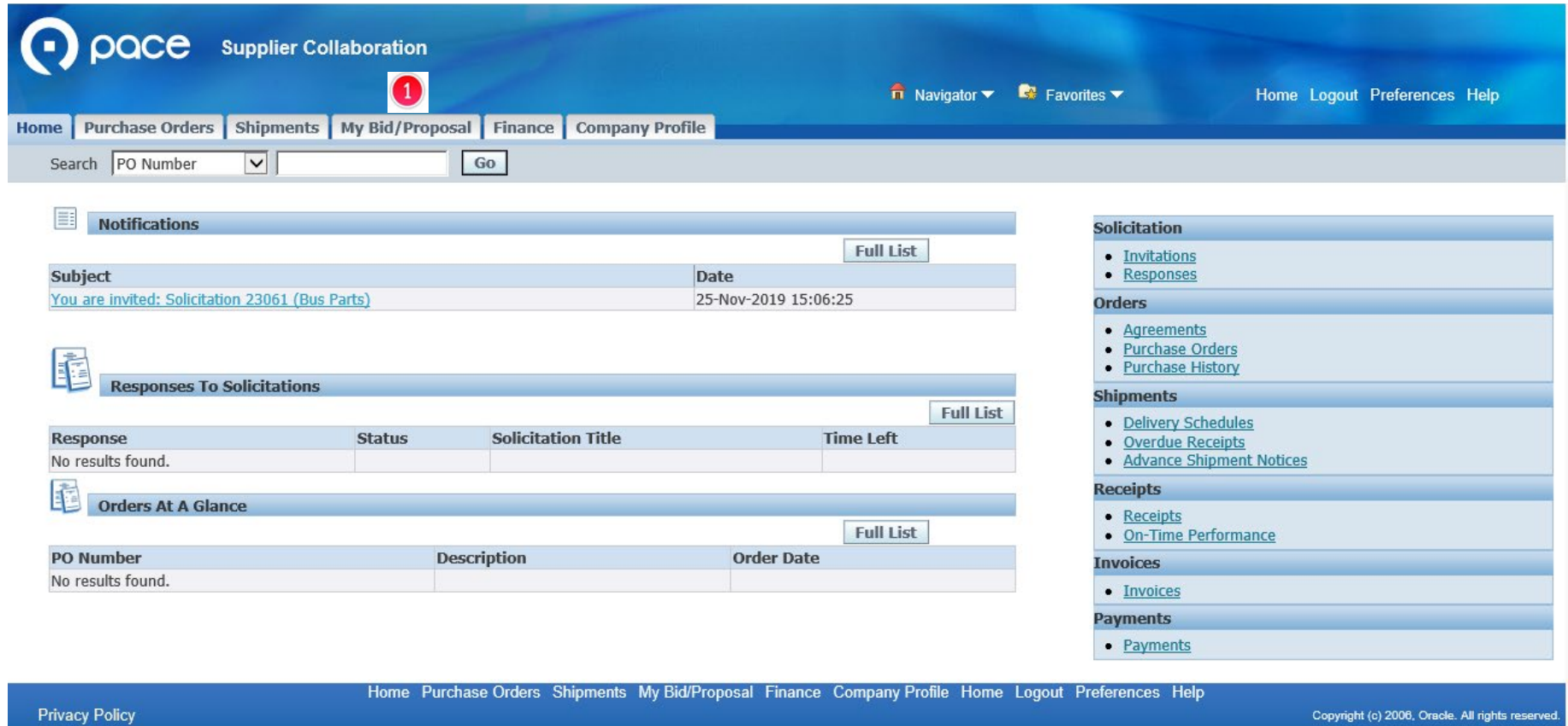


How to View and Reply to a Message from the Buyer or to Send a New Message to the Buyer



Supplier Collaboration

Home Purchase Orders Shipments **My Bid/Proposal** Finance Company Profile

Search PO Number Go

Notifications [Full List](#)

Subject	Date
You are invited: Solicitation 23061 (Bus Parts)	25-Nov-2019 15:06:25

Responses To Solicitations [Full List](#)

Response	Status	Solicitation Title	Time Left
No results found.			

Orders At A Glance [Full List](#)

PO Number	Description	Order Date
No results found.		

Solicitation

- [Invitations](#)
- [Responses](#)

Orders

- [Agreements](#)
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- [Purchase History](#)

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- [Invoices](#)


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Step 1

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

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Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile

Search Open Solicitations Number Go

Welcome, JOHN DOE.

Your Active and Draft Responses

Response Number	Response Status	Supplier Site	Solicitation Number	Title	Type	Time Left	Monitor	Unread Messages
2001	Active		11001	Weekly Bus Parts (RFQ Standard)	RFQ	3 days 19 hours		0
5001	Resubmission Required		16001	Weekly Bus Parts (RFQ Standard)	RFQ	16 days 22 hours		0
1005	Active		10004	Weekly Bus Parts (RFQ Standard)	RFQ	0 seconds		0
4003	Active		14001	UAT Weekly Bus Parts (RFQ Standard) Participation Test	RFQ	0 seconds		0
2002	Active		12004	Weekly Bus Parts (RFQ Standard)	RFQ	0 seconds		0

This solicitation has been amended. If you have already submitted a response to the solicitation, you must resubmit your response to be considered for contract award.

Your Company's Open Invitations

Supplier Site	Solicitation Number	Title	Type	Time Left
	16001.1	Weekly Bus Parts (RFQ Standard...	RFQ	16 days 22 hours

Quick Links

Manage View Responses

- [Drafts](#)
- [Personal Information](#)
- [Active](#)
- [Disqualified](#)
- [Awarded](#)
- [Rejected](#)

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Step 2

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 from the Search Open Solicitations drop-down menu, enter the solicitation number , and click Go .

How to View and Reply to a Message from the Buyer or to Send a New Message to the Buyer


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Active Solicitations

Search

Note that the search is case insensitive

Number
 Title
 Category
 Contact
 Line
 Event

Select Negotiation:

Select Number	Title	Contact	Time Left	Close Date	All Responses	Your Company's Responses	Monitor	Unread Messages
<input type="radio"/> 16001.1 1	Weekly Bus Parts (RFQ Standard)		16 days 22 hours	29-Jun-2023 10:27:33	Blind	0	<input type="checkbox"/>	1

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Step 3

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

How to View and Reply to a Message from the Buyer or to Send a New Message to the Buyer

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My Bid/Proposal > RFQ: 16001,1

Title: Weekly Bus Parts (RFQ Standard)
Status: Active
Time Left: 9 days 19 hours

Open Date: 12-Jun-2023 10:37:46
Close Date: 29-Jun-2023 10:27:33

Header | Lines | Controls

Buyer: **Blind**
Quote Style: **Standard Purchase Order**
Outcome: **Standard Purchase Order**
Description:

Event: **update line 1 quantity**
Amendment Description:

Actions: Online Discussions (1) Go (2)

Online Discussions
View Quote History
View Amendment History
Printable View
Export to Spreadsheet

Terms

Bill-To Address: [Pace HQ](#)
Ship-To Address: **Destination**

Payment Terms: **Net 30 Days**
Carrier: **Net 30 Days**
Freight Terms: **Paid**

Currency

RFQ Currency: **USD**
Price Precision: **Any**

Requirements

Details Section

No results found.

Additional Header Attributes (Buyer & Supplier)

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Solicitation Packet	File		To Supplier		12-Jun-2023	One-Time		

Return to My Bid/Proposal

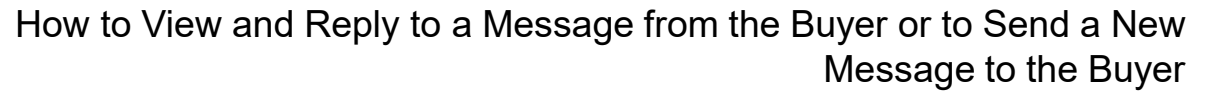
Home | Purchase Orders | Shipments | My Bid/Proposal | Finance | Company Profile | Home | Logout | Preferences | Help | Diagnostics

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Step 4

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.



Step 5

The Online Discussions page will appear. If you want to view and reply to a message from the Buyer, click the link  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  and proceed to Step 10.



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[Message \(RFQ 16001,1\)](#)

1

Subject: Quantity updated to line 1.

From: Pace, the Suburban Bus Division of the Regional Transportation Authority

To: All Participants

Date: 12-Jun-2023 12:00:29

Message: Line 1 quantity has been updated.

3

2

Reply

Print

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

3

2

Reply

Print

[Return to Online Discussions \(RFQ 16001,1\)](#)

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Step 6

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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Home Purchase Orders Shipments **My Bid/Proposal** Finance Company Profile

My Bid/Proposal > RFQ: 16001,1 > Online Discussions (RFQ 16001,1) > Message (RFQ 16001,1) >

Reply To Message (RFQ 16001,1)

* Indicates required field

Send To: Pace, the Suburban Bus Division of the Regional Transportation Authority
 Subject: Quantity updated to line 1.
 * Message: Line 1 quantity quote updated.
 -----Original Message-----Line 1 quantity has been updated.

Attachments

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

Cancel Send

Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile Home Logout Preferences Help Diagnostics


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Step 7

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**.

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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Confirmation 1

Shipping Address Verification attachment has been added successfully.

Reply To Message (RFQ 16001,1)

* Indicates required field

Send To
Subject
* Message




Pace, the Suburban Bus Division of the Regional Transportation Authority
Quantity updated to line 1.
 Line 1 quantity quote updated.
 -----Original Message-----Line 1 quantity has been updated.

Cancel

Send

Attachments

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
Shipping Address Verification 2	File	please fill out shipping address verification	From Supplier	JD@ABC.COM	20-Jun-2023	One-Time			

Cancel

Send

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Step 9

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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Home Purchase Orders Shipments **My Bid/Proposal** Finance Company Profile

My Bid/Proposal > Active Solicitations > RFQ: 16001,1 > Online Discussions (RFQ 16001,1) >

Create New Message (RFQ 16001,1)

* Indicates required field

Send To: **Pace, the Suburban Bus Division of the Regional Transportation Authority**

* Subject: **Ship to Location Confirmation**

* Message:
please fill out shipping confirmation document.

Attachments

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

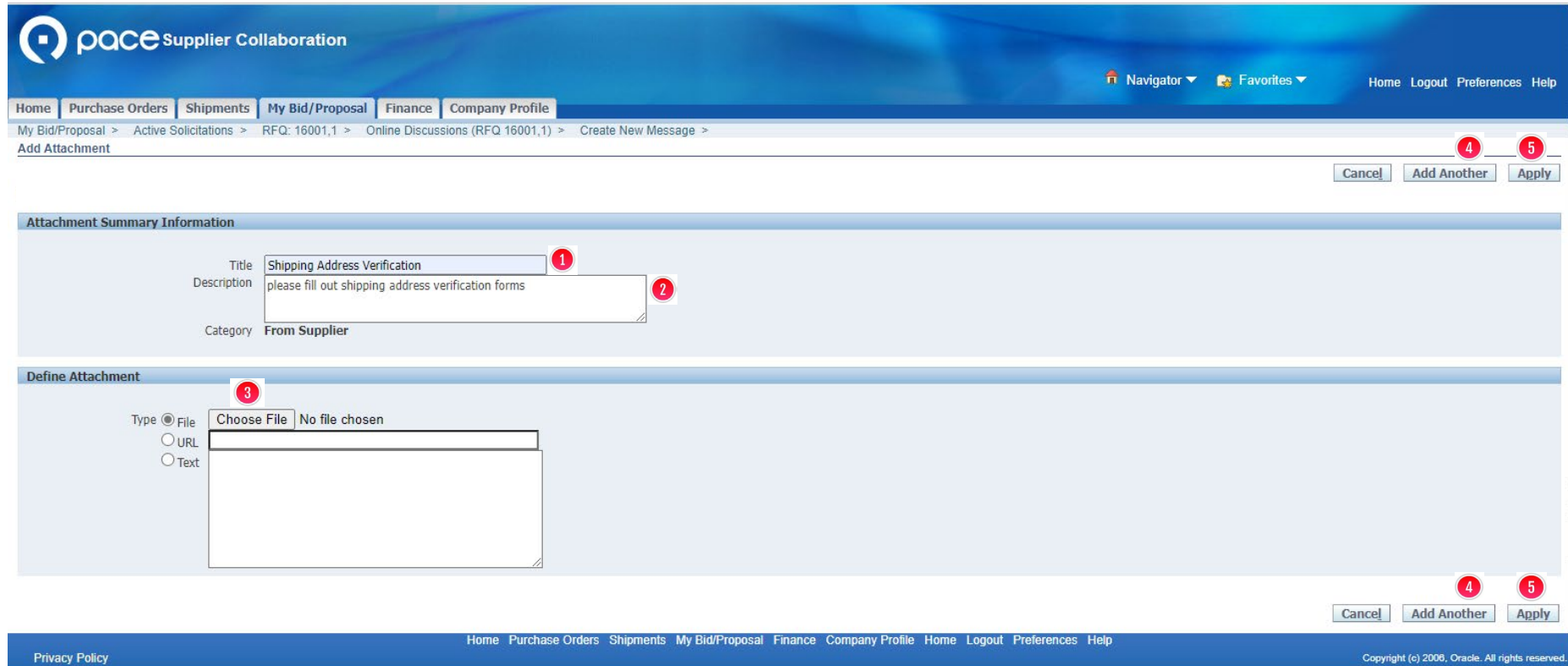
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Step 10

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**.



The screenshot shows the 'Add Attachment' page in the Pace Supplier Collaboration system. The page has a blue header with the Pace logo and navigation links. Below the header is a breadcrumb trail: 'My Bid/Proposal > Active Solicitations > RFQ: 16001,1 > Online Discussions (RFQ 16001,1) > Create New Message > Add Attachment'. The main content area is divided into two sections: 'Attachment Summary Information' and 'Define Attachment'. In the 'Attachment Summary Information' section, there are fields for 'Title' (containing 'Shipping Address Verification'), 'Description' (containing 'please fill out shipping address verification forms'), and 'Category' (set to 'From Supplier'). In the 'Define Attachment' section, there are radio buttons for 'File', 'URL', and 'Text', with 'File' selected. A 'Choose File' button is next to a text box that says 'No file chosen'. At the bottom right of the page, there are three buttons: 'Cancel', 'Add Another', and 'Apply'. Red numbered callouts (1-5) are placed on the page to indicate key steps: 1 points to the Title field, 2 points to the Description field, 3 points to the Choose File button, 4 points to the Add Another button, and 5 points to the Apply button.

Attachment Summary Information

Title: Shipping Address Verification
Description: please fill out shipping address verification forms
Category: From Supplier


Define Attachment

Type: ☒ File ☐ URL ☐ Text
Choose File: No file chosen

Buttons: Cancel, Add Another, Apply


Step 11

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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Confirmation

Shipping Address Verification attachment has been added successfully.

[Create New Message \(RFQ 16001,1\)](#)

* Indicates required field




Send To
 * Subject
 * Message

Pace, the Suburban Bus Division of the Regional Transportation Authority
 Ship to Location Confirmation
 please fill out shipping confirmation document.

[Cancel](#)
[Send](#)

Attachments

[Add Attachment](#)

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
Shipping Address Verification	File	please fill out shipping address verification forms	From Supplier	JD@ABC.COM	12-Jun-2023	One-Time			

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Step 12

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.

How to View and Reply to a Message from the Buyer or to Send a New Message to the Buyer



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[Online Discussions \(RFQ 16001,1\)](#)

Title [Weekly Bus Parts \(RFQ Standard\)](#)
 Status **Active**
 Time Left **16 days 21 hours**

Open Date **12-Jun-2023 10:37:46**
 Close Date **29-Jun-2023 10:27:33**

[Cancel](#)
[Printable Page](#)

Messages

[New Message](#)

Subject	Message	Status	Sender	Date	Reply
Quantity updated to line 1.	Line 1 quantity has been updated.	Read	Pace, the Suburban Bus Division of the Regional Transportation Authority	12-Jun-2023 12:00:29	
Ship to Location Confirmation	please fill out shipping confirmation document.	Read	DOE, JOHN	12-Jun-2023 13:37:15	

[Cancel](#)
[Printable Page](#)

1

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Step 13

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.