

What is sid4health?

sid4health is the sole official NHS supplier information database holding supplier pre-qualification information. The service is shared among all purchasing organisations in the NHS and is free of charge to all suppliers and NHS users.

sid4health is a web-based centralised platform implemented by the NHS Purchasing and Supply Agency as part of the NHS Procurement eEnablement Programme. Its aim is to significantly reduce processing costs and facilitate procurement processes, by allowing the management and transfer of supplier profile data to NHS eProcurement systems, such as the BravoSolution eSourcing and eTendering service as adopted by many NHS organisations.

What is the BravoSolution sid4health updater?

The BravoSolution sid4health updater allows supplier organisations to import their existing sid4health profile information into the BravoSolution NHS eSourcing service without having to re-key any of their responses.

This process populates your organisation profile questions on the BravoSolution NHS eSourcing service. These questions may then be used in specific responses to procurement activities such as PQQ's, ITT's, and Contracts.

NOTE: There are often additional non—sid4health questions that should be created from new within the specific response to procurement activities.

Questions that contain an attachment will not import so will need to be manually uploaded.

How does the BravoSolution sid4health updater work?

When a supplier initiates the BravoSolution sid4health updater, the account is authenticated and completed profile information from sid4health is transferred to the BravoSolution NHS eSourcing service.

Once transferred to the BravoSolution NHS eSourcing service the information may be edited within the profile area or within any specific procurement activity. Any procurement specific requirements must still be followed as instructed by the NHS Contracting Authority – the use of the BravoSolution sid4health updater does not express interest or publish any responses to specific procurement activity.

Detailed screenshots showing the step by step process are provided on the following pages.

NOTE: This information transfer is one-way only ie: sid4health to the BravoSolution NHS eSourcing service.

How do I get a sid4health profile?

Registration can be completed via sid4health at <http://www.sid4health.nhs.uk>. Follow guidance on how to 'Register Organisation' displayed on the left menu.

What do I do if I have forgotten my sid4health profile?

Navigate to <http://www.sid4health.nhs.uk> and follow the guidance on how to 'Register Organisation' which is displayed on the left menu within <http://www.sid4health.nhs.uk> or choose to "Reset Password"

What do I do if I do not know my organisations sid4health profile?

Navigate to <http://www.sid4health.nhs.uk> and follow the guidance on how to 'Register Organisation' which is displayed on the left menu.

How do I obtain a D & B D-U-N-S Number?

Navigate to sid4health at <http://www.sid4health.nhs.uk>. Follow the guidance on how to 'Register Organisation' displayed on the left menu.

On the displayed registration screen, select the "Supplier" organisation type. A search form is displayed - provide the required organisation details and search for your organisation in D&B.

If you are unable to identify your organisation from the D&B database search results, you will need to obtain a D&B D-U-N-S® number from D&B. Select the link at the bottom of the sid4health registration page to take you to the D&B portal to register.

What do I do if I do not know my D&B D-U-N-S Number?

Navigate to sid4health at <http://www.sid4health.nhs.uk>. Follow the guidance on how to 'Register Organisation' displayed on the left menu.

On the displayed registration screen, select the "Supplier" organisation type. A search form will be displayed - provide the required organisation details and search for your organisation in D&B.

Can I update my profile information in the BravoSolution eSourcing service?

Yes - one of the benefits of the BravoSolution sid4health updater is that you can update your organisation profile within the BravoSolution eSourcing service. This can be done via your Organisation Profile or as a specific response to a procurement activity.

This approach allows you to import the majority of your profile information from sid4health (avoiding the need to re-key each response), whilst still allowing you the freedom to amend the profile information or answer specific procurement questions locally.

NOTE: This information transfer is one-way only ie: sid4health to BravoSolution NHS eSourcing service. Updating the profile information in the BravoSolution eSourcing service will not update your sid4health profile within the sid4health site.

What happens if my sid4health profile is updated within sid4health whilst I am working on a procurement submission within the BravoSolution eSourcing service?

Your organisation profile within the BravoSolution eSourcing service will only update new sid4health information when you initiate the BravoSolution sid4health updater by clicking on the link.

Any responses that have been started or created to specific procurement activities (PQQ's, ITT's, Contracts etc.) will not be updated with the new sid4health information.

If you wish to update or overwrite any response content to specific procurement activities, you must first delete your existing response to the specific procurement activity. You can then import the latest sid4health profile and recreate your PQQ or ITT response. This will then populate the response with the most recently updated information.

NOTE: This will remove any other response content to specific procurement activities.

How do I report an error with the BravoSolution sid4health importer?

Should you have any technical issues with the BravoSolution sid4health updater, please send an e-mail to the BravoSolution helpdesk at help@bravosolution.co.uk. Please ensure sid4health is clearly stated in the subject.

Please note this helpdesk is for BravoSolution eSourcing service related issues and is not a sid4health specific helpdesk. The sid4health helpdesk can be contacted through the help tab at <http://www.sid4health.nhs.uk> or by e-mail at helpsid4health@eurodyn.com.

Step-by-Step Activation Guide

NHS
South East Coast Collaborative

Log Out

User Profile

Manage Your Profile

Modify password

Manage Users

Sid4Health Import Guide

I have read and understood the Sid4Health import guide and would like to proceed to register my profile.

Thank you for registering for the eTendering Service.

This service provides you the ability to engage in procurement opportunities.

Pre-qualification requirements for procurements are **to All Suppliers**.

Once logged in to your portal (at <http://secph.bravosolution.co.uk>) click 'Manage Your Profile'. While viewing your Registration Data click 'Edit'.

NHS
South East Coast Collaborative Procurement Hub

Home Page | Logout | Accessibility and Legend | Welcome: Localelli Alessandro | Time Zone: GMT + 1:00

Profile | User Management | Categories

Status Summary | Registration Data | Modify Password | Questions

Registration Data

Actions [Edit]

[Print your Supplier Profile]

Organisation Details	
Organisation Name	
Address line 1	
City	
County	
Postal Code	
Country	
Main Organisation Phone Number	
Organisation Fax Number	
Organisation Email Address	
Web site	
Organisation Legal Structure	Public Limited Company in UK or Inc. in USA
Company Registration Number (if not registered enter 'N/A')	
VAT Number (if not registered enter 'N/A')	
Company D-U-N-S Number	
Company SID4Health Profile ID	

[Save] - [Cancel]

Organisation Details

Organisation Name	
* Address line 1	
* City	
* County	
* Postal Code	
* Country	
* Main Organisation Phone Number	
Organisation Fax Number	
* Organisation Email Address	
Web site	
Organisation Legal Structure	Public Limited Company in UK or Inc. in USA
* Company Registration Number (if not registered enter 'N/A')	
* VAT Number (if not registered enter 'N/A')	
Company D-U-N-S Number	
Company SID4Health Profile ID	

If you are the main user on your account there will be two additional fields now listed in your Registration Data. If you are not the main user you will not be able to perform this task.

The new fields are: 'Company D-U-N-S Number' and 'Company SID4Health Profile ID'.

Please complete these fields, ensuring no spaces, letters or symbols appear.

The required information is obtainable from your current published sid4health profile as shown below.

Log in to sid4health (at <http://www.sid4health.nhs.uk>) and click on "Organisation Details".

From there you can obtain your company D-U-N-S Number.

Profiles

- Profile management
- Profile statistics

Request to participate

- View all request to participate lists

Management

- Organisation details

Organisation Details

Organisation Details	
Organisation name	1ST CHOICE SUNS
D-U-N-S®	733407774
Address	The Retreat Belle Vue Road 1
Town	PLYMOUTH
Country	ENG

Profile Management (suppliers must have a published profile)

Displaying all 3 matches.

ID	Name	Description	Status	Created on
12345	sid006664			07/04/2009
54321	Testing non-verified profile			05/03/2010
22331	Testing Profile			05/03/2010

Next click on the 'Profile Management' link.

Select the profile that you wish to import, and note down its 'ID' number.

Please note a profile in draft stage can not be imported. Draft profiles have an orange question mark in their status.

Return to the BravoSolution Portal and enter your 'Company D-U-N-S Number' and 'Company SID4Health Profile ID' using the details you noted down earlier.

Save the changes you have made and return to the main page.

Organisation Details

Organisation Name: s4h test seller

* Address line 1:

* City:

* County:

* Postal Code:

* Country:

* Main Organisation Phone Number:

Organisation Fax Number:

* Organisation Email Address:

Web site:

Organisation Legal Structure:

* Company Registration Number (if not registered enter 'N/A'):

* VAT Number (if not registered enter 'N/A'):

Company D-U-N-S Number: 123456789

SID4Health Profile ID: 54321

NHS South East Coast Collaborative Procurement Hub

Log Out

User Profile

- Manage Your Profile
- Modify password
- Manage Users
- Sid4Health Import Guide
- I have read and understood the Sid4Health import guide and would like to update my profile

Thank you for registering on NHS South East Coast eTendering Service.

This service provides a secure and efficient means for you to engage in **Tender "Projects"** with our B

Pre-Qualification Questionnaires for new EU procurements are available by clicking on "PQQ" to

Windows Internet Explorer

Warning, this update will override your current stored information with your latest listed sid4health profile.

To proceed, please click OK.

To cancel press Cancel.

OK Cancel

Once you are ready to import, click on the 'Update' button.

A pop-up will appear, click 'OK' if you are ready to proceed. You will then see a box advising you the import is in progress. Depending on your profile size, this may take up to 60 seconds. Do not close the window while this is occurring.

Once the import is complete, a message will appear advising you of the result. If you receive an error, please follow the listed instructions to correct your D-U-N-S or SID Profile ID number.

...Import in progress, please do not close this window ...

S4Health

Import completed successfully

Close

NOTE: IMPORTANT INFORMATION

Each supplier organization **MUST** follow the buyer instructions regarding participation in any specific procurement activities, such as PQQs / ITTs et/c. Using the sid4health updater will **NOT** create a response or publish a response to the buyer for any specific procurement activity such as PQQs / ITTs, these actions must also be performed by the supplier organization.

It is the responsibility of each supplier organization to check the accuracy and suitability of each question responses relevant to any PQQ / ITT prior to submission within the BravoSolution eSourcing service.

Due to the requirement for data and information standardization across various systems, there are a number of areas supplier organizations need to be aware of:

Any 'Text' response field within the BravoSolution eSourcing service will be limited to 2000 characters (roughly 0.5 page of A4 type). Should any 'Text' response fields within sid4health contain more than 2000 characters, they will be truncated to include the initial 2000 characters. It is the responsibility of each supplier to ensure each procurement specific response is relevant within the BravoSolution eSourcing service.

Any information fields where sid4health allows additional groups, descriptions or sections will be limited to the first five responses made available for import via the sid4health updater into the BravoSolution eSourcing service. For example, only the first five "References" from sid4health will be populated within the BravoSolution eSourcing Service.

If you require any help with the BravoSolution eSourcing Service, please contact the Helpdesk on free phone 0800 3684850 or via e-mail help@bravosolution.co.uk