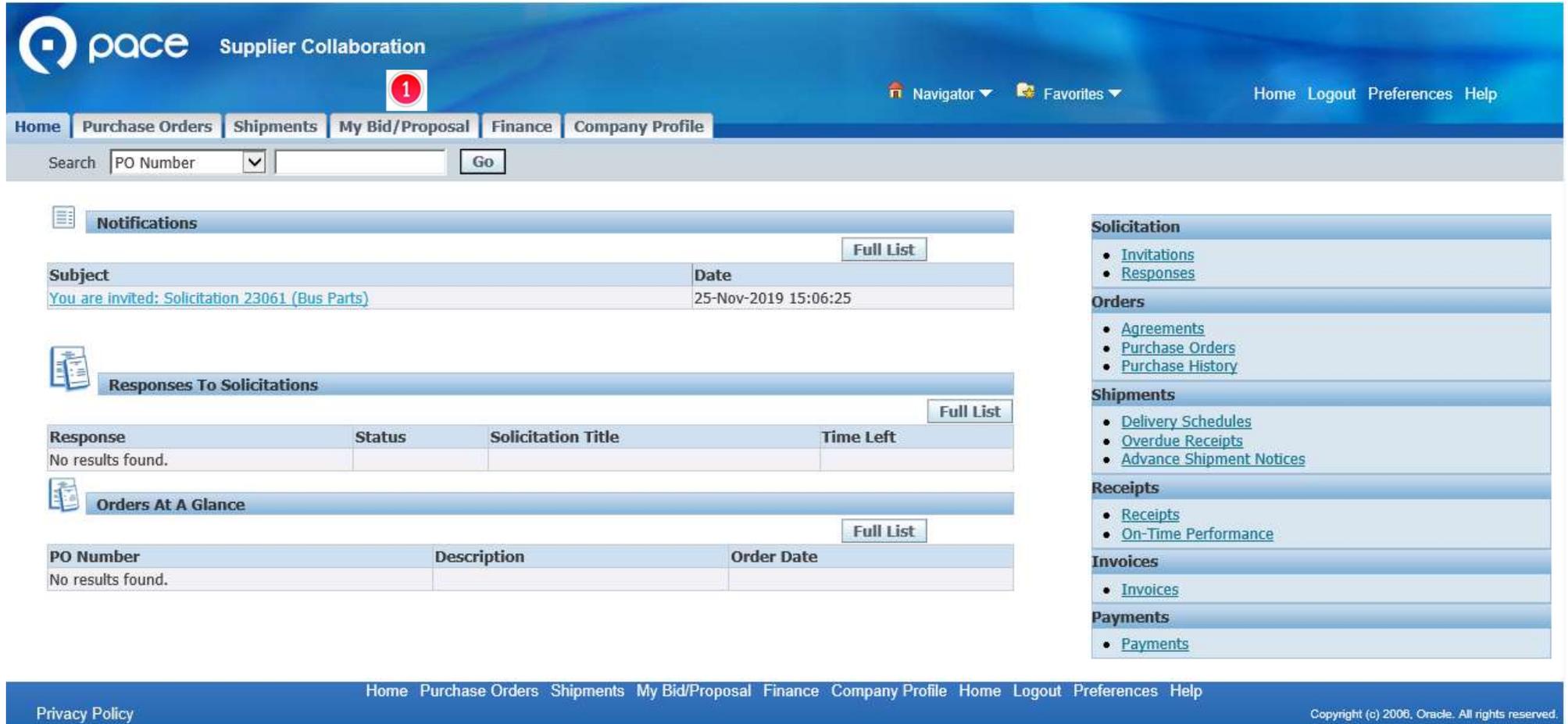


How to View and Reply to a Message from the Buyer or to Send a New Message to the Buyer



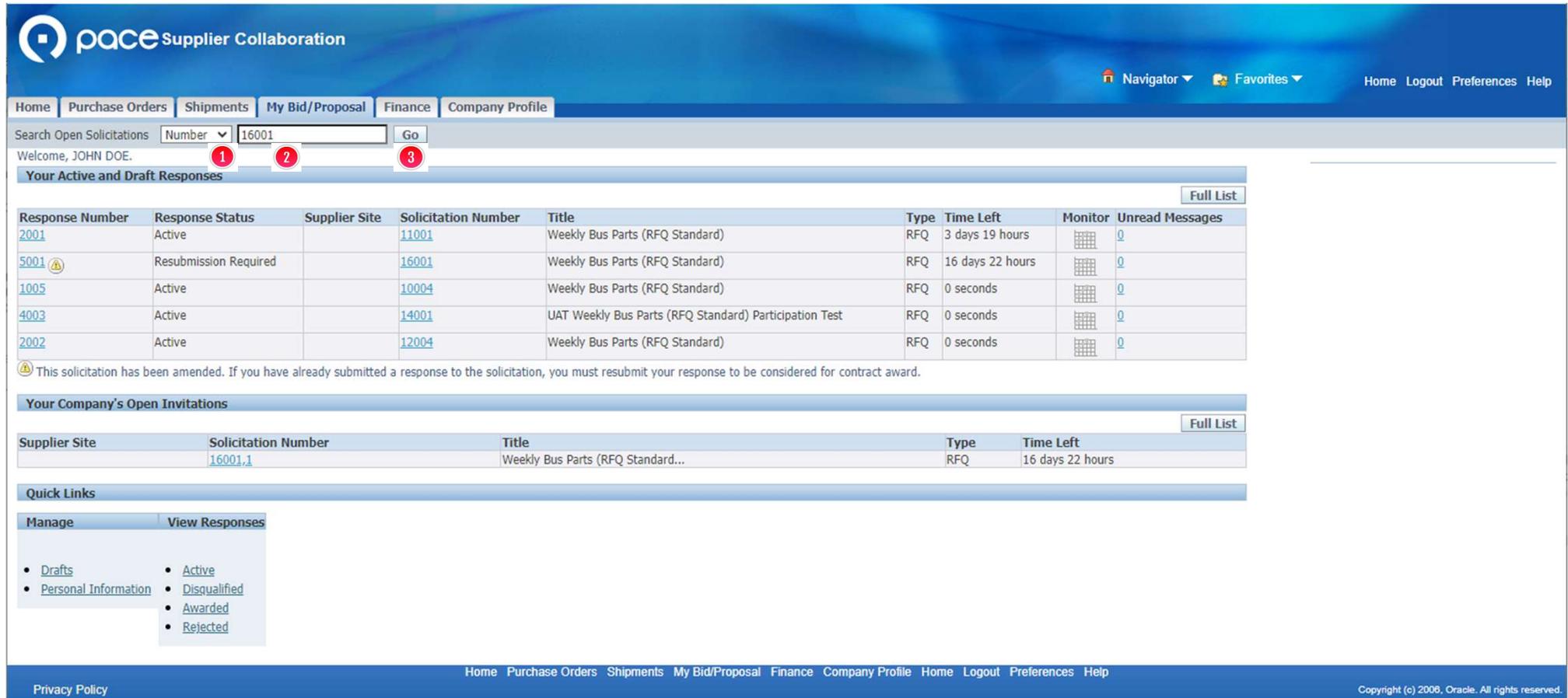
The screenshot shows the Supplier Collaboration interface. At the top, there is a navigation bar with the 'pace' logo and 'Supplier Collaboration' text. A red circle with the number '1' highlights the 'My Bid/Proposal' tab. Other tabs include Home, Purchase Orders, Shipments, Finance, and Company Profile. To the right of the tabs are links for Navigator, Favorites, Home, Logout, Preferences, and Help. Below the navigation bar is a search bar with a dropdown menu set to 'PO Number' and a 'Go' button. The main content area is divided into several sections:

- Notifications:** A table with columns 'Subject' and 'Date'. One notification is listed: 'You are invited: Solicitation 23061 (Bus Parts)' with a date of '25-Nov-2019 15:06:25'. A 'Full List' button is present.
- Responses To Solicitations:** A table with columns 'Response', 'Status', 'Solicitation Title', and 'Time Left'. It shows 'No results found.' and a 'Full List' button.
- Orders At A Glance:** A table with columns 'PO Number', 'Description', and 'Order Date'. It shows 'No results found.' and a 'Full List' button.
- Solicitation:** A list of links: 'Invitations' and 'Responses'.
- Orders:** A list of links: 'Agreements', 'Purchase Orders', and 'Purchase History'.
- Shipments:** A list of links: 'Delivery Schedules', 'Overdue Receipts', and 'Advance Shipment Notices'.
- Receipts:** A list of links: 'Receipts' and 'On-Time Performance'.
- Invoices:** A list of links: 'Invoices'.
- Payments:** A list of links: 'Payments'.

At the bottom of the page, there is a footer with 'Privacy Policy' on the left and 'Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile Home Logout Preferences Help' and 'Copyright (c) 2006, Oracle. All rights reserved.' on the right.

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 .



The screenshot shows the PACE Supplier Collaboration interface. At the top, there is a navigation bar with the PACE logo and the text "Supplier Collaboration". Below this, there are several tabs: Home, Purchase Orders, Shipments, My Bid/Proposal, Finance, and Company Profile. A search bar is located below the tabs, with a dropdown menu set to "Number" and the value "16001" entered. A "Go" button is next to the search bar. Below the search bar, there is a welcome message "Welcome, JOHN DOE." and a section titled "Your Active and Draft Responses". This section contains a table with the following data:

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

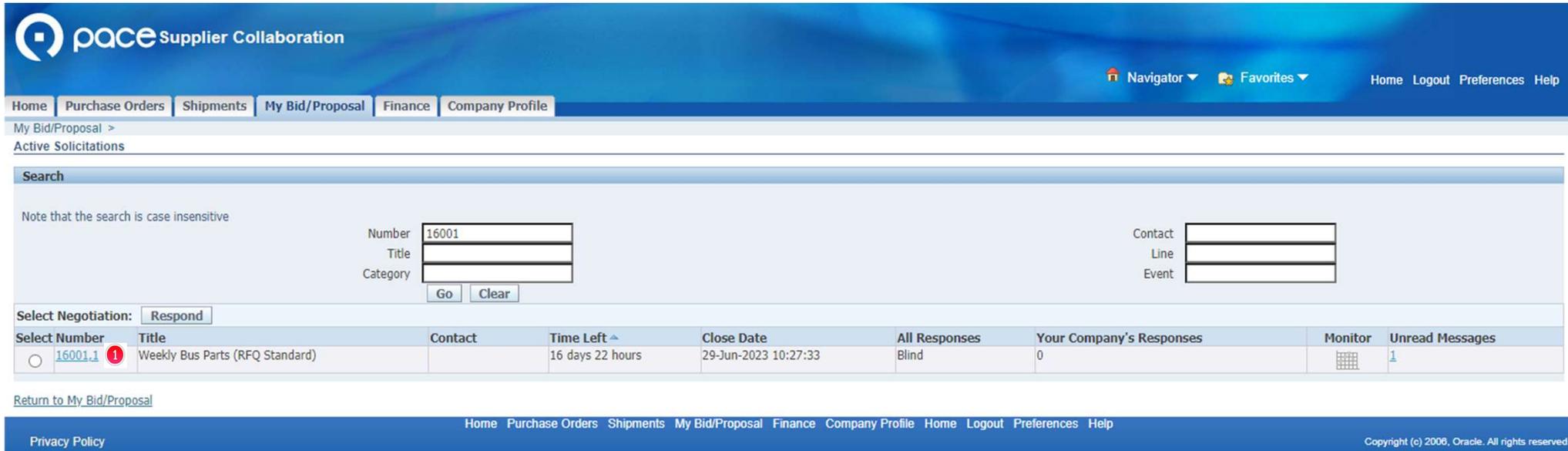
Below the table, there is a warning message: "This solicitation has been amended. If you have already submitted a response to the solicitation, you must resubmit your response to be considered for contract award." Below this, there is a section titled "Your Company's Open Invitations" which contains a table with the following data:

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

At the bottom of the interface, there is a "Quick Links" section with two tabs: "Manage" and "View Responses". The "View Responses" tab is active and shows a list of response statuses: Active, Disqualified, Awarded, and Rejected. The footer of the page contains a "Privacy Policy" link on the left and "Copyright (c) 2008, Oracle. All rights reserved." on the right.

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 **1** from the Search Open Solicitations drop-down menu, enter the solicitation number **2**, and click Go **3**.



pace Supplier Collaboration

Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile

My Bid/Proposal > Active Solicitations

Search

Note that the search is case insensitive

Number: 16001
Title:
Category:

Contact:
Line:
Event:

Go Clear

Select Negotiation: Respond

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		1

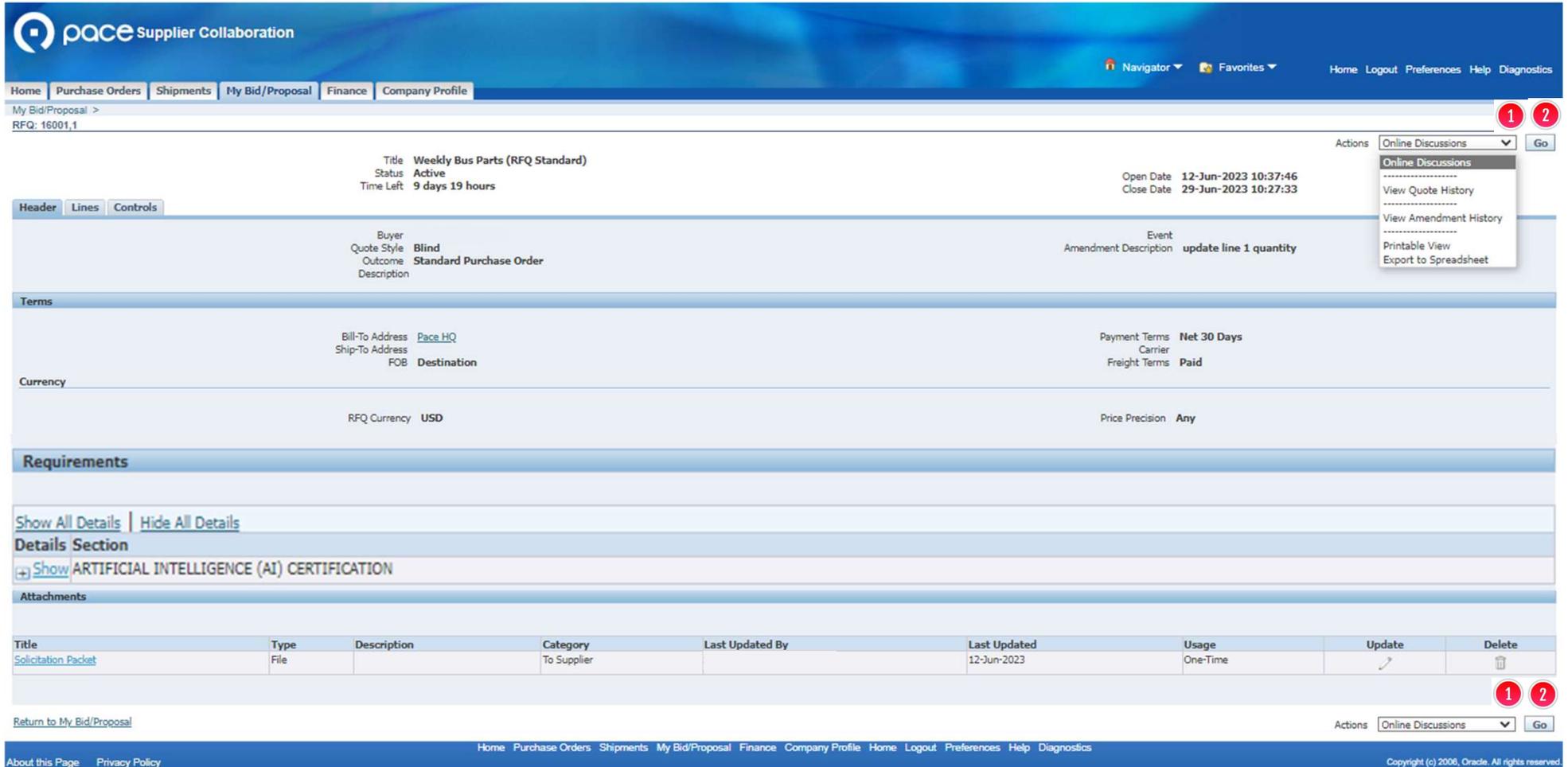
Return to My Bid/Proposal

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

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Step 3

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



pace Supplier Collaboration

Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile

My Bid/Proposal > RFQ: 16001,1

Actions Online Discussions Go

1 2

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
Quote Style Blind
Outcome Standard Purchase Order
Description

Event
Amendment Description update line 1 quantity

Terms

Bill-To Address Pace HQ
Ship-To Address Destination
FOB Destination

Payment Terms Net 30 Days
Carrier
Freight Terms Paid

Currency

RFQ Currency USD
Price Precision Any

Requirements

Show All Details | Hide All Details

Details Section

Show ARTIFICIAL INTELLIGENCE (AI) CERTIFICATION

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

Actions Online Discussions Go

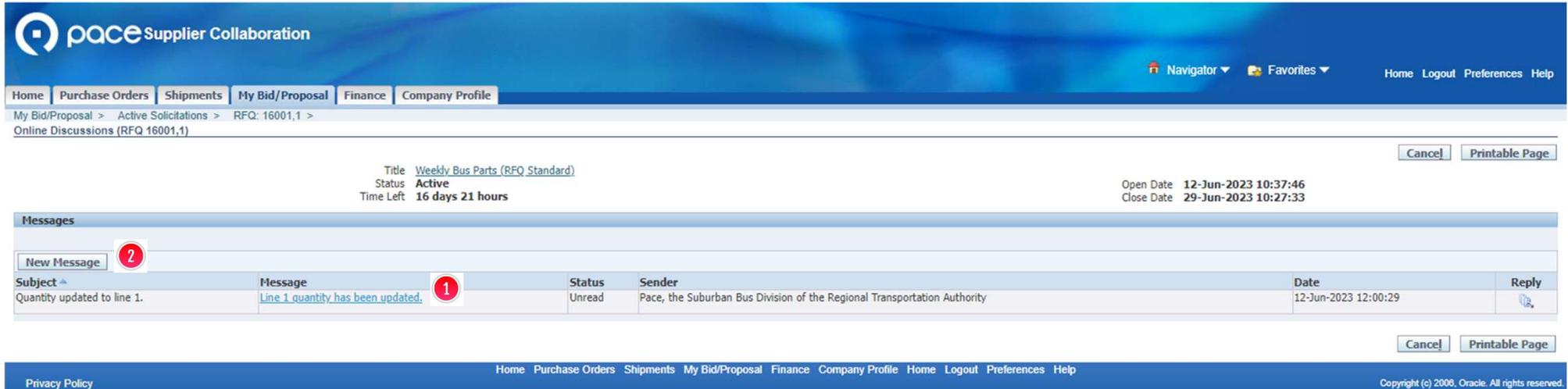
1 2

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

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Step 4

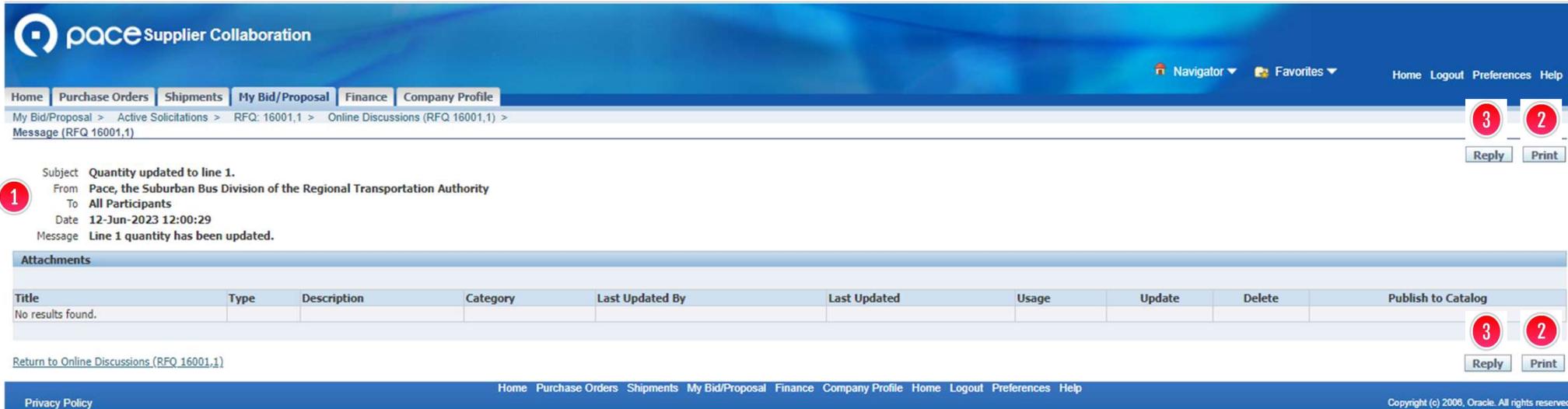
The Header tab of the Solicitation Details page will appear. To view and reply to a message from the Buyer or send a new message to the Buyer, select Online Discussions ① from the Actions drop-down menu and click Go ② in either location.



The screenshot displays the Pace Supplier Collaboration interface. At the top, there is a navigation bar with tabs for Home, Purchase Orders, Shipments, My Bid/Proposal, Finance, and Company Profile. Below this, a breadcrumb trail shows the current location: My Bid/Proposal > Active Solicitations > RFQ: 16001,1 > Online Discussions (RFQ 16001,1). The main content area shows details for a specific RFQ: Title: Weekly Bus Parts (RFQ Standard), Status: Active, Time Left: 16 days 21 hours, Open Date: 12-Jun-2023 10:37:46, and Close Date: 29-Jun-2023 10:27:33. A Messages section is visible, containing a 'New Message' button (marked with a red circle '2') and a table of messages. The table has columns for Subject, Message, Status, Sender, Date, and Reply. One message is listed with the subject 'Quantity updated to line 1.', the message body 'Line 1 quantity has been updated.' (marked with a red circle '1'), a status of 'Unread', and a sender of 'Pace, the Suburban Bus Division of the Regional Transportation Authority'. The date is '12-Jun-2023 12:00:29'. At the bottom of the interface, there is a footer with 'Privacy Policy', navigation links, and a copyright notice: 'Copyright (c) 2006, Oracle. All rights reserved.'

Step 5

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.



pace Supplier Collaboration

Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile

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

Attachments

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

Return to Online Discussions (RFQ 16001,1)

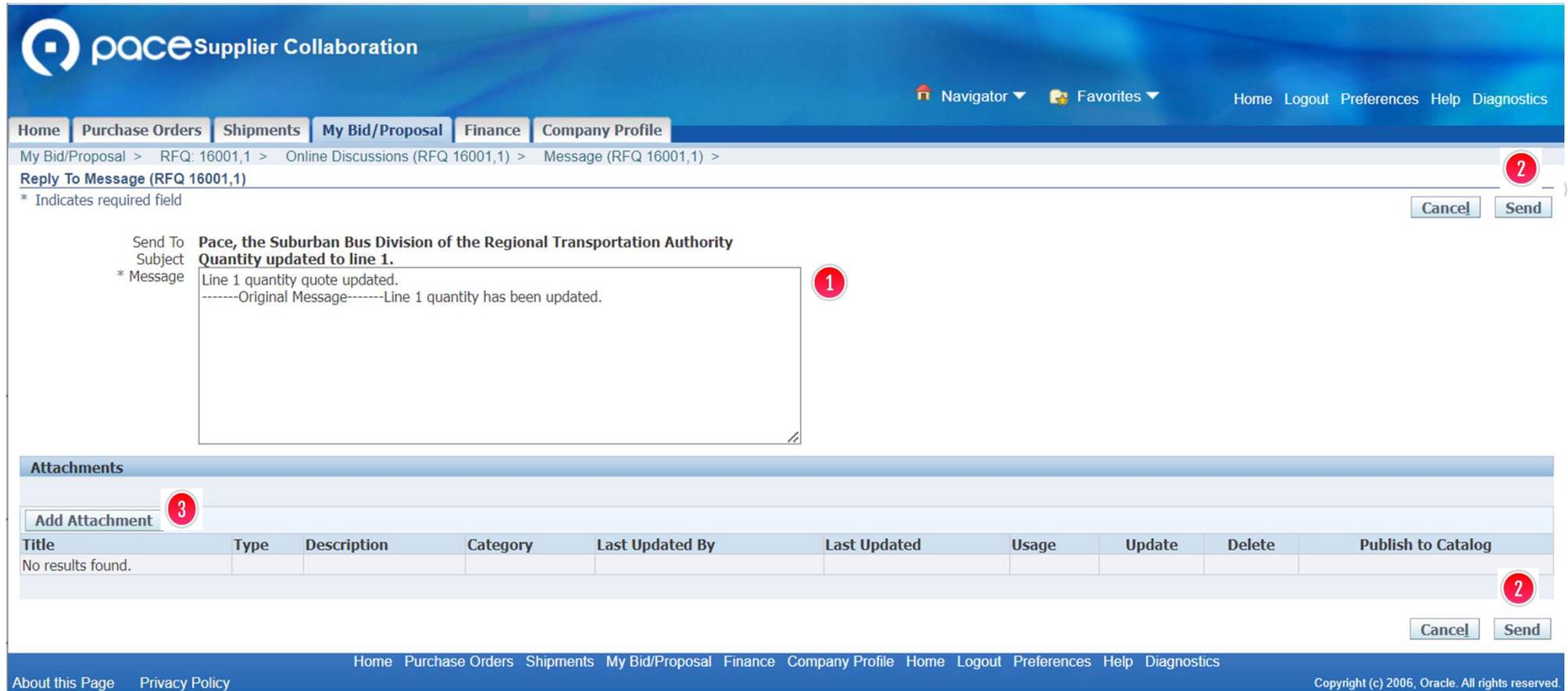
3 2
Reply Print

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

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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.



pace Supplier Collaboration

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.									

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

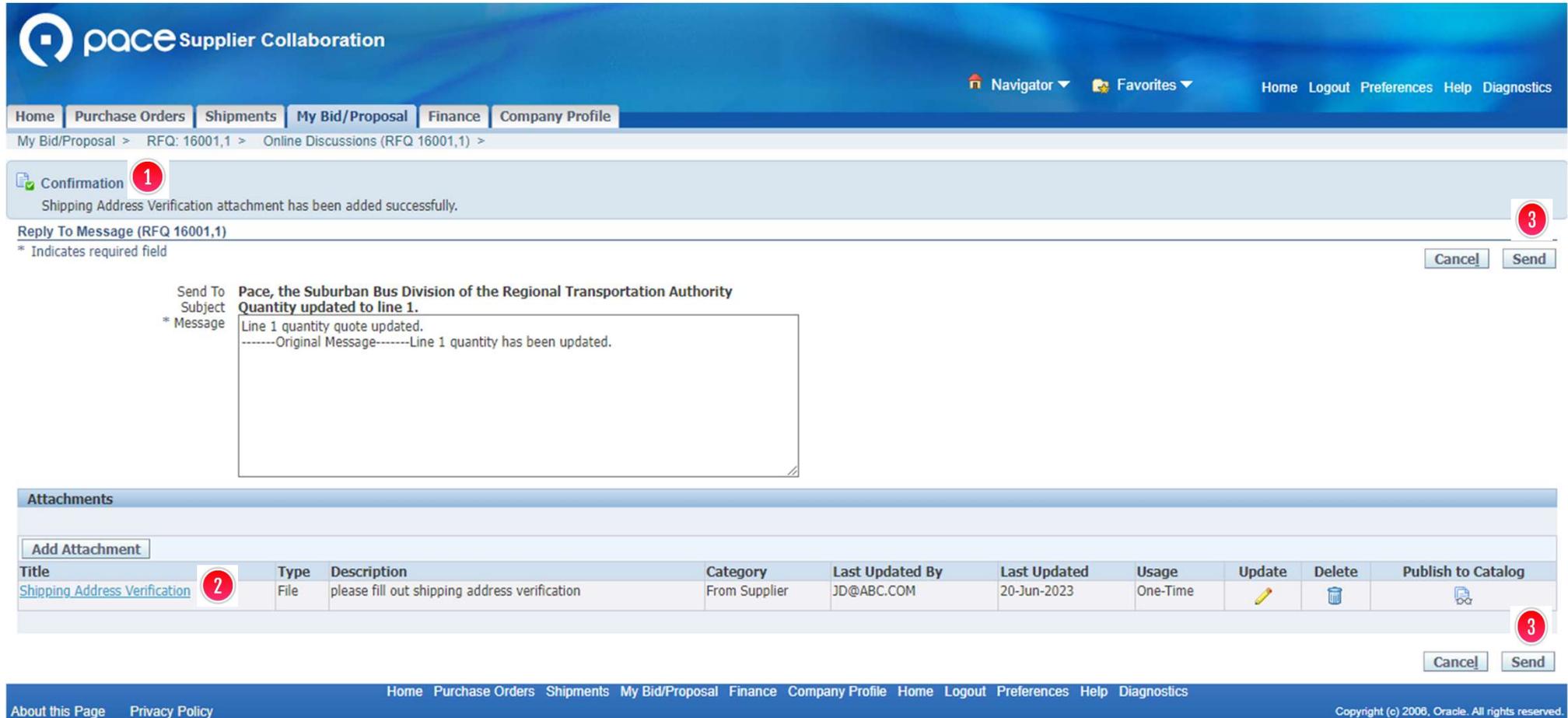
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Step 7

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.



Confirmation 1

Shipping Address Verification attachment has been added successfully.

Reply To Message (RFQ 16001,1) 3

* 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

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			

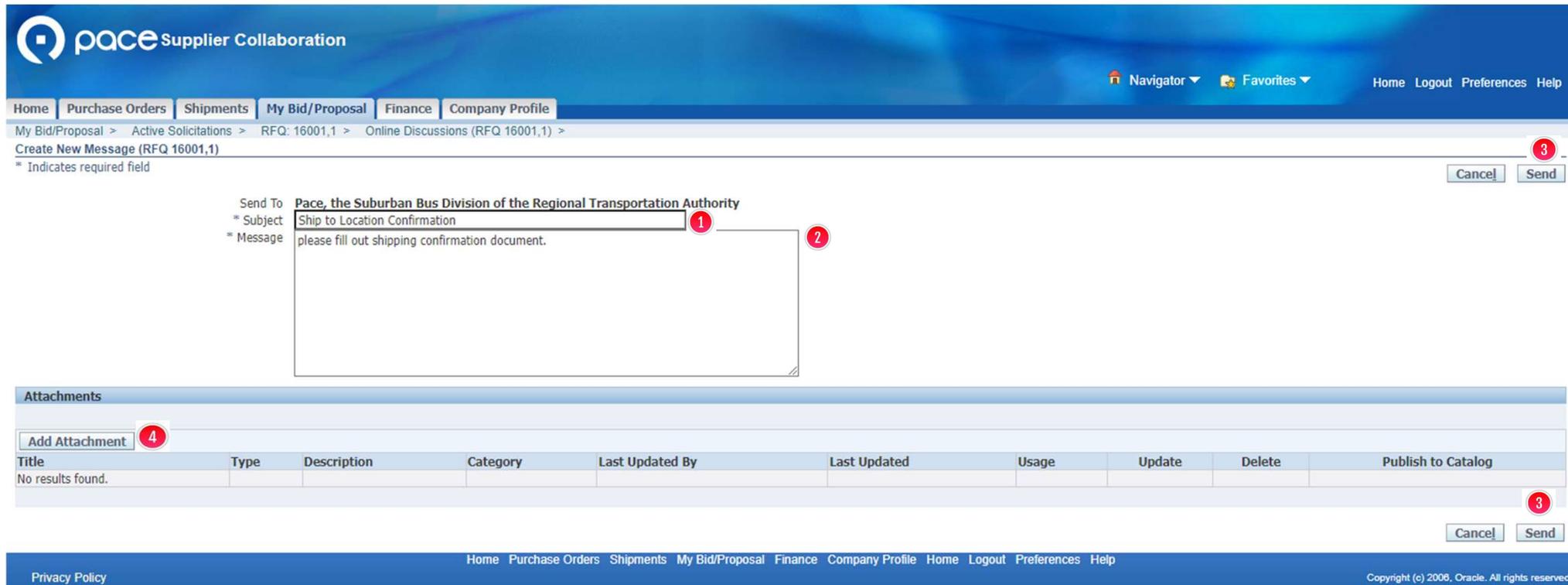
3

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

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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.



pace Supplier Collaboration

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.									

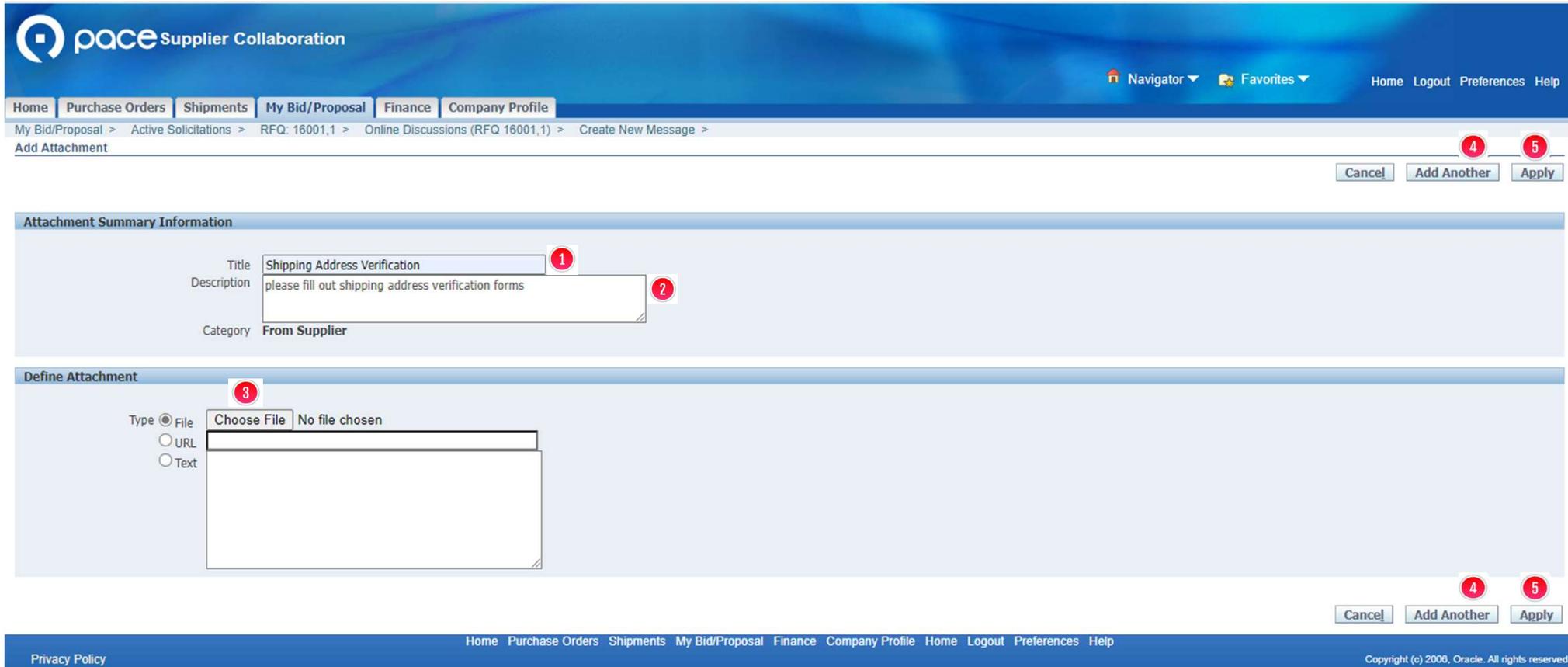
Privacy Policy

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

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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**.



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.

Confirmation 1
Shipping Address Verification attachment has been added successfully.

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

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 forms	From Supplier	JD@ABC.COM	12-Jun-2023	One-Time			

Buttons: Cancel, Send 3

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

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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.

pace Supplier Collaboration

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

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

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

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

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	

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

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Step 13

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