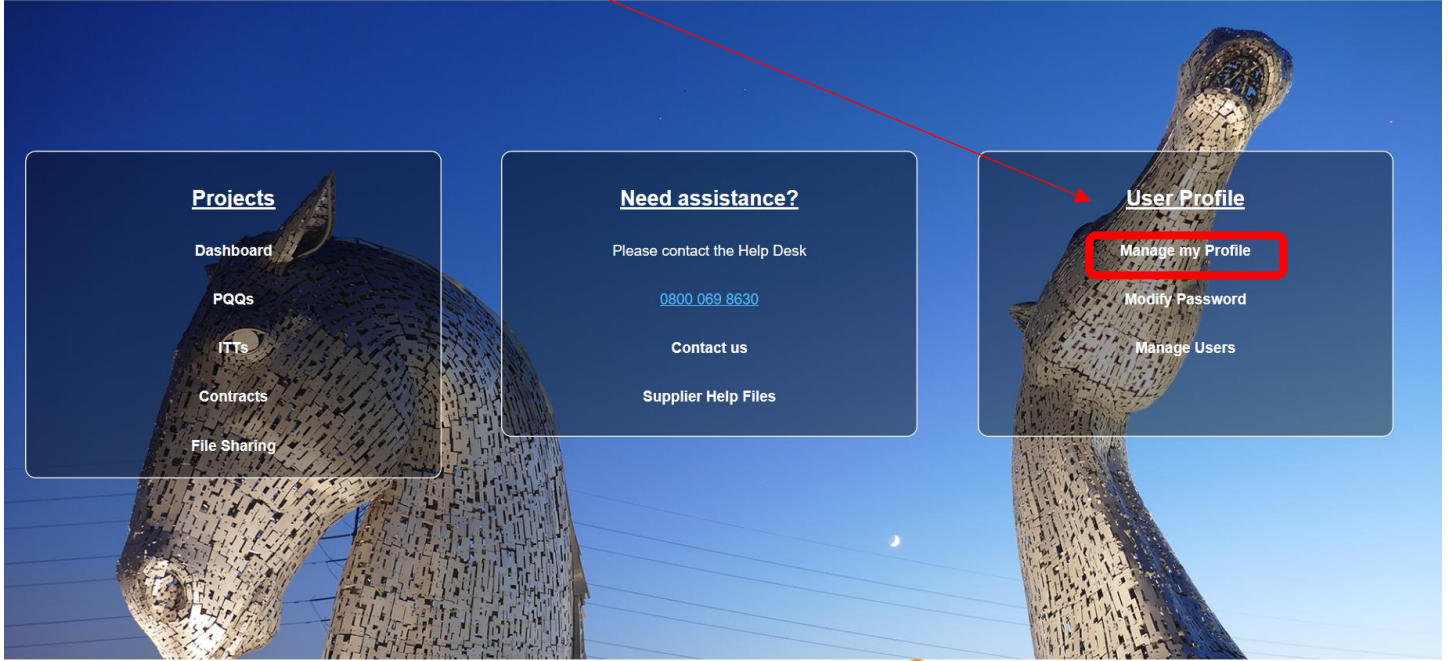


Pairing Your PCS & PCS-Tender Accounts – Supplier Guide

This document covers how Suppliers can access their PCS-Tender account via PCS through Single Sign On. Once your accounts have been paired you will be able to access your PCS-Tender account directly from PCS instead of having to log in and out of the two systems.

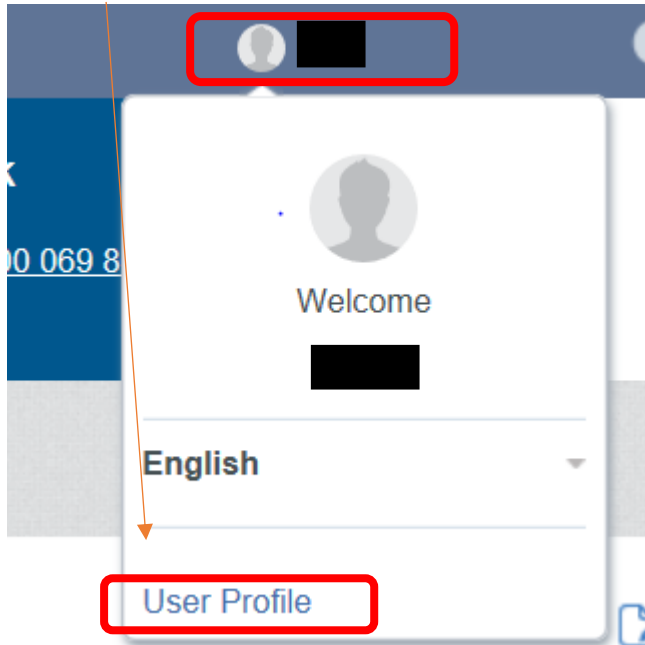
Once logged into your account you will need to navigate to your profile area by clicking on the link entitled **Manage My Profile** under the User Profile link.



The screenshot displays the PCS-Tender user interface. At the top left is the PCS-Tender logo, and at the top right is the text "Exit PCS-Tender". The main content area features three panels: "Projects" (with sub-links: Dashboard, PQQs, ITTs, Contracts, File Sharing), "Need assistance?" (with sub-links: Please contact the Help Desk, 0800 069 8630, Contact us, Supplier Help Files), and "User Profile" (with sub-links: Manage my Profile, Modify Password, Manage Users). A red box highlights the "Manage my Profile" link, and a red arrow points from the text in the preceding paragraph to this link. The background of the interface shows a large sculpture of a horse's head and neck, constructed from many small, dark rectangular pieces.

At the bottom of the page, there is a row of logos: Scottish Government (Riaghaltas na h-Alba gov.scot), SCOTLAND EXCEL, PLC, NHS National Services Scotland, Supplier Development Programme (Helping You Bid Better), and Procurement Journey.

From the landing screen click your (1) **user name** in the top right of any screen to access the link to your (2) **user profile**.



Click **Edit** to amend your profile information. This allows you to edit the content of your profile such as Address and User Details.

User: Training Supplier 001

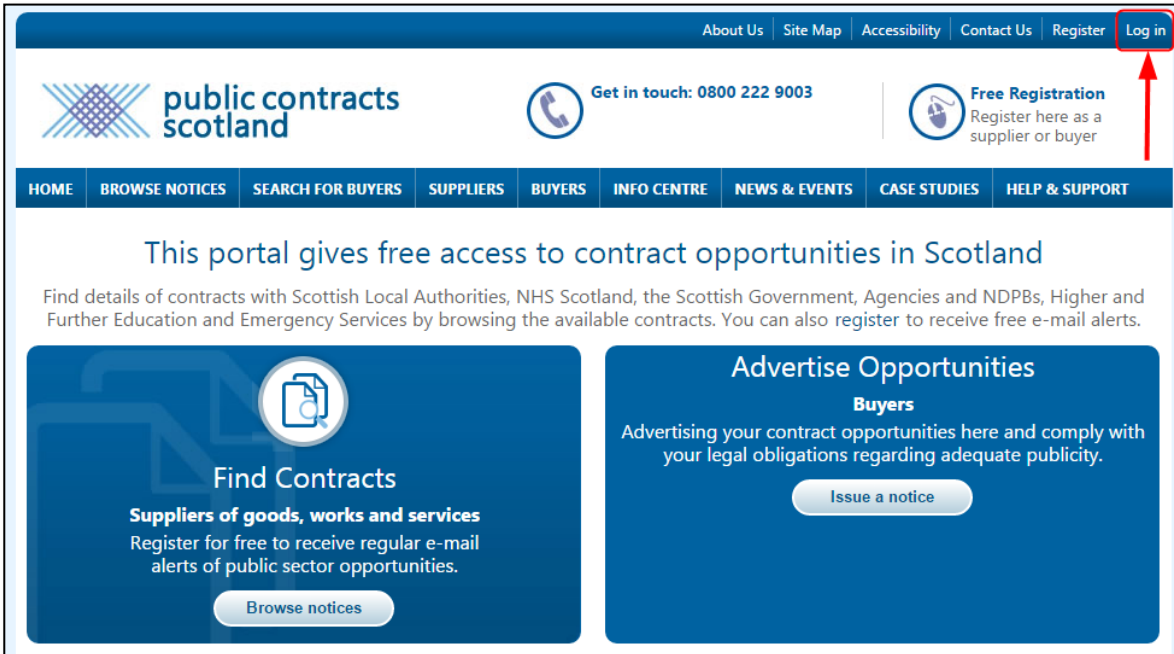
User Details [Edit](#)

Title	Ms.
First Name	Training
Last Name	Supplier 001
Phone Number	1
Mobile Number (please enter "+" "country code" and "your mobile phone number" with no spaces)	
Fax Number	
Email Address IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ";" (semicolon) to separate multiple addresses.	
Role within Organisation	Owner

When pairing your accounts, your system username must be at least 20 characters long and contain at least one number and one special character. It is recommended that you include letters and numbers for security reasons. Make sure that you make a note of your new username and have saved the change.

* Username (please do not forget your username)	<input type="text" value="trainingsupplier1234"/>
* User Verification Question Please specify a question that will help verify your identity should the need arise (e.g. Your mother's maiden name?)	<input type="text"/>
* Answer to Your User Verification Question (The helpdesk may request this information in order to verify your identity).	<input type="text"/>
Use High Contrast Stylesheet (for visually impaired users)	No ▾

You will then need to navigate to the PCS homepage and click the **Log In** link provided at the top right hand side of the page. You will then be required to enter your email address and PCS password to login.



public contracts scotland

Get in touch: 0800 222 9003

Free Registration
Register here as a supplier or buyer

HOME BROWSE NOTICES SEARCH FOR BUYERS SUPPLIERS BUYERS INFO CENTRE NEWS & EVENTS CASE STUDIES HELP & SUPPORT

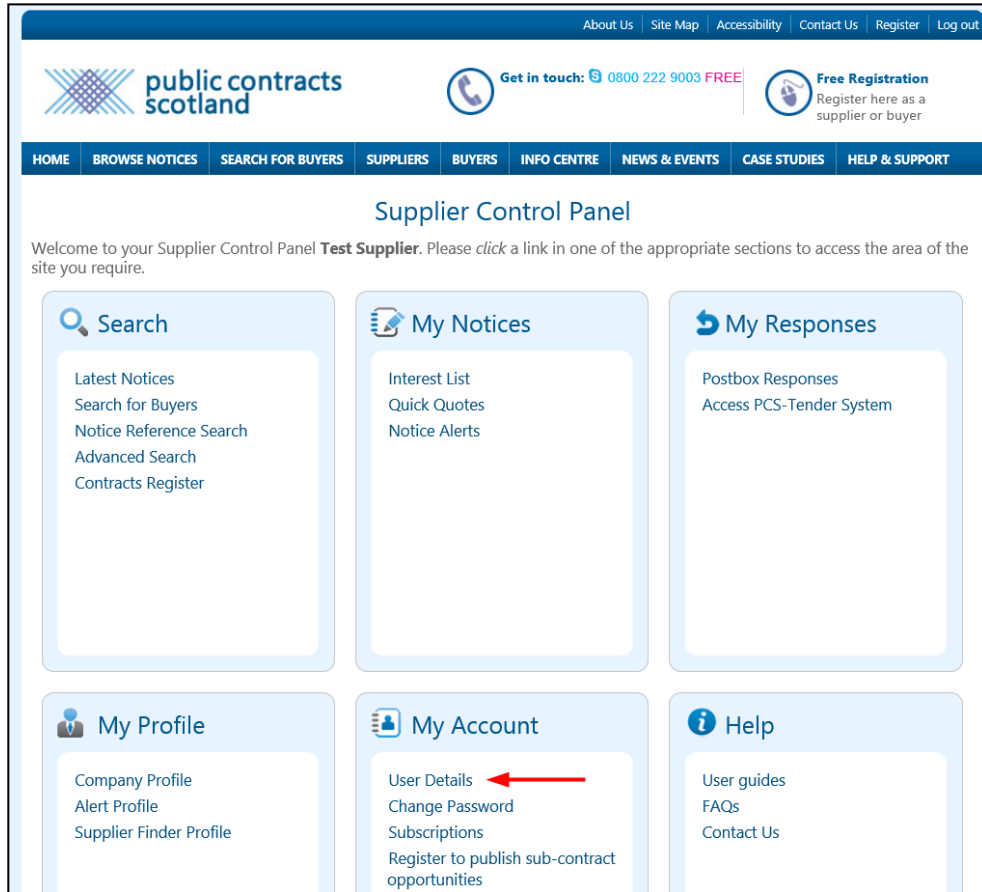
This portal gives free access to contract opportunities in Scotland

Find details of contracts with Scottish Local Authorities, NHS Scotland, the Scottish Government, Agencies and NDPBs, Higher and Further Education and Emergency Services by browsing the available contracts. You can also register to receive free e-mail alerts.

Find Contracts
Suppliers of goods, works and services
Register for free to receive regular e-mail alerts of public sector opportunities.
Browse notices

Advertise Opportunities
Buyers
Advertising your contract opportunities here and comply with your legal obligations regarding adequate publicity.
Issue a notice

Access the Supplier Control Panel and click on the **User Details** link within the **My Account** column to amend your details.



On the Change User Details page navigate to the **PCS-Tender System Username** and enter your PCS-Tender Username. Click **Save** to commit the changes to your profile.

PCS-Tender System

If you are registered with PCS-Tender System and wish to pair your accounts please enter your Username here. In order to pair accounts your PCS-Tender System Username should be 20 characters long and contain at least one number and one special character.

Your PCS-Tender System Username can be only updated 3 times within 24 hours for security reasons.

PCS-Tender System Username:

You can now access your PCS-Tender account directly from PCS. To do so click on the **Access PCS-Tender** link within the **My Responses** column of the Supplier Control Panel. If you have paired your account successfully you will land within your account on PCS-Tender. You will now only ever need to log into PCS and use this link in order to access PCS-Tender.

If you would like any further information on Single Sign On between PCS and PCS-Tender please contact help@bravosolution.co.uk.