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<u>Step 1</u>

After you log in to the iSupplier Portal, the Home tab of the Supplier Collaboration page will appear. Click the My Bid/Proposal Tab 1.



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<u>Step 2</u>

To view and reply to a message from the Buyer or send a new message to the Buyer in connection with a solicitation, select Number 1 from the Search Open Solicitations drop-down menu, enter the solicitation number 2, and click Go 3.



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<u>Step 3</u>

The Active Solicitations page will appear. Click the solicitation number 1 under the Number column.



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<u>Step 4</u>

The Header tab of the Solicitation Details page will appear. To view and reply to a message from the Buyer or send a new message to the Buyer, select Online Discussions (1) from the Actions drop-down menu and click Go (2) in either location.



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<u>Step 5</u>

The Online Discussions page will appear. If you want to view and reply to a message from the Buyer, click the link 1 under the Message column and proceed with Steps 6 through 9. If you want to send a new message to the Buyer, click New Message 2 and proceed to Step 10.



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<u>Step 6</u>

The Message page will appear, and the Buyer's message 1 will be displayed. Click Print 2 in either location to print that message. Click Reply 3 in either location to reply to that message.



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<u>Step 7</u>

The Reply To Message page will appear. Enter your reply in the Message field 1 and click Send 2 in either location or, if you want to include an attachment with your reply, click Add Attachment 3.



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Step 8

The Add Attachment page will appear. You may enter a Title ① and/or Description ② for a document but are not required to do so. Click Choose File ③. A pop-up window of your computer's directory will appear. Select the document saved to your computer that you want to include with your reply and click Open. For each additional document that you want to include, click Add Another ④ in either location. When you have finished uploading all of the attachments, click Apply ⑤ in either location.



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<u>Step 9</u>

The Reply To Message page will appear with confirmation that your attachment has been added successfully 1. Your attachment will also appear under Attachments 2. Click Send 3 in either location to send your reply to the Buyer and proceed to Step 13.



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<u>Step 10</u>

The Create New Message page will appear. Enter the subject of your new message in the Subject field ①. Enter your new message in the Message field ② and click Send ③ in either location or, if you want to include an attachment with your new message, click Add Attachment ④.



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<u>Step 11</u>

The Add Attachment page will appear. You may enter a Title **1** and/or Description **2** for a document but are not required to do so. Click Choose File **3**. A pop-up window of your computer's directory will appear. Select the document saved to your computer that you want to include with your new message and click Open. For each additional document that you want to include, click Add Another **4** in either location. When you have finished uploading all of the attachments, click Apply **5** in either location.



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<u>Step 12</u>

The Create New Message page will appear with confirmation that your attachment has been added successfully 1. Your attachment will also appear under Attachments 2. Click Send 3 in either location to send your new message to the Buyer.



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<u>Step 13</u>

The Online Discussions page will appear. Click Cancel **1** in either location to close the Online Discussions page and return to the Header tab of the Solicitation Details page.