

Quick Guide S7: Online Discussions

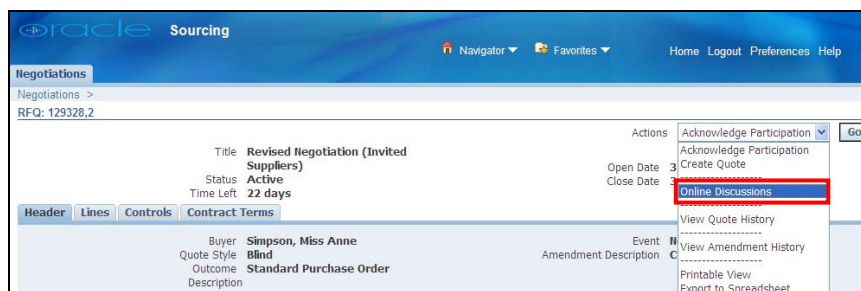
Sourcing Supplier

Online Discussions

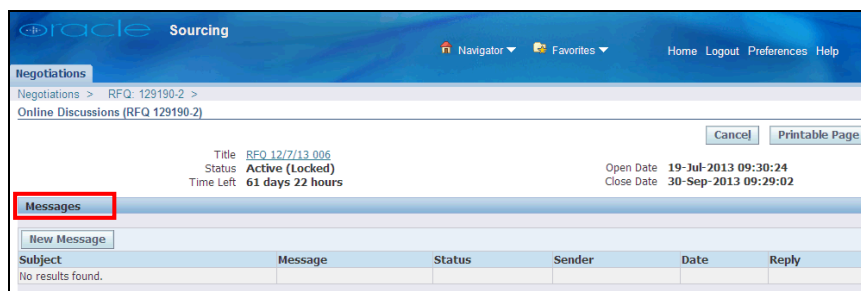
Online Discussions enable buyers and suppliers to contact each other for additional information or clarification about a negotiation.

Initiate Online Discussion

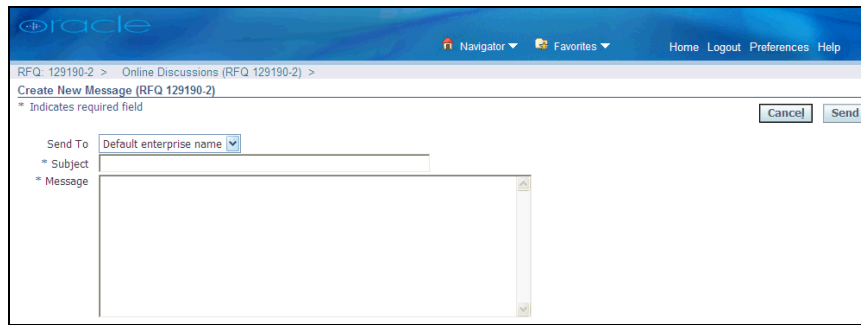
- Suppliers can start an online discussion at any time after a negotiation is published.
- This may be whilst viewing or responding to a negotiation, after submitting a response, or after the award process is complete.
- Search for and select the negotiation you would like to initiate an online discussion for.



- Select 'Online Discussions' from the Actions list and click the 'Go' button.



- Click the 'New Message' button.

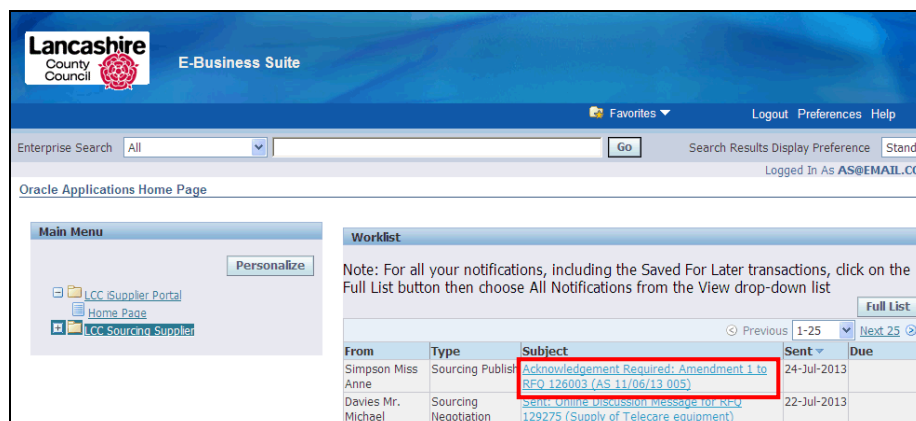


- **Subject** – enter a subject header for the message.
- **Message** – enter the message text.
 - It is possible your message could be included in a clarification; please do not put any identifying comments or remarks in either the message subject or body.
- Click the 'Send' button.

Reply to an Online Message

- The supplier can view and respond to online discussions from the buyer via:
 1. The email or worklist notification,
 2. The Negotiations home page
 3. The Actions list

1. View Online Discussion via Email or Worklist Notification



- The supplier contact will receive an email and worklist notification to inform them of a new message.
- Click on the 'Subject' link to open the notification.
- In the notification, click on the 'Message' link to view the message.

2. View Online Discussion via the Negotiations Home Page

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Unread Monitor Messages
66003	Draft	PR1 2LJ	148003	AJS RFQ 22/10/12 005	RFQ	21 hours 3 minutes	
68003	Draft	PR1 2LJ	149010	AJS RFQ 23/10/12 003	RFQ	21 hours 55 minutes	1
66005	Active	PR1 2LJ	147005	AJS RFQ 22/10/12 002	RFQ	0 seconds	0
66004	Active	PR1 2LJ	147004	AJS RFQ	RFQ	0 seconds	0

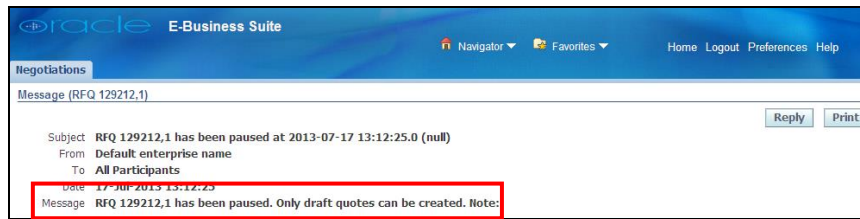
- If the supplier has drafted or submitted a response to the negotiation, unread messages will be notified in 'Your Active and Draft Responses'.
 - Click on the number in the 'Unread Messages' column to view.
 - The message status is Unread until you view the message.

3. View Online Discussion via Actions List

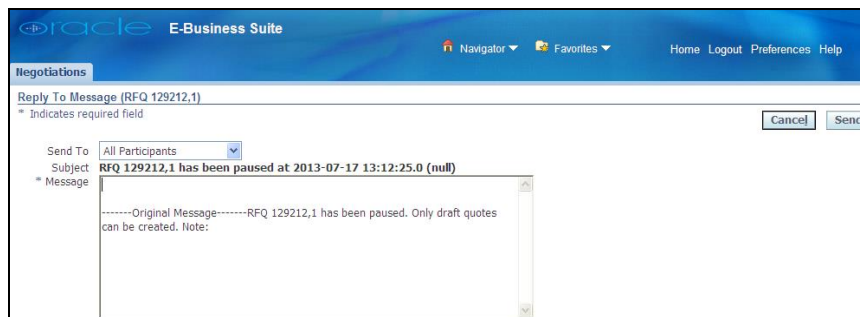
Title	Revised Negotiation (Invited Suppliers)	Actions
Status	Active	Acknowledge Participation
Time Left	22 days	Create Quote
		Online Discussions

- Select the appropriate negotiation.
- Click on 'Online Discussions' in the Actions drop down list.
- Click the 'Go' button.

Respond to an Online Discussion



- The message is displayed.
- The date the message was created is displayed.
- Click on the 'Reply' button to respond to the message.



- All linked messages are displayed.
 - It is possible your message could be included in a clarification to all suppliers; please do not put any identifying comments or remarks in either the message subject or body.
- Enter your new message before the last.
 - The most recent message should always be first.
- When you have finished, click the 'Send' button.
- You are returned to the online discussions page.
 - The original message and your response are displayed.
 - The Status of the original message is now 'Replied'.

If you need further assistance please call the Customer Service team on: 0300 1236710.