

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

<b>Why should I use this guide?</b>	This guide provides information and the steps to communicate on a negotiation via the Supplier Portal.
<b>Who might use this guide?</b>	<ul style="list-style-type: none"> <li>Suppliers wanting to communicate on a negotiation in the Supplier Portal.</li> </ul>
<b>What related documents should I refer to?</b>	<ul style="list-style-type: none"> <li>How to respond to a negotiation user guide.</li> </ul>

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

Step Description	Screenshot
<ol style="list-style-type: none"> <li>After you login, click on your <b>Notification Bell</b> to view your notifications.</li> <li>Click on your <b>Online Message</b> notification.</li> </ol>	
<ol style="list-style-type: none"> <li>View the <b>Message</b>.</li> <li>Click on the <b>Message Details</b> link.</li> </ol>	

Step Description	Screenshot
<p>5. To create a response, click the <b>Reply</b> icon or the <b>Reply</b> button.</p>	
<p>6. Insert your <b>Response</b>.</p> <p>7. Click <b>Send</b>.</p>	

**Sending an online message to Essential Energy via the Supplier Portal:**

Step Description	Screenshot
<p>1. On your Supplier Portal Home Page, scroll down and click <b>View Active Negotiations</b> on the bottom left-hand side of your screen.</p>	
<p>2. Click on the <b>Negotiation</b> you would like to communicate on.</p>	
<p>3. Click on <b>Messages</b> at the top right-hand side of your screen.</p>	
<p>4. Click on the <b>+ Symbol</b>.</p>	
<p>5. Enter a <b>Subject</b>.</p> <p>6. Insert your <b>Message</b>.</p> <p>7. Click <b>Send</b>.</p>	