Sourcing On-Line Discussions

Step	Action
1.	Click the **HRSD Sourcing Supplier** Responsibility. ▷
2.	Expand the **Sourcing** list item. ▷ 📁 Sourcing
3.	Click the **Sourcing Home Page** link. 📄 Sourcing Home Page
4.	The *Sourcing Home Page* is displayed. Click the **Solicitation 400169** link under your open invitations. 400169
5.	The *Solicitation* page displays Click the **Actions** list. Actions Acknowledge Participation ▼
6.	Click the **Online Discussions** list item. Online Discussions
7.	Click the **Go** button. Go
8.	The Online Discussions page displays. Click the **New Message** button. New Message
9.	The Create New Message page displays. Click the **Send To** list. Send To HRSD ▼
10.	Click the **HRSD** list item. HRSD
11.	Click in the **Subject** field. * Subject
12.	Enter the desired information into the **Subject** field. Enter a valid value e.g. "**Question**". * Subject
13.	Press **[Tab]**.
14.	Enter the desired information into the **Message** field. Enter a valid value e.g. "**I have a question about something**"
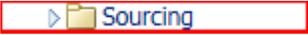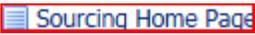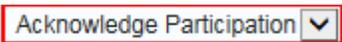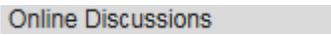
	* Message [text input box]
15.	Click the **Send** button. [Send button]
16.	The *HRSD EBS Home Page* displays After HRSD has responded to the message, an email and notification will be sent. Click the **Sent: Online Discussion Message for Solicitation 400169 (Burner F** link. Sent: Online Discussion Message for Solicitation 400169 (Burner Furnish & Install)
17.	View the Notification that a reply has been sent from your message. You must go into the Sourcing page to view the response. Click the **OK** button. This will clear the notification from your work list. [OK button]
18.	Click the **Sourcing Home Page** link. [icon] Sourcing Home Page
19.	In the *Your Active and Draft Responses* section, you can see if there are any unread messages related to that response regardless of the response status. Click on the number link located under "Unread Messages" to view those messages. For this example, we will not view this message.
20.	Click the **Solicitation 400169** link. 400169
21.	The Reply to your message is posted here. Click the **1 Unread Messages** link. 1 Unread Messages
22.	Click the **-------Original Message-------I have a question ab...** link. ------Original Message-------I have a question ab..
23.	View the original message and reply. Reply = "Here is your Answer"
24.	Click the **Return to Online Discussions (Solicitation 400169)** link. Return to Online Discussions (Solicitation 400169)
25.	**This topic covered:** - Sending a Message from the Supplier to the Purchaser on a solicitation that you have not created a response for or one that you have created a response. - Viewing the Response to the Supplier from the Purchaser.
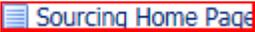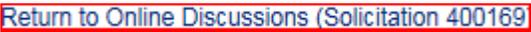
End of Procedure.