
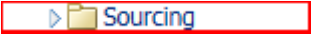
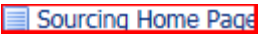

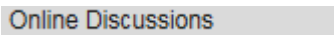






Sourcing On-Line Discussions

Step	Action
1.	Click the HRSD Sourcing Supplier Responsibility. 
2.	Expand the Sourcing list item. 
3.	Click the Sourcing Home Page link. 
4.	The <i>Sourcing Home Page</i> is displayed. Click the Solicitation 400169 link under your open invitations. 
5.	The <i>Solicitation</i> page displays Click the Actions list. Actions 
6.	Click the Online Discussions list item. 
7.	Click the Go button. 
8.	The Online Discussions page displays. Click the New Message button. 
9.	The Create New Message page displays. Click the Send To list. Send To 
10.	Click the HRSD list item. 
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 "

	<p>* Message</p> 
15.	<p>Click the Send button.</p> 
16.	<p>The <i>HRSD EBS Home Page</i> displays</p> <p>After HRSD has responded to the message, an email and notification will be sent.</p> <p>Click the Sent: Online Discussion Message for Solicitation 400169 (Burner F link.</p> 
17.	<p>View the Notification that a reply has been sent from your message. You must go into the Sourcing page to view the response.</p> <p>Click the OK button. This will clear the notification from your work list.</p> 
18.	<p>Click the Sourcing Home Page link.</p> 
19.	<p>In the <i>Your Active and Draft Responses</i> 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.</p> <p>For this example, we will not view this message.</p>
20.	<p>Click the Solicitation 400169 link.</p> 
21.	<p>The Reply to your message is posted here.</p> <p>Click the 1 Unread Messages link.</p> 
22.	<p>Click the -----Original Message-----I have a question ab... link.</p> 
23.	<p>View the original message and reply.</p> <p>Reply = "Here is your Answer"</p>
24.	<p>Click the Return to Online Discussions (Solicitation 400169) link.</p> 
25.	<p>This topic covered:</p> <ul style="list-style-type: none"> - 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.
