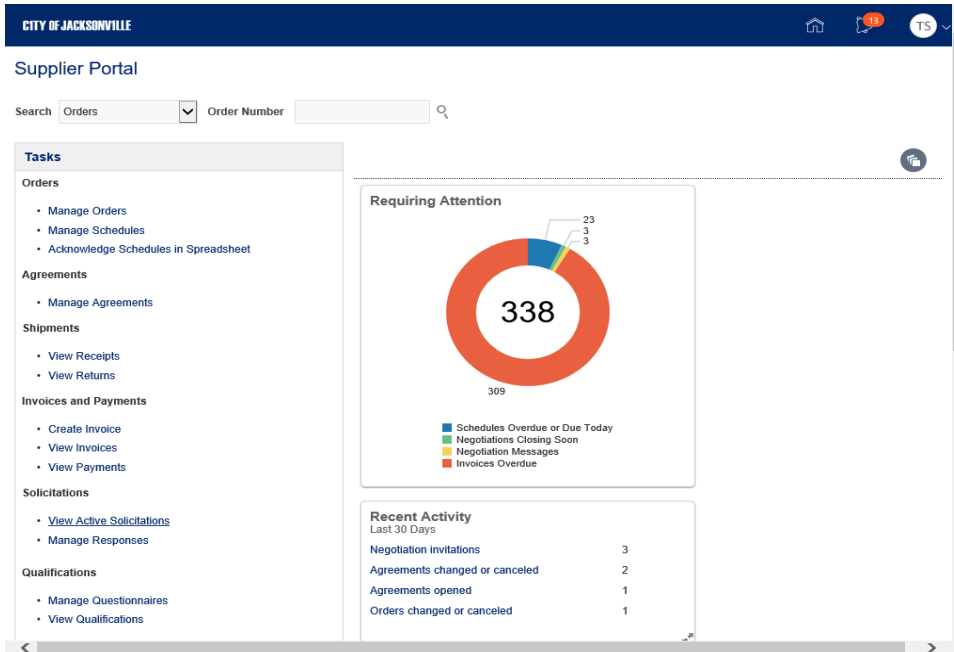




Supplier Messaging



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.

Category	Count
Schedules Overdue or Due Today	23
Negotiations Closing Soon	3
Negotiation Messages	3
Invoices Overdue	309

Activity	Count
Negotiation invitations	3
Agreements changed or canceled	2
Agreements opened	1
Orders changed or canceled	1



Supplier Messaging

Step 2

Click the **Solicitation** link.

CITY OF JACKSONVILLE

Active Solicitations Done

Search Manage Watchlist Saved Search Open Invitations Time Zone Eastern Standard Time

** Solicitation

** Title

** Solicitation Close By

** Invitation Received

Response Submitted

Solicitation Open Since

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap Acknowledge Participation Create Response

Solicitation	Title	Solicitation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PI
8087-19	Enter Title for Solicitation Here	ITQ	21 Days 23 Hours	10/25/19 1:07 PM	0		0	
8085-19	ITQ Solicitation 14	ITQ	5 Days 21 Hours	10/9/19 11:39 AM	0		0	
8083-19	ITQ Solicitation 10	ITQ	1 Day 20 Hours	10/5/19 10:27 AM	0		0	

Columns Hidden 4



Supplier Messaging

Step 3

Click the **Messages** button.

CITY OF JACKSONVILLE

ITQ: 8087-19

Currency = US Dollar

Time Zone Eastern Standard Time

Open Date 10/3/19 1:51 PM

Close Date 10/25/19 1:07 PM

Time Remaining 21 Days 23 Hours

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ONE CITY. ONE JACKSONVILLE.

Bid Specifications
for
Enter Title for Solicitation Here

BID NO: 8087-19
OPEN DATE: 10/25/19 1:07 PM




https://eims-test.fa.us2.oraclecloud.com/fscmUI/faces/FuseWelcome?_afv.ctrl-state=9efgqg...



Supplier Messaging

Step 4

Click the **Create** button.

CITY OF JACKSONVILLE   












Online Messages (ITQ 8087-19) [Printable Page](#) [Done](#)

Time Zone Eastern Standard Time

Title [Enter Title for Solicitation Here](#) Status Active (Locked)

Time Remaining 21 Days 23 Hours Close Date 10/25/19 1:07 PM

Messages

Actions  View  Format     Freeze  Detach     Wrap

Subject	Status	From	To	Date
---------	--------	------	----	------



Supplier Messaging

Step 5

Click in the **Subject** field.

A screenshot of a web-based email composition interface. The window title is "Send Message". The "To" field is populated with "City of Jacksonville". The "Subject" field is empty and highlighted with a red rectangular border. Below the subject field is a rich text editor toolbar with icons for bold, italic, underline, strikethrough, bulleted list, numbered list, link, and unlink. The main message body is a large, empty text area. At the bottom, there are "Send" and "Cancel" buttons. The background shows a navigation menu with "Messages" and "Subject" options, and a top header with "CITY OF JACKSONVILLE" and a user profile icon.



Supplier Messaging

Step 6

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

A screenshot of the 'Send Message' dialog box in the City of Jacksonville system. The dialog box is titled 'Send Message' and has a close button (X) in the top right corner. The 'To' field is set to 'City of Jacksonville'. The 'Subject' field is highlighted with a red rectangular border. Below the 'Subject' field is a rich text editor with a toolbar containing various formatting options like bold, italic, underline, and text color. The main area of the dialog box is a large text input field for the message content. At the bottom left, there is an 'Attachments' section showing 'None'. At the bottom right, there are 'Send' and 'Cancel' buttons. The background shows a partial view of the 'Online Messages (ITQ 8087-19)' interface with a 'Printable Page' and 'Done' button.



Supplier Messaging

Step 7

Click in the **Message Details** field.

A screenshot of a web application interface for sending a message. The top navigation bar is dark blue with 'CITY OF JACKSONVILLE' on the left and a home icon, a notification bell with '13', and a user profile 'TS'. Below the navigation bar, the page title is 'Online Messages (ITQ 8087-19)'. The main content area is a 'Send Message' dialog box. It has a title bar with 'Send Message' and a close button. The 'To' field is 'City of Jacksonville'. The 'Subject' field contains 'Enter Subject for Message'. Below the subject field is a rich text editor toolbar with icons for bold, italic, underline, strikethrough, bulleted list, numbered list, link, and unlink. The main body of the dialog is a large, empty text area for the message content, which is highlighted with a red rectangular border. At the bottom of the dialog, there are 'Send' and 'Cancel' buttons. On the left side of the main application window, there is a sidebar with 'Messages' and 'Subject' sections. On the right side, there are 'Printable Page' and 'Done' buttons, and a 'Date' field.



Supplier Messaging

Step 8

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

A screenshot of the 'Send Message' dialog box in the City of Jacksonville system. The dialog box is titled 'Send Message' and has a close button (X) in the top right corner. It features a 'To' field with 'City of Jacksonville' entered, a 'Subject' field with the placeholder text 'Enter Subject for Message', and a rich text editor for the message body. The rich text editor includes a toolbar with options for font face (Helvetica), size (2), bold (B), italic (I), underline (U), strikethrough (S), bulleted list, numbered list, link, and unlink. The message body area is currently empty and is highlighted with a red rectangular border. Below the message body is an 'Attachments' section showing 'None'. At the bottom right of the dialog box are 'Send' and 'Cancel' buttons. The background shows a partial view of the 'Online Messages (ITQ 8087-19)' interface with a 'Printable Page' and 'Done' button.



Supplier Messaging

Step 9

Click the **Send** button.

A screenshot of a web application interface for 'CITY OF JACKSONVILLE'. The main content area is titled 'Online Messages (ITQ 8087-19)'. A 'Send Message' dialog box is open, showing a form for composing an email. The 'To' field is filled with 'City of Jacksonville'. The 'Subject' field contains the placeholder text 'Enter Subject for Message'. Below the subject field is a rich text editor with a toolbar containing options for font face (Helvetica), size (2), bold (B), italic (I), underline (U), strikethrough (ABC), bulleted list, numbered list, link, and unlink. The main body of the dialog is a large text area with the placeholder 'Enter Message Details Here'. At the bottom left, it says 'Attachments None'. At the bottom right, there are two buttons: 'Send' (highlighted with a red box) and 'Cancel'. The background shows a sidebar with 'Messages' and 'Subject' sections, and a top navigation bar with a home icon, a notification bell with '13', and a user profile icon 'TS'.



Supplier Messaging

Step 10

Click the **Done** button.

CITY OF JACKSONVILLE

Home 19 TS

Online Messages (8087-19) [Printable Page](#) [Done](#)

Time Zone Eastern Standard Time

Title [Enter Title for Solicitation Here](#) Status Active (Locked)

Time Remaining 21 Days 23 Hours Close Date 10/25/19 1:07 PM

Messages

Actions View Format + Freeze Detach Wrap

Subject	Status	From	To	Date
Enter Subject for Message				



Supplier Messaging

Step 11

Click the **Done** button.

CITY OF JACKSONVILLE

ITQ: 8087-19 [Messages](#) [Create Response](#) [Actions](#) [Done](#)

Currency = US Dollar

Title Enter Title for Solicitation Here
Status Active (Locked)
Time Remaining 21 Days 23 Hours

Open Date 10/3/19 1:51 PM
Close Date 10/25/19 1:07 PM
Time Zone Eastern Standard Time

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ONE CITY. ONE JACKSONVILLE.

Bid Specifications
for
Enter Title for Solicitation Here

BID NO: 8087-19
OPEN DATE: 10/25/19 1:07 PM



Supplier Messaging

Step 12

Click the **Done** button.

CITY OF JACKSONVILLE Home 13 TS

Active Solicitations Done

Search Manage Watchlist Saved Search Open Invitations Time Zone Eastern Standard Time

** Solicitation

** Title

** Solicitation Close By 📅

** Invitation Received ⌵

Response Submitted ⌵

Solicitation Open Since 📅

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap Acknowledge Participation Create Response

Solicitation	Title	Solicitation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PI
8087-19	Enter Title for Solicitation Here	ITQ	21 Days 23 Hours	10/25/19 1:07 PM	0		0	📄
8085-19	ITQ Solicitation 14	ITQ	5 Days 21 Hours	10/9/19 11:39 AM	0		0	📄
8083-19	ITQ Solicitation 10	ITQ	1 Day 20 Hours	10/5/19 10:27 AM	0		0	📄

< Columns Hidden 4 >



Supplier Messaging

Step 13

End of Procedure.

CITY OF JACKSONVILLE

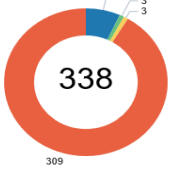
Supplier Portal

Search **Orders** Order Number

Tasks

- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Shipments
 - View Receipts
 - View Returns
- Invoices and Payments
 - Create Invoice
 - View Invoices
 - View Payments
- Solicitations
 - View Active Solicitations
 - Manage Responses
- Qualifications
 - Manage Questionnaires
 - View Qualifications

Requiring Attention



Category	Count
Schedules Overdue or Due Today	23
Negotiations Closing Soon	3
Negotiation Messages	3
Invoices Overdue	309

Recent Activity
Last 30 Days

Negotiation invitations	3
Agreements changed or canceled	2
Agreements opened	1
Orders changed or canceled	1