

## How to Communicate on a Negotiation Through the Supplier Portal - Quick Reference Guide

	Why should I use this guide?	со	is guide provides information and the steps to mmunicate on a negotiation via the Supplier ortal.
L	Who might use this guide?	•	Suppliers wanting to communicate on a negotiation in the Supplier Portal.
ΞŴ	What related documents should I refer to?	•	How to respond to a negotiation user guide.

## Receiving and responding to an online message via the Supplier Portal:

Step Description	Screenshot					
<ol> <li>After you login, click on your Notification Bell to view your notifications.</li> <li>Click on your Online Message notification.</li> </ol>	Notifications       Image: Constraint of the second s					
<ol> <li>View the Message.</li> <li>Click on the Message Details link.</li> </ol>	<ul> <li>enno-dev2.fa.ap1.oraclecloud.com/fscmUl/faces/adf.task-flow?tz=Australia%2FSydney&amp;df=mediu</li> <li>Online Message for Negotiation RFP 134 (test) Was Received Dismiss</li> <li>Time Zone Australian Eastern Standard Time (New South Wales)</li> <li>Details         <ul> <li>Assignee John</li> <li>Company Essential Energy Details</li> <li>Close Date Details</li> <li>Print or reply to this message.</li> </ul> </li> <li>Message Details         <ul> <li>Subject Key dates</li> <li>H John</li> <li>Please find key dates on the Cover Page Train Stop.</li> </ul> </li> <li>Related Links         <ul> <li>View Message Details</li> <li>View Message Details</li> <li>View Message Details</li> </ul> </li> </ul>					



Step Description	Screenshot				
<ol> <li>To create a response, click the <b>Reply icon</b> or the <b>Reply button</b>.</li> </ol>	Concernation of the set of the se				
<ol> <li>Insert your <b>Response.</b></li> <li>Click <b>Send</b>.</li> </ol>	Please find key dates on the Cover Page Train Stop. * Message * Message * Message * Message * Message Thanks for your prompt response. Cheers John * Message * Message Thanks for your prompt response. Cheers Cheers Solon * Message * Message * Message Thanks for your prompt response. Cheers Solon * Message * Message Thanks for your prompt response. Cheers Solon * Message * Message Thanks for your prompt response. Cheers Solon * Message * M				



Step Description		Screenshot	
1.	On your Supplier Portal Home Page, scroll down and click View Active Negotiations on the bottom left-hand side of your screen.	Negotiations  • View Active Negotiations	
2.	Click on the <b>Negotiation</b> you would like to communicate on.		Accept Terms egotiation /pe FP
3.	Click on <b>Messages</b> at the top right-hand side of your screen.	3 Messages Create Response Actions ▼ D <u>o</u> ne	
4.	Click on the <b>+ Symbol</b> .	Messages Actions View View Format + Freeze Detach The Wrap Subject Status From	To Date
		Send Message	×
		To Essential Energy * Subject 5	
		Helvetica 🗸 2 ^ V 🔊 (* 2 🗐 🐼 🖏 👘	
5. 6.	Enter a <b>Subject</b> . Insert your <b>Message</b> .		<b>&amp;</b> 32
7.	Click Send.	* Message	
		Attachments None +	
		7	Send <u>C</u> ancel

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