
E-TENDERING SERVICES

EPPS0921- COMPOSE AND SEND A MESSAGE



VERSION 2.0 – 03/2020

COMPOSE AND SEND A MESSAGE

EPPS0921

Purpose

This guide presents how a user can compose and send a message regarding a particular Call for Tender, using eTendersNI. The Messaging functionality applies to the following users:

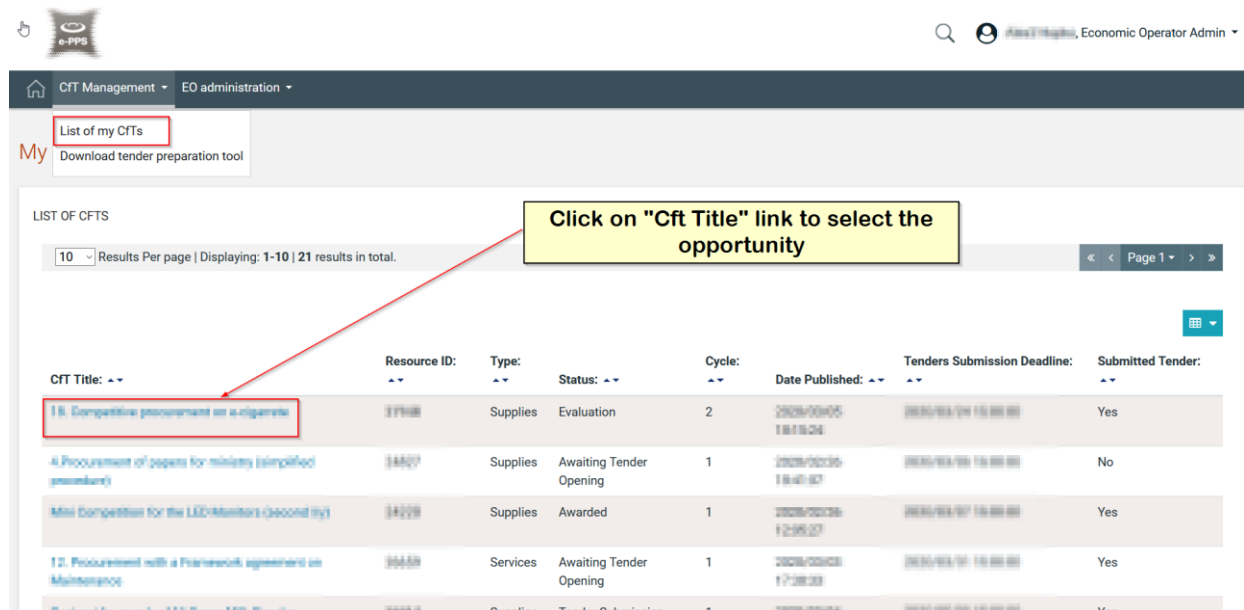
- Tender Coordinator (PO/TC) of Call for Tender
- Evaluator Responsible (PO/ESR) of Call for Tender
- All associated Supplier users

This guide describes the functionality available to supplier users.

Procedure

The steps to compose and send a message are the following:

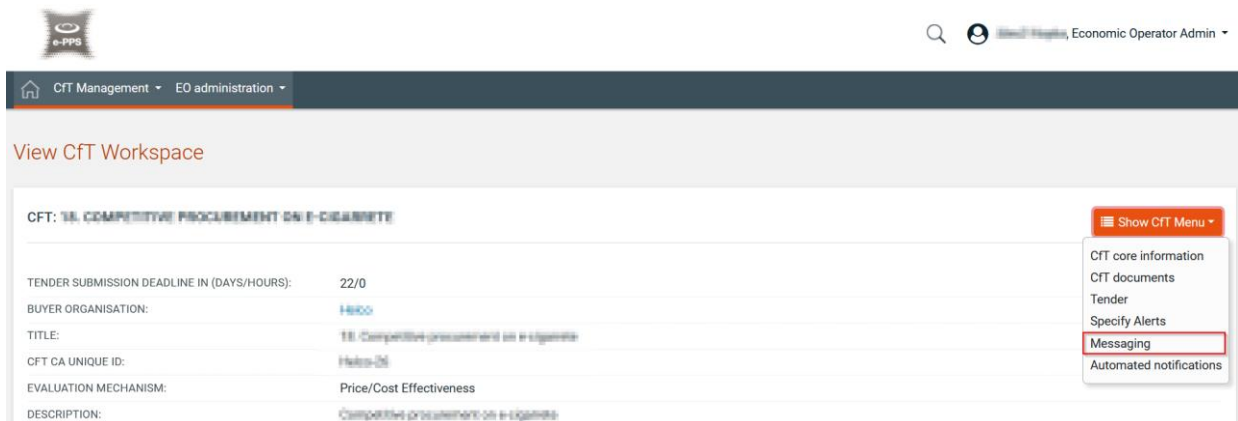
- Log in on eTendersNI and select the Call for Tender, through clicking on the title of the Call for Tender. The Call for Tender can be found from the “*List of my CFTs*”, under “*Cft Management*” section.



CFT Title: ▾	Resource ID: ▾	Type: ▾	Status: ▾	Cycle: ▾	Date Published: ▾	Tenders Submission Deadline: ▾	Submitted Tender: ▾
1.B. Competitive procurement on a cigarette	17708	Supplies	Evaluation	2	2020/09/05 18:00:00	2020/09/07 18:00:00	Yes
4. Procurement of papers for ministry (simplified procedure)	14407	Supplies	Awaiting Tender Opening	1	2020/02/06 18:00:00	2020/02/06 18:00:00	No
Mini Competition for the LED-Monitors (second try)	14129	Supplies	Awarded	1	2020/02/06 12:05:27	2020/02/07 18:00:00	Yes
12. Procurement with a Framework agreement on Maintenance	10459	Services	Awaiting Tender Opening	1	2020/02/03 17:28:23	2020/02/07 18:00:00	Yes
Contract for a supply of 18 Toner Mills Printer	10457	Supplies	Tender Submission	1	2020/02/04	2020/02/04 18:00:00	Yes

The system displays the “View CFT Workspace” page where the details of the Call for Tender are shown.

- Click on the red button “*Show CFT Menu*”. The drop-down Menu appears and user selects “*Messaging*”.



CFT: 18. COMPETITIVE PROCUREMENT ON E-CLEARITE

TENDER SUBMISSION DEADLINE IN (DAYS/HOURS):	22/0
BUYER ORGANISATION:	H&CO
TITLE:	18. Competitive procurement on e-clearite
CFT CA UNIQUE ID:	H&CO-05
EVALUATION MECHANISM:	Price/Cost Effectiveness
DESCRIPTION:	Competitive procurement on e-clearite

Show CFT Menu

- CFT core information
- CFT documents
- Tender
- Specify Alerts
- Messaging
- Automated notifications

By default, the Messaging Inbox is displayed where the list of received messages is shown. The following columns are displayed:

- **Sender**
- **Subject**
- **Sent** (date and time of message dispatch)
- **First opened** (date and time message was first opened)
- **First Replied** (date and time message was first replied)
- **Status** (status of the message)
 - “*New*” for unread messages
 - “*Read*” for read messages
 - “*Replied*” for replied messages
- **Action**
 - “*View*” to view message
 - “*Reply*” to reply to message
 - “*Forward*” to forward the message

View Messages

CFT: 56 COMPETITIVE PROCUREMENT ON 8 CIGARETTES Show CFT Menu

Inbox Sent Messages Draft Messages COMPOSE

Search Messages

Subject:

Broadcast
 Yes No [Clear]

10 Results Per page | Displaying all 4 matches. SEARCH

#	Sender	Subject	Sent	First opened	First replied	Status	Action
1	Inbox	Test message with attachments	09/06/2020 11:00:00	09/06/2020 11:00:00		Read	View Reply Forward
2	Inbox	Test message for manual purposes	09/06/2020 11:00:00	09/06/2020 11:00:00		Read	View Reply Forward

- In order to create a new message, click on the “Compose” button.

View Messages

CFT: 56 COMPETITIVE PROCUREMENT ON 8 CIGARETTES Show CFT Menu

Inbox Sent Messages Draft Messages COMPOSE

Search Messages

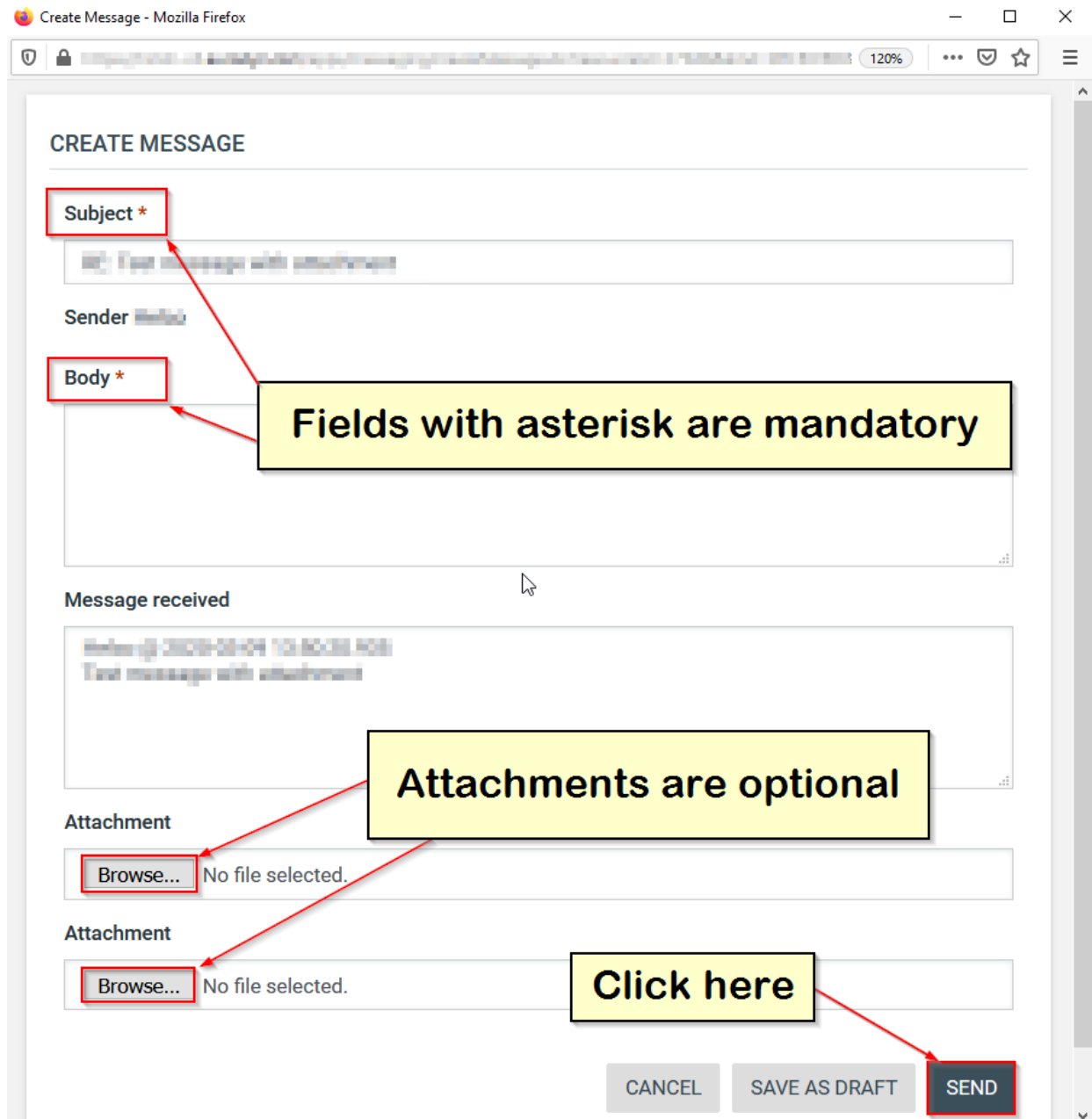
Subject:

Broadcast
 Yes No [Clear]

Click here SEARCH

In the “Create Message” form users fill in the following:

- **Subject** (mandatory)
- **Body** (mandatory)
- Up to 2 **Attachments** (Optional)



- Click on the “Send” button to send the message. In order to save message as draft and send it later, click on the “Save as Draft” button. The draft message is saved in “Draft Messages” section.

Once sent, the message is saved in the “Sent Messages” section. All information on sent messages is displayed in this section such as:

- **Recipients**
- **Subject**
- **Sent** (date and time of message dispatch)

- **First opened** (date and time message was first opened)
- **First Replied** (date and time message was first replied)
- **Status** (status of the message)
 - “New” for unread messages
 - “Read” for read messages
 - “Replied” for replied messages
- **Action**
 - “View” to view message
 - “Forward” to forward the message

View Messages

CFT: 18. COMPETITIVE PROCUREMENT ON E-CIGARETTE Show CFT Menu

Inbox Sent Messages Draft Messages

COMPOSE

Search Messages

Subject:

SEARCH

10 Results Per page | Displaying the 1 match.

#	Recipients	Subject	Sent	First opened	First replied	Status	Action
1						New	View Forward

Once message is sent, an automated notification e-mail is dispatched to the recipient. To view the message, recipient user can click on the link inside the e-mail notification, and, if already logged in, he will be redirected to the received message.

From: ni-eproc-test-noreply@eurodyn.com

Subject: eTendersNI CFT Automated Notification - [CFT: Message sent]

To: ni-eproc-test-noreply@eurodyn.com

Reply Forward Archive Junk Delete More

13:41

Helco sent you a message on CFT: with title Please access the below URL to view the message.

 IMPORTANT: All actions within the eTendersNI will be recorded for auditing purposes. This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. If you have received this e-mail by mistake delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

Please do not reply to this mail.

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