDOM
Main Organisation Phone Number	00
Organisation Fax Number (for Accounts)	
Organisation Email Address (for Accounts)	e.chandler@bravosolution.com
Web site	
Organisation Legal Structure	Public Limited Company
Company Registration Number (if not registered enter 'N/A')	00
VAT Number (if not registered enter 'N/A')	00

User Details

Title	Mr.
Last Name	A1
First Name	A1
Phone Number	00
Mobile Phone Number (please enter "+" "country	

No Categories found.

3.4. To add more categories to your profile click 'Add Category'...

[Home Page](#) | [Logout](#) | [Accessibility and Legend](#)

Welcome: **A1 A1** | Time Zone: GMT

English

Organisation Profile

[Profile](#) | [User Management](#) | [Categories](#)

Current Categories

Selected Category

Search

Search Type:

Category Code:

Category Description:

[Search]

[Select] - [Cancel]

[Expand All] - [Collapse All]

0 - Root

- + 100000 - Transport & Travel
- + 110000 - Delivery Services
- + 120000 - Office Supplies & Equipment
- + 130000 - Technology & Broadcast Equipment
- + 140000 - Production Resources
- + 150000 - Workplace Facilities
- + 160000 - Knowledge & Reference
- + 170000 - Marketing Services
- + 180000 - People & Resources
- + 190000 - Catering & Hospitality
- + 200000 - Corporate Services
- + 210000 - New Media & Content
- + 220000 - Broadcast Markets

[Expand All] - [Collapse All]

[Select] - [Cancel]

3.5. You can search for a specific category by using the 'Search' facility by entering the category code and/or description and clicking 'Search'...

4. Editing Categories...

Add Category

Search

Search Type:

Category Code:

Category Description:

[Search]
[Select] - [Cancel]
[Expand All] - [Collapse All]

0 - Root

- 100000 - Transport & Travel
 - + 101000 - Fleet vehicles
 - + 101100 - Flights
 - + 101200 - Hotels
 - + 101300 - Minicabs
 - + 101400 - Rail
 - + 101500 - Self-drive
 - + 101600 - Helicopter and Air Charter
 - + 101700 - Coaches
- + 110000 - Delivery Services
- + 120000 - Office Supplies & Equipment
- + 130000 - Technology & Broadcast Equipment
- + 140000 - Production Resources
- + 150000 - Workplace Facilities
- + 160000 - Knowledge & Reference
- + 170000 - Marketing Services
- + 180000 - People & Resources
- + 190000 - Catering & Hospitality
- + 200000 - Corporate Services

3.6. Or you can select the categories by clicking on the plus (+) sign next to each category and ticking the box(es) next to the relevant sub category.
Click 'Select' to save your selection...

4. Editing Categories...

Categories

Categories					
[Add Category]					
Search / Filter Export List to Excel					
	Category Code	Title	Last Modification Date	QR State	Status
1	101010	Fleet Vehicle Maintenance	26/02/2009 10:01:06	Qr status not present	
2	101011	Fleet Vehicles	26/02/2009 10:01:06	Qr status not present	

Total Classifications: 2 Page 1 of 1

3.7. The new category(s) that you have selected has now been added to your list.

For enquiries about payment, or to change your Organisation Legal & Trading Names, please contact the BBC Supplier Registration team.
If at any time you would like your data to be removed from this database, please contact BBC Procurement via the feedback form (<http://www.bbc.co.uk/supplying>) and select Contact Us.

For technical assistance using the Supplier registration & eTendering Portal, please contact the eTendering helpdesk on:

Telephone: 0800 011 2470

Email: help@bravosolution.co.uk

Fax: 0207 060 0480