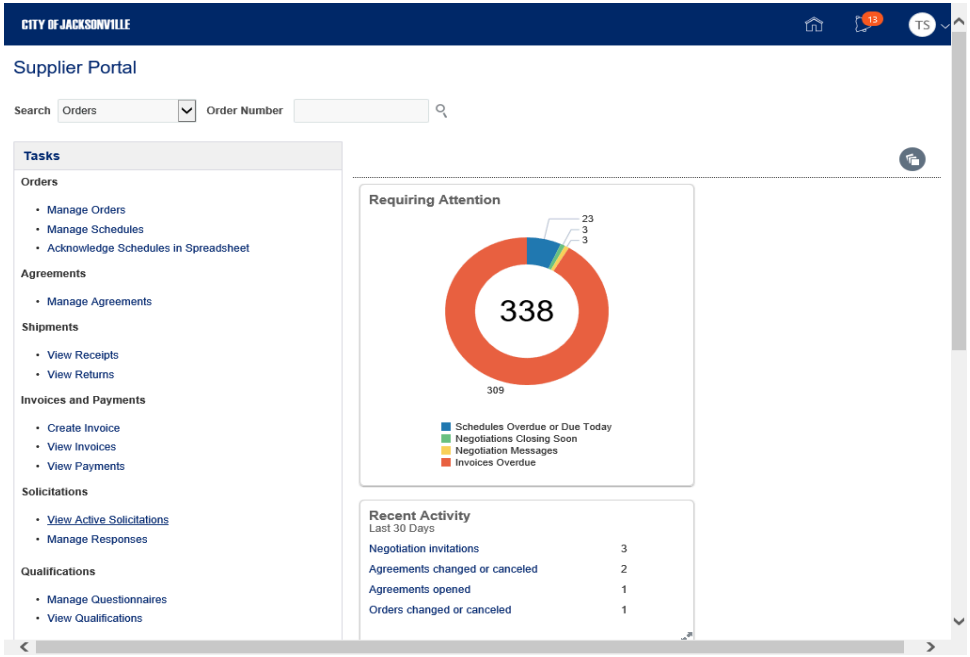
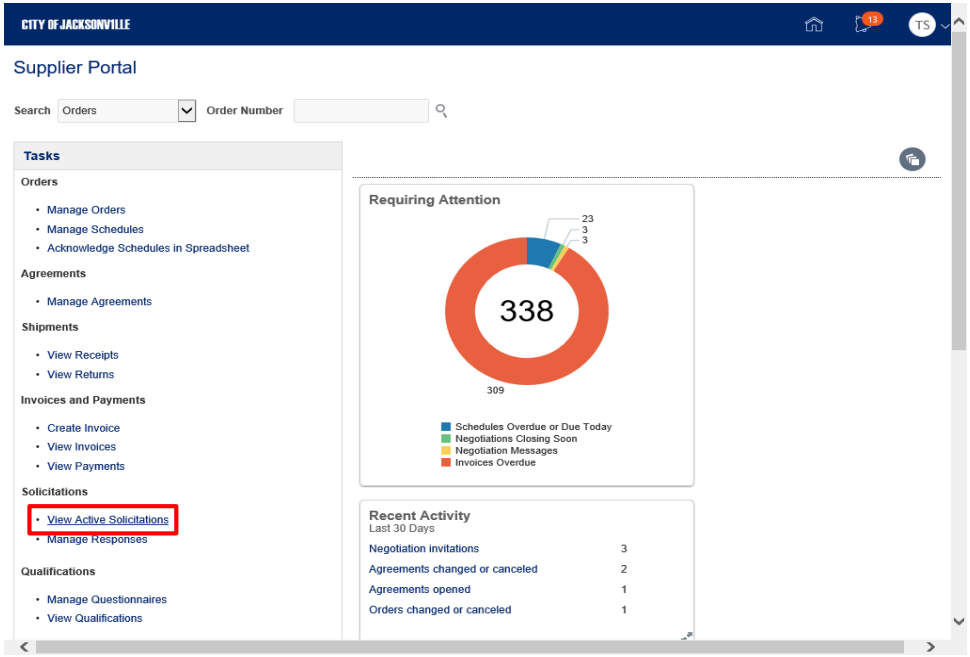
Supplier Messaging

Supplier Messaging



By completing this topic, you will be able to message as a supplier.

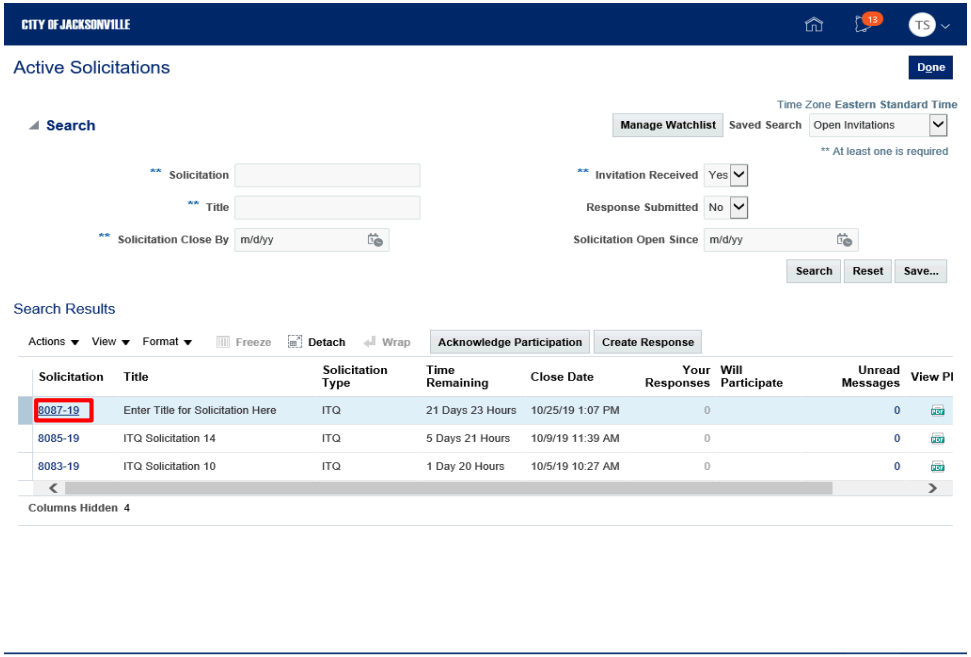
Supplier Messaging



Step 1

In the **Supplier Portal**, click the **View Active Solicitations** link.

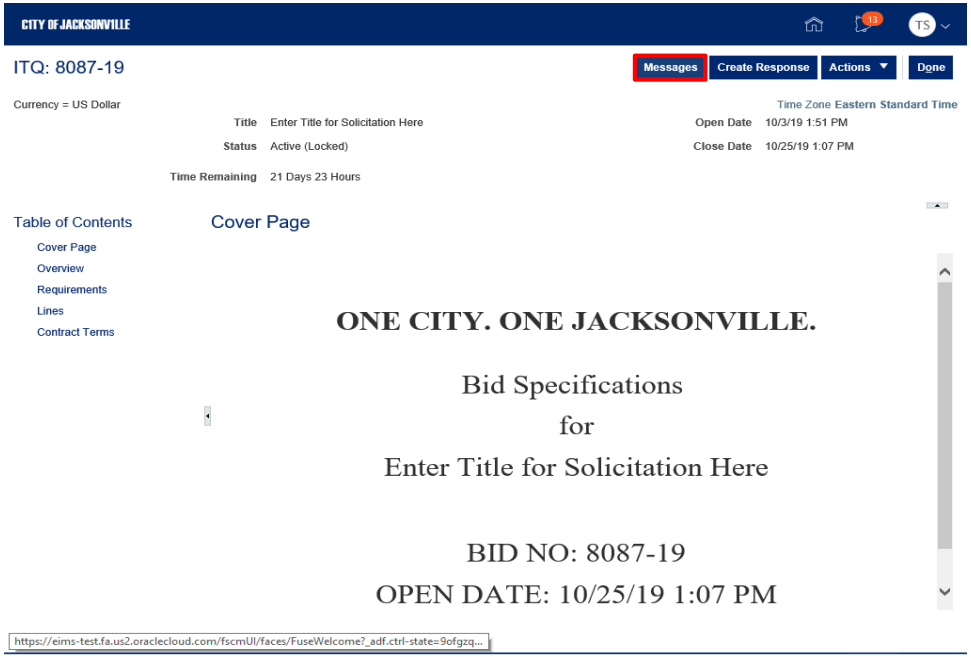
Supplier Messaging



Step 2

Click the **Solicitation** link.

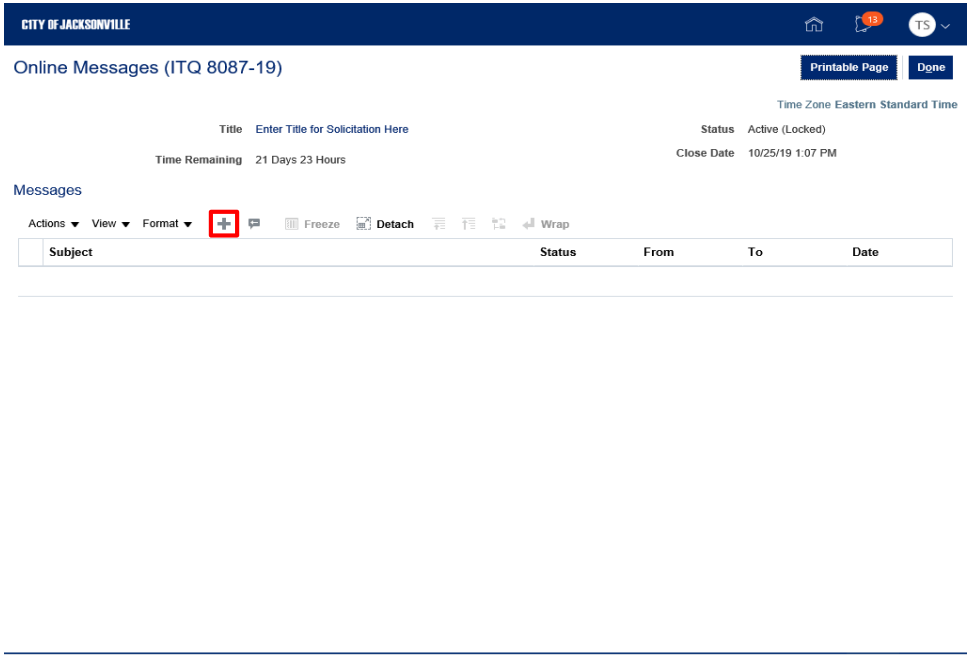
Supplier Messaging



Step 3

Click the **Messages** button.

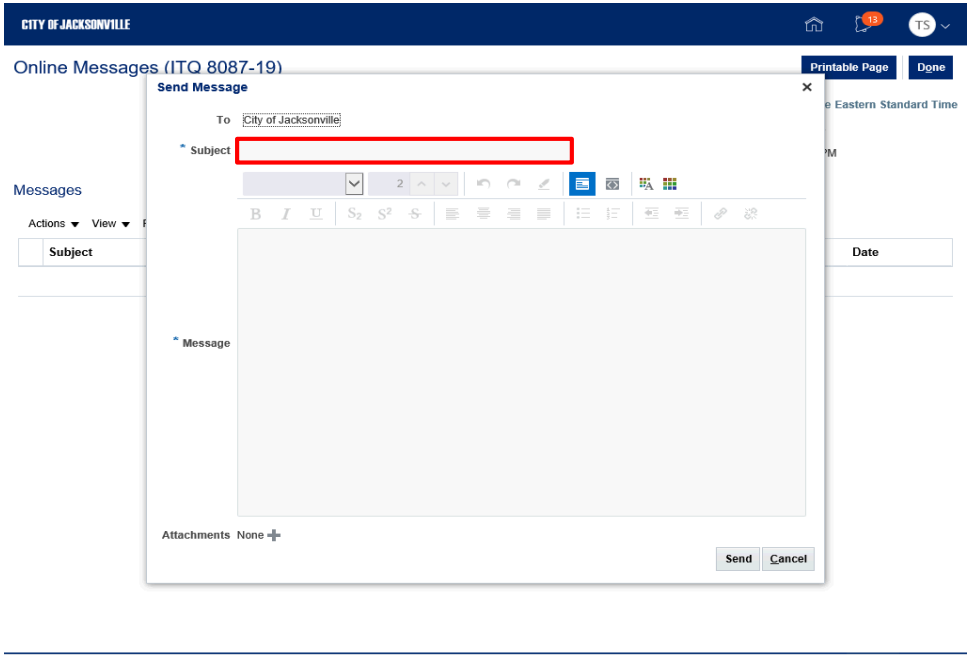
Supplier Messaging



Step 4

Click the **Create** button.

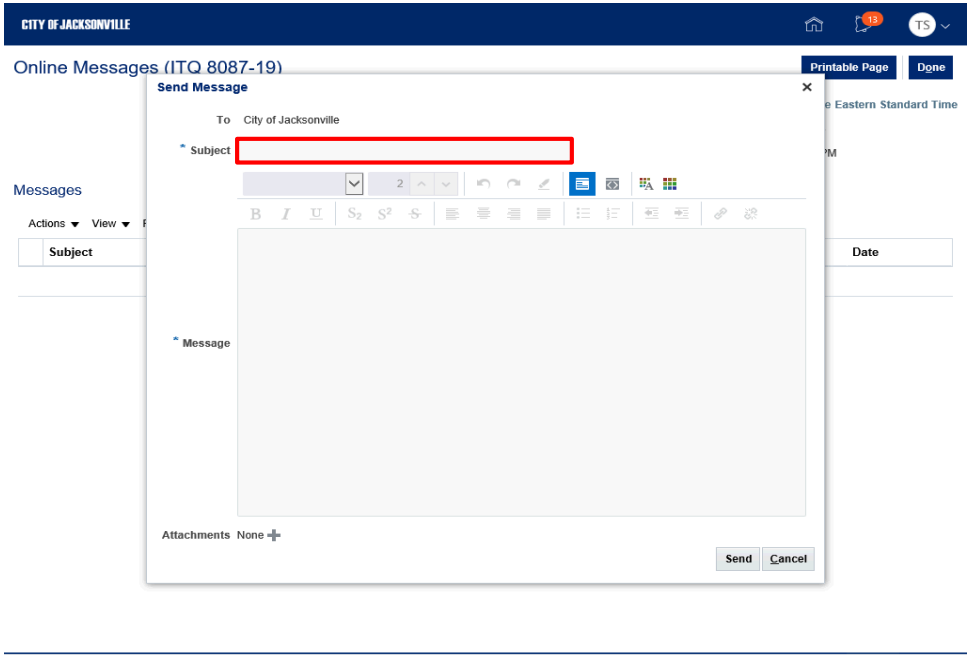
Supplier Messaging



Step 5

Click in the **Subject** field.

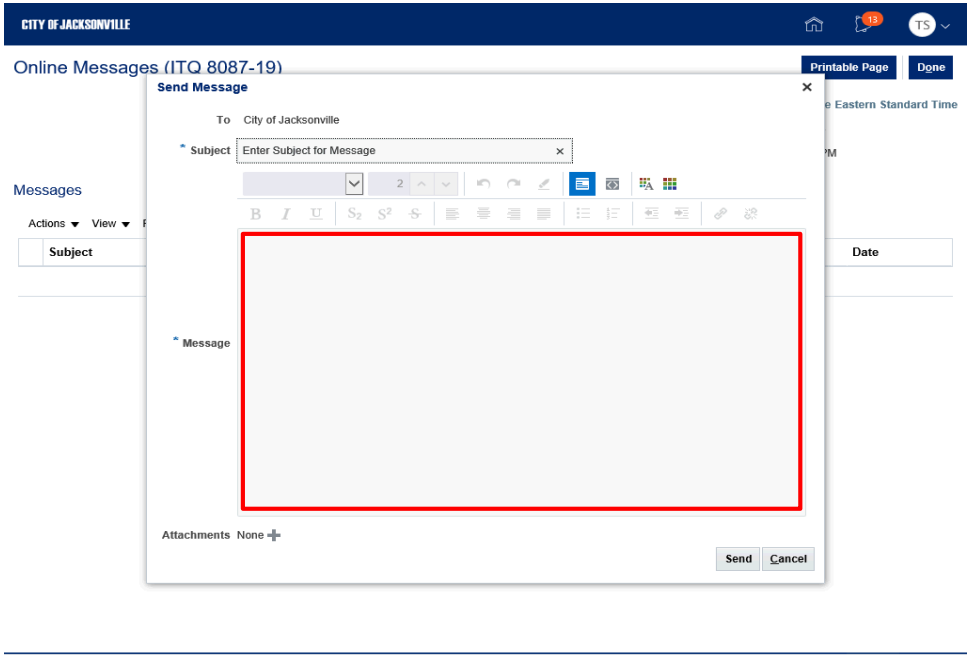
Supplier Messaging



Step 6

Enter the desired information into the **Subject** field. Enter "**Enter Subject for Message**".

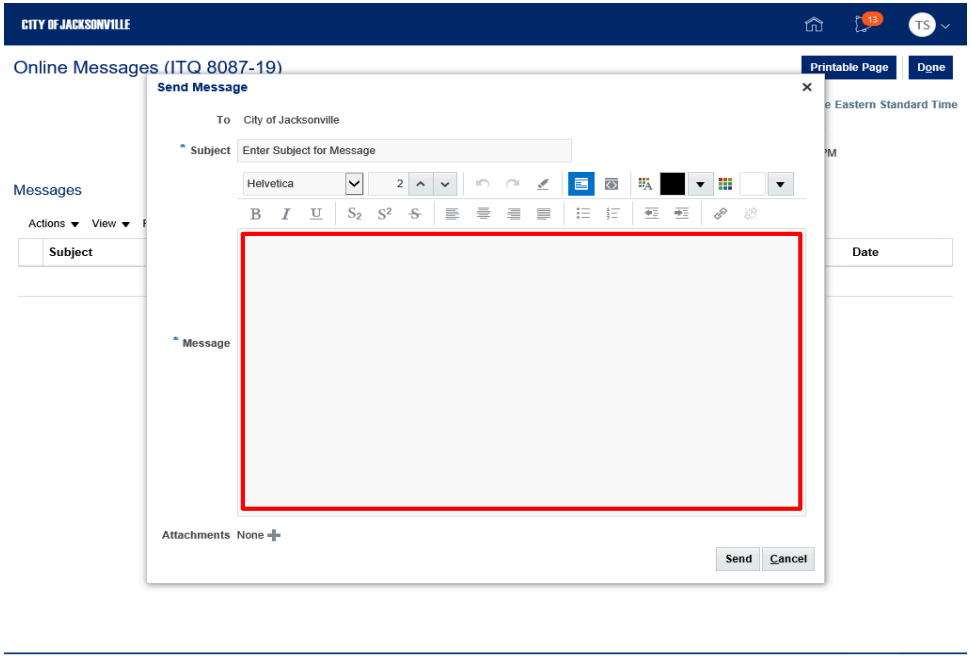
Supplier Messaging



Step 7

Click in the **Message Details** field.

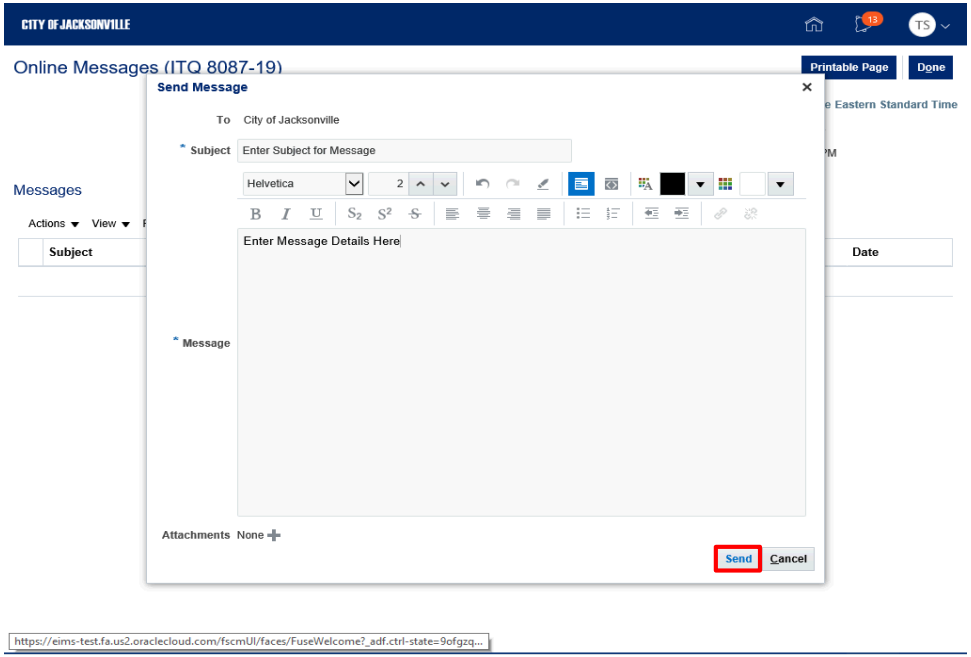
Supplier Messaging



Step 8

Enter the desired information into the **Message Details** field. Enter "**Enter Message Details Here**".

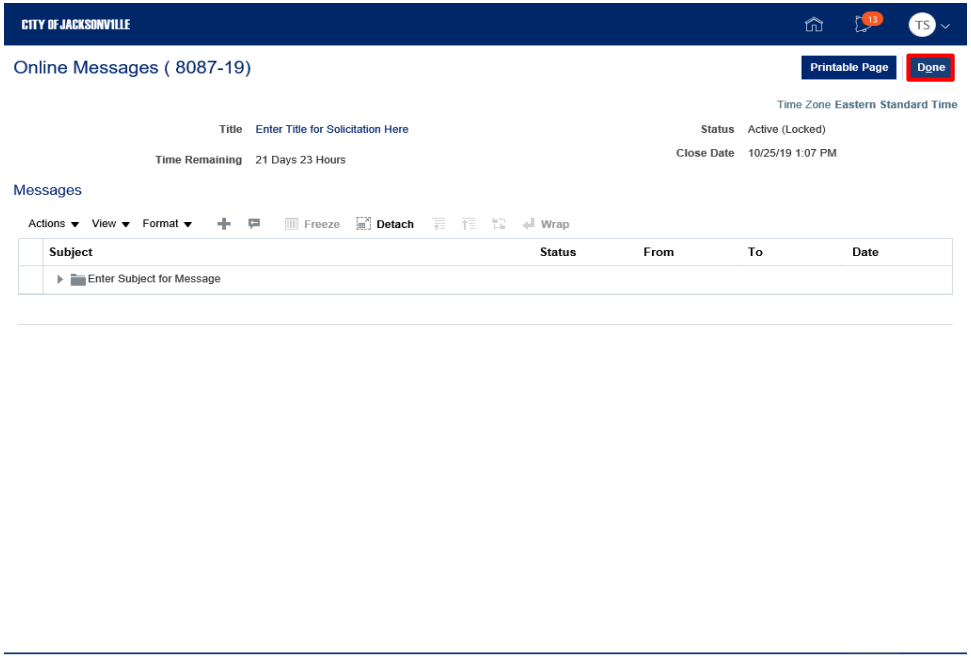
Supplier Messaging



Step 9

Click the **Send** button.

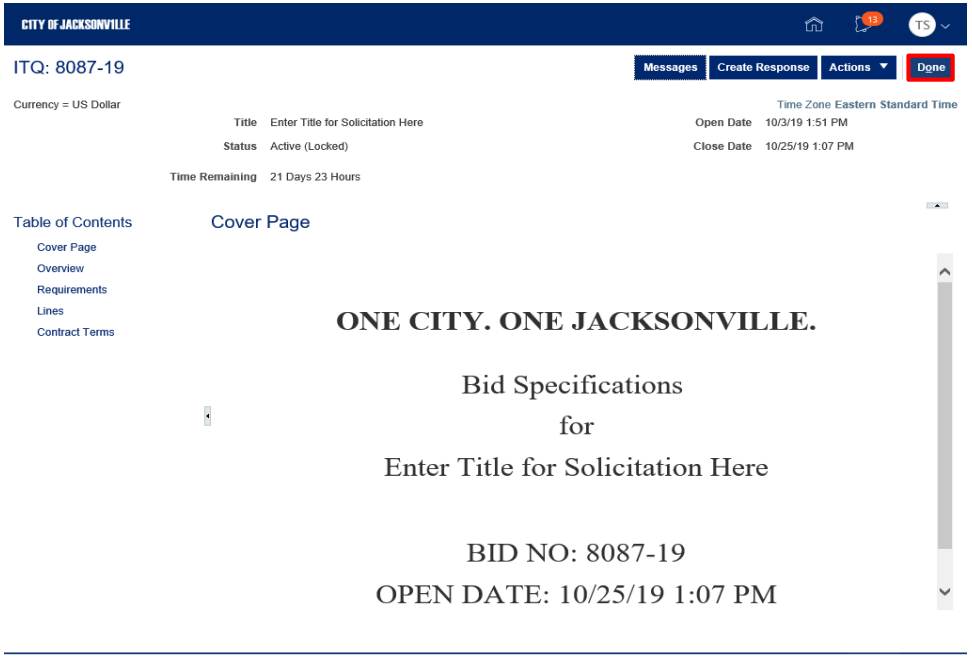
Supplier Messaging



Step 10

Click the **Done** button.

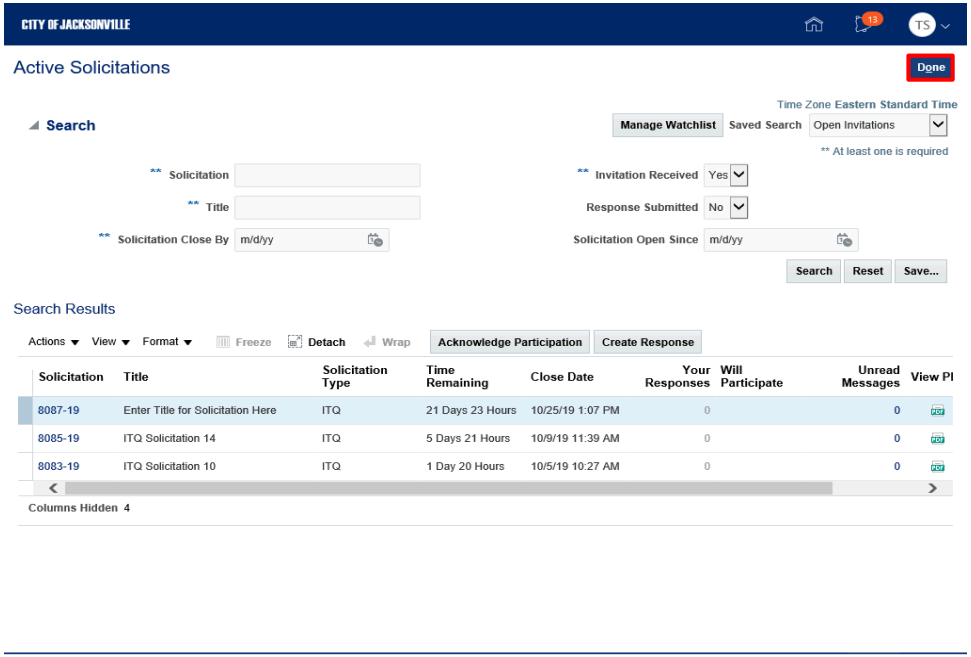
Supplier Messaging



Step 11

Click the **Done** button.

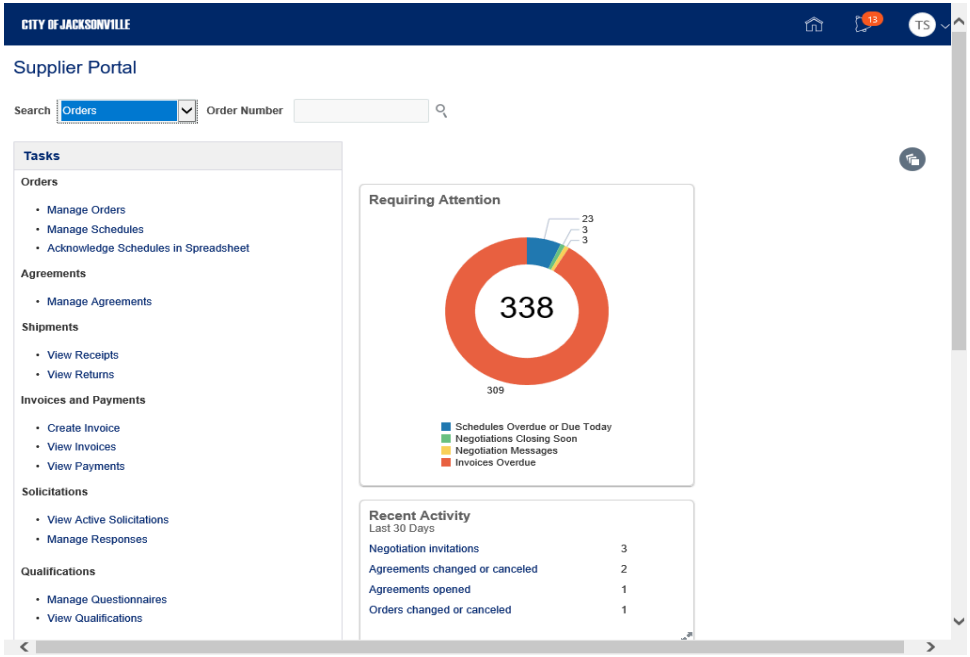
Supplier Messaging



Step 12

Click the **Done** button.

Supplier Messaging



Step 13

End of Procedure.