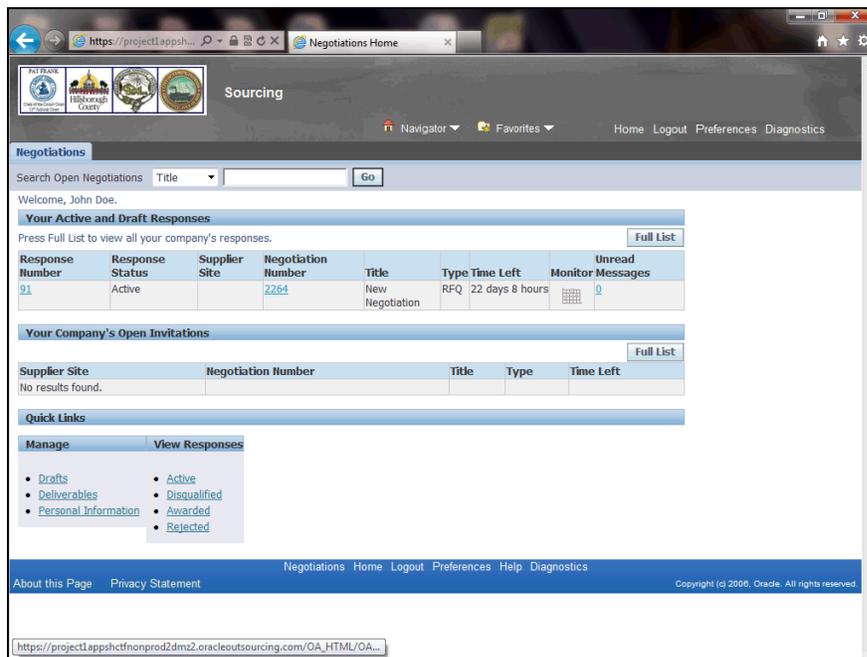


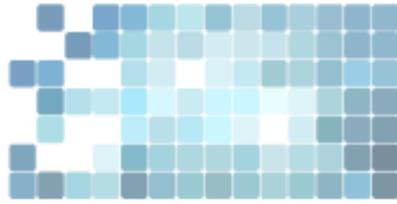
## Online Communications

### Procedure

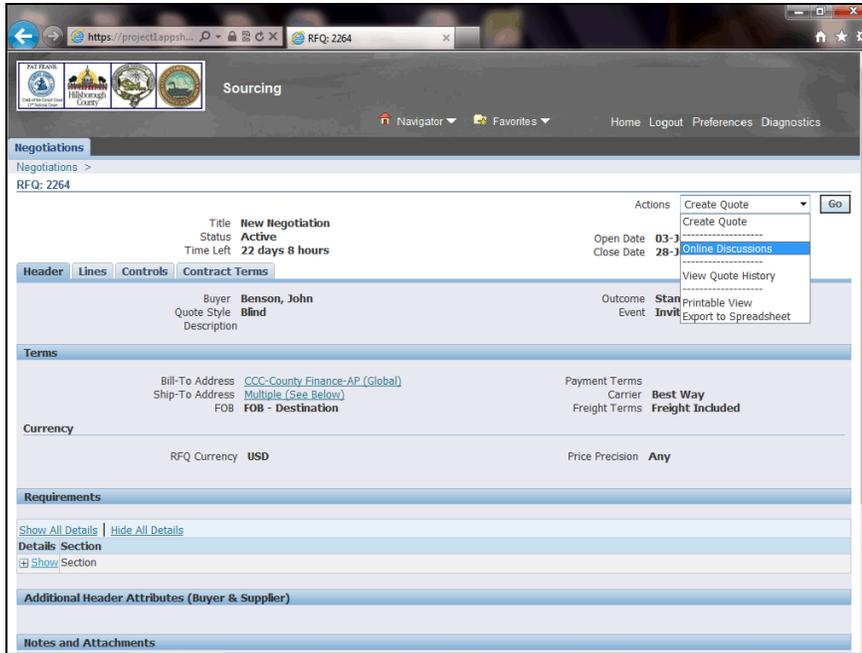
When you complete these steps, you will be able to read and respond to Online Communications in iSupplier.



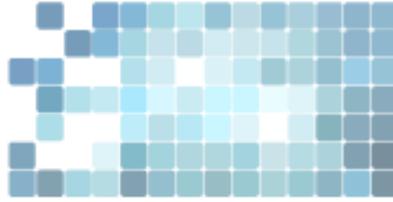
Step	Action
1.	<p>If you have received an email notification and clicked the "Login and view Negotiation Details" page, you should see this screen -- the <i>Negotiations Home Page</i>.</p> <p>Click the <b>Negotiation Number</b> to open the Response.</p> <p><u>2264</u></p>



# Training Guide eBids – Online Communications

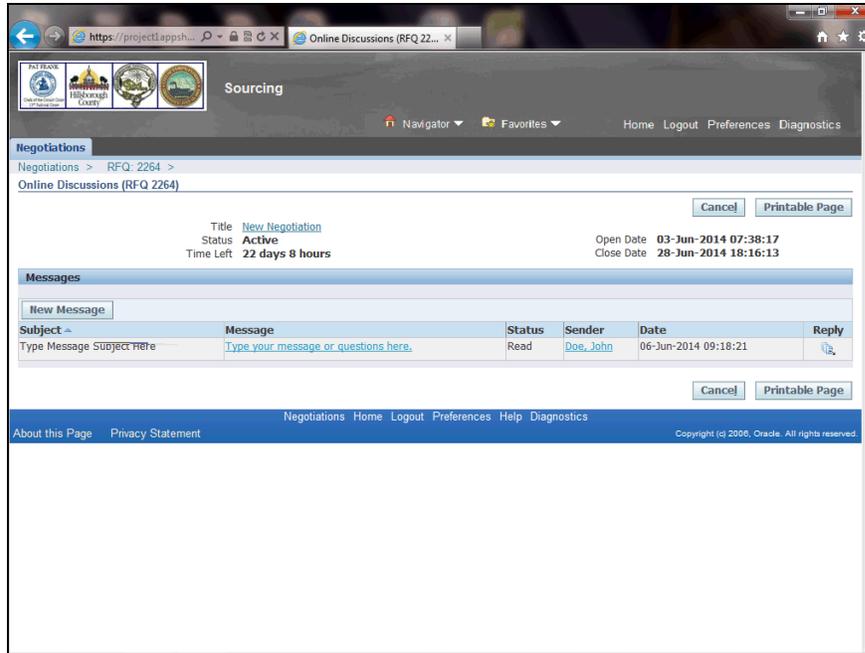


Step	Action
2.	<p>The <i>RFQ (Number)</i> window opens.</p> <p>On the <b>Actions</b> list dropdown, select <b>Online Discussions</b>.</p> <p><b>Online Discussions</b></p>
3.	<p>Click <b>Go</b>.</p> <p><b>Go</b></p>

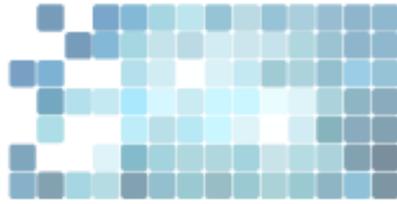


# Training Guide

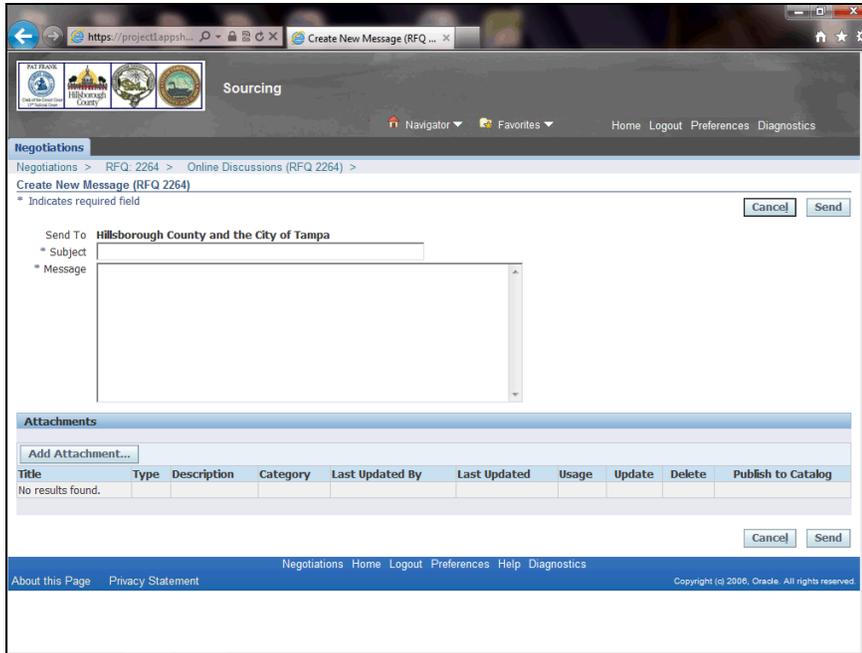
## eBids – Online Communications



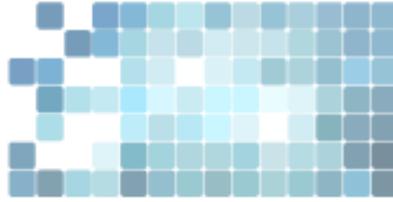
Step	Action
4.	<p>The <i>Online Discussions</i> window opens. On this screen, you can create, review, and respond to messages about this RFQ.</p> <p>To generate a new communication, click <b>New Message</b>.</p> <div data-bbox="440 1241 656 1289" style="border: 1px solid black; padding: 2px; display: inline-block;"> <b>New Message</b> </div>

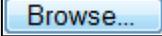


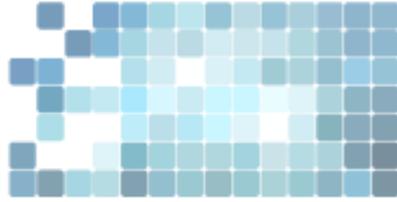
# Training Guide eBids – Online Communications



Step	Action
5.	The <i>Create New Message</i> window opens.  Enter the message subject into the <b>Subject</b> field.
6.	Enter your message into the <b>Message</b> field. <b>Note:</b> Use this section to ask questions or request clarification about the bids, or other communications.
7.	If an attachment is necessary, click <b>Add Attachment</b> .  

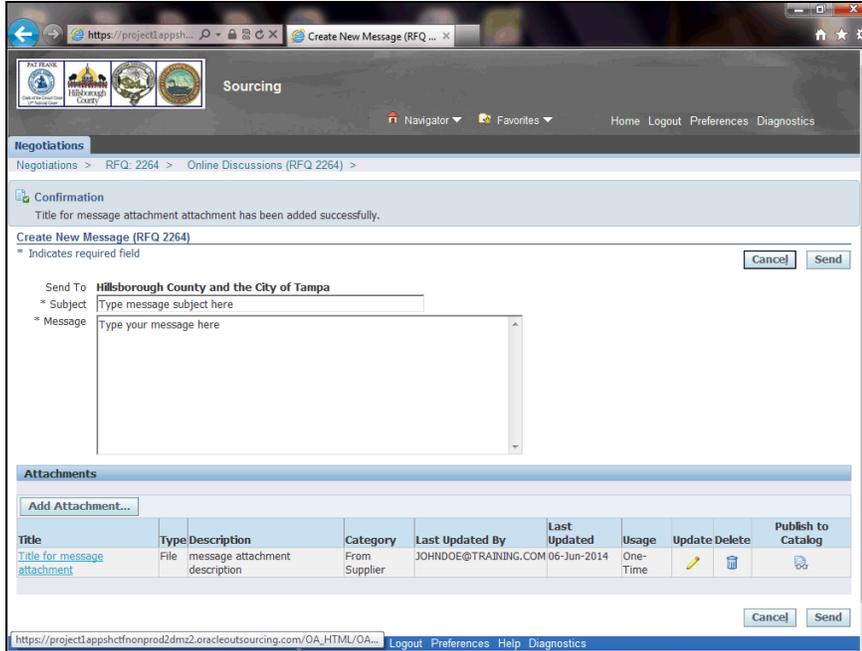


Step	Action
8.	The <i>Add Attachment</i> window opens.  Name the attachment by entering data into the <b>Title</b> field.
9.	Enter a description into the <b>Description</b> field (optional).
10.	Click <b>Browse</b> , locate the file being attached, and select complete. 
11.	Click <b>Apply</b> .

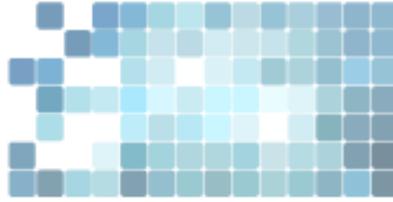


# Training Guide

## eBids – Online Communications



Step	Action
12.	You will receive confirmation that your attachment has been added.  Click <b>Send</b> .



# Training Guide

## eBids – Online Communications

The screenshot shows a web browser window with the URL <https://projectlappsh...> and the page title "Online Discussions (RFQ 2264)". The application header includes logos for Hillsborough County and the word "Sourcing". Navigation links include "Home", "Logout", "Preferences", and "Diagnostics".

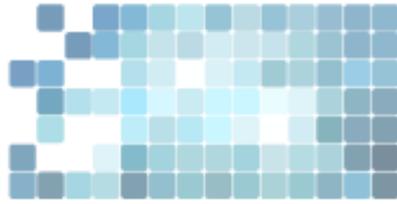
The main content area displays "Negotiations > RFQ: 2264 > Online Discussions (RFQ 2264)". It shows a "New Negotiation" with an "Active" status and a time left of "22 days 8 hours". The "Open Date" is "03-Jun-2014 07:38:17" and the "Close Date" is "28-Jun-2014 18:16:13".

Below this, there is a "Messages" section with a "New Message" button. A table lists messages:

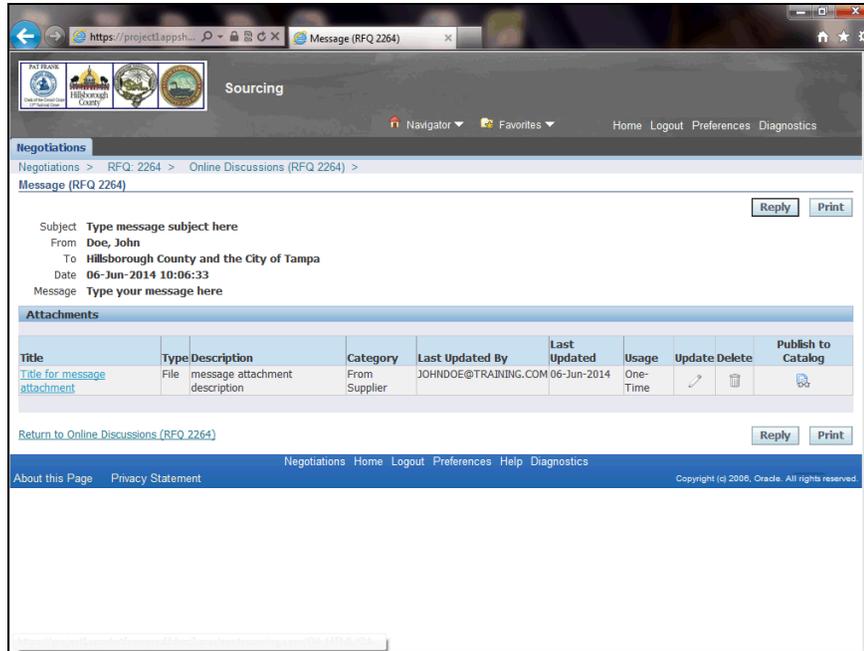
Subject	Message	Status	Sender	Date	Reply
Type Message Subject Here	<a href="#">Type your message or questions here.</a>	Read	Doe, John	06-Jun-2014 09:18:21	<a href="#">Reply</a>
Type message subject here	<a href="#">Type your message here</a>	Read	Doe, John	06-Jun-2014 10:06:33	<a href="#">Reply</a>

At the bottom of the page, there are links for "About this Page" and "Privacy Statement", and a copyright notice: "Copyright (c) 2008, Oracle. All rights reserved."

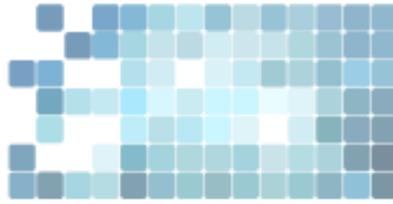
Step	Action
13.	Click the link for the <b>Message</b> you want to review.  <a href="#">Type your message here</a>



# Training Guide eBids – Online Communications

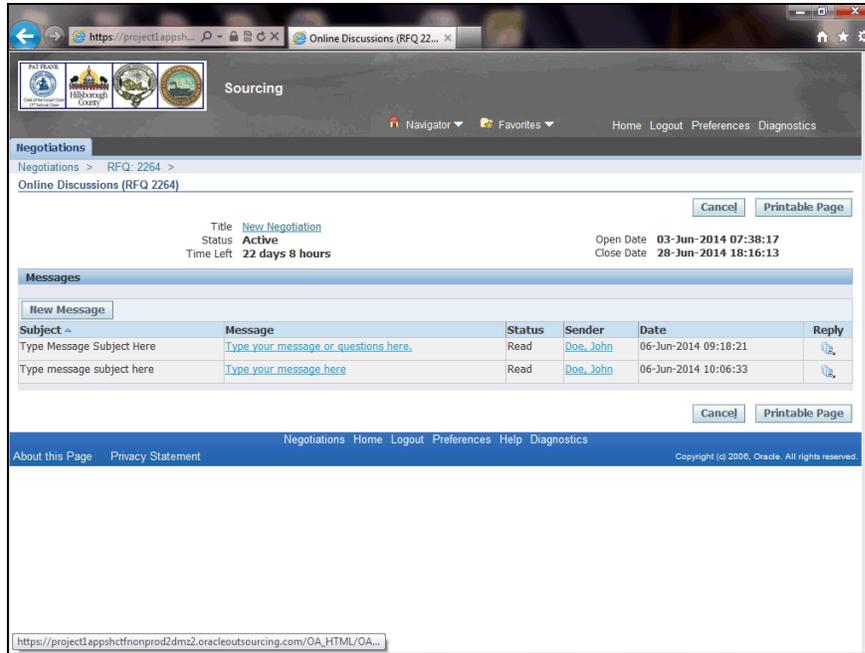


Step	Action
14.	Click <b>Reply</b> to respond to the Buyer's message.
15.	Click the <b>Print</b> button to print this message.
16.	Click <b>Return to Online Discussions (RFQ 2264)</b> . <a href="#">Return to Online Discussions (RFQ 2264)</a>



# Training Guide

## eBids – Online Communications



Step	Action
17.	If you have no more transactions on this page, click the <b>Home</b> link. <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #cccccc;">Home</div>
18.	You now can successfully conduct online communications for a negotiation. <b>End of Process.</b>