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# **E-TENDERING SERVICES**

## **EPPS0922- SEARCH MESSAGES**



**VERSION 2.0 – 03/2020**

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## SEARCH MESSAGES

### EPPS0922

#### Purpose

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

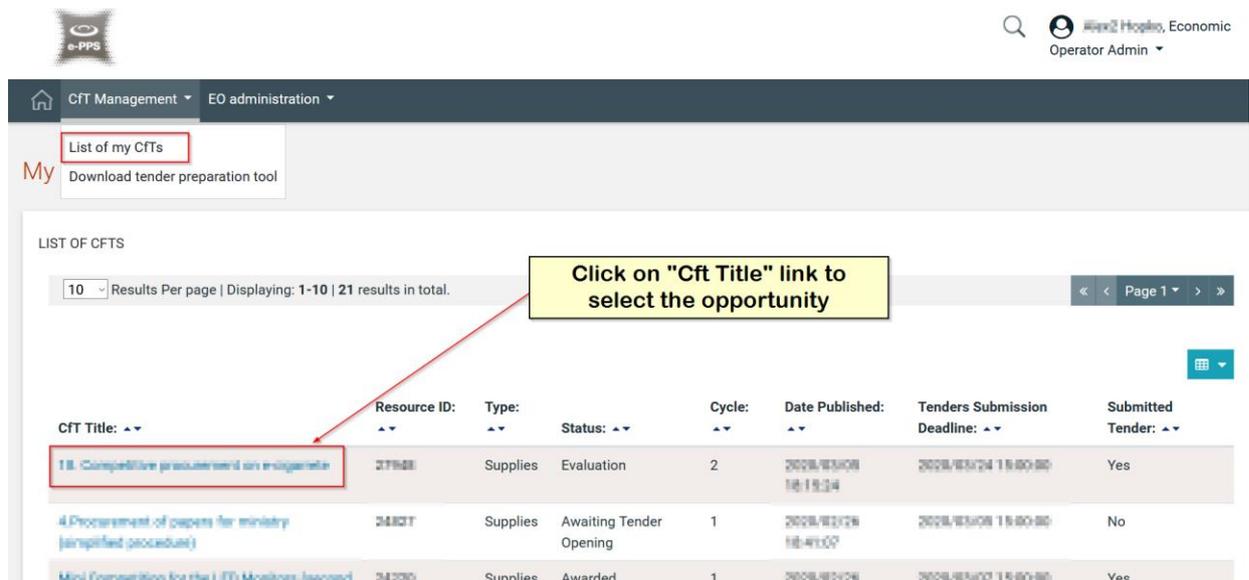
- Tender Coordinator (PO/TC) of a Call for Tender
- Evaluator Responsible (PO/ESR) of Call for Tender
- All associated Supplier users

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 a 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.

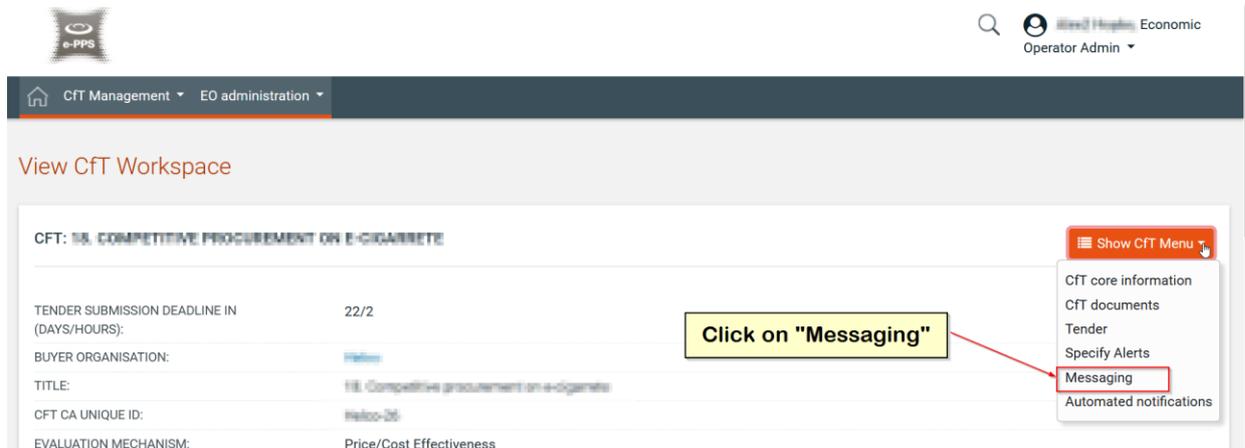


The screenshot shows the 'List of my CFTs' page in the eTendersNI system. The page header includes the e-PPS logo and the user's name 'Eman2 Hoque, Economic Operator Admin'. The main content area is titled 'LIST OF CFTS' and displays a table of opportunities. A red box highlights the first row, and a yellow callout box with an arrow points to the 'Cft Title' link in that row, instructing the user to click on it to select the opportunity.

| Cft Title: ▾  | Resource ID: ▾ | Type: ▾  | Status: ▾               | Cycle: ▾ | Date Published: ▾   | Tenders Submission Deadline: ▾ | Submitted Tender: ▾ |
|---|----------------|----------|-------------------------|----------|---------------------|--------------------------------|---------------------|
| <a href="#">1.B. Competitive procurement on emergency</a>                   | 27988          | Supplies | Evaluation              | 2        | 2024/03/08 18:18:24 | 2024/03/24 15:00:00            | Yes                 |
| <a href="#">4.Procurement of papers for ministry (simplified procedure)</a> | 24827          | Supplies | Awaiting Tender Opening | 1        | 2024/03/28 18:41:07 | 2024/03/08 15:00:00            | No                  |
| <a href="#">Mini Competition for the LED Monitors (second</a>               | 24220          | Supplies | Awarded                 | 1        | 2024/03/28          | 2024/03/07 15:00:00            | 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 select the “*Messaging*” option.

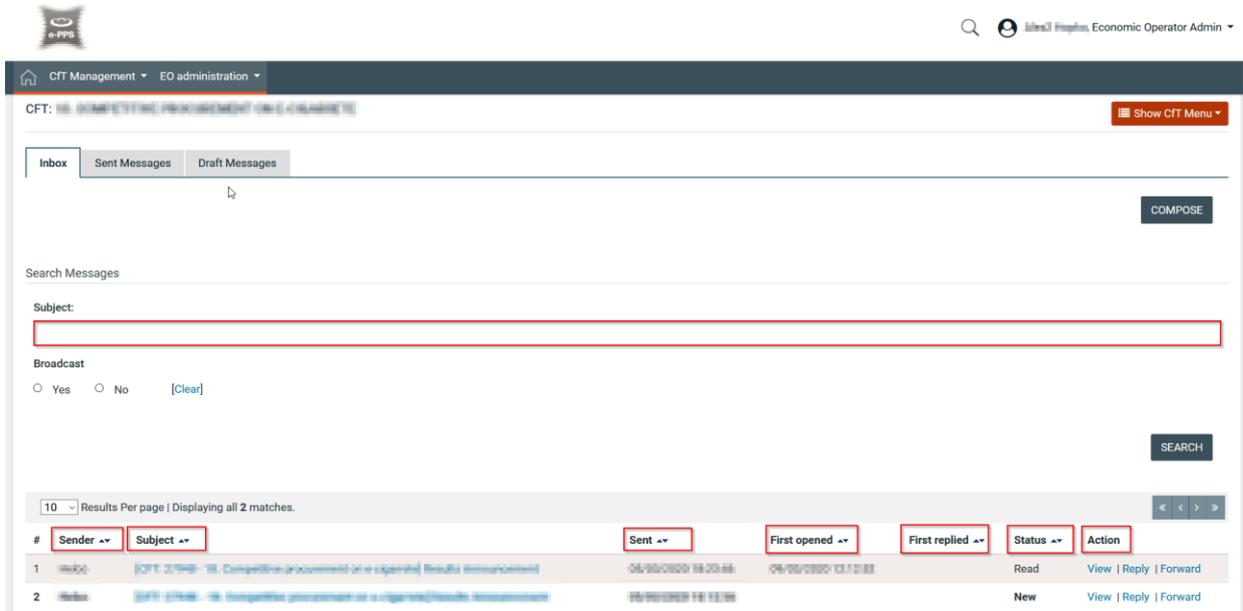


By default, the Messaging Inbox is displayed where the list of received messages is shown. The following columns are displayed:

- **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
- **Action**
  - “*View*” to view message
  - “*Reply*” to reply to message
  - “*Forward*” to forward the message

In addition, search functionality is displayed with the following fields:

- **Subject**
- **Broadcast (Yes/No)**



The screenshot shows the 'CFT Management' interface with the 'EO administration' dropdown menu. The 'Inbox' tab is selected. The search filters are set to 'Subject' and 'Broadcast' (Yes/No). The search results table shows two messages.

| # | Sender | Subject  | Sent                | First opened        | First replied | Status | Action                 |
|---|--------|--|---------------------|---------------------|---------------|--------|------------------------|
| 1 | ...    | CFT 27948 - 18 Competitive procurement on e-PPS (Results Announcement) | 06/09/2020 18:20:48 | 06/09/2020 13:12:33 |               | Read   | View   Reply   Forward |
| 2 | ...    | CFT 27948 - 18 Competitive procurement on e-PPS (Results Announcement) | 06/09/2020 18:20:48 |                     |               | New    | View   Reply   Forward |

- To search for a received message in *Inbox*, enter a keyword (case-sensitive) in “Subject” field, select value in “Broadcast” and click on the “Search” button.

If “Broadcast” is set to “Yes”, a list of messages broadcasted to all supplier organisation associated with the particular Call for Tender will return as results. If “Broadcast” is set to “No”, the list of messages broadcasted only to your organisation users associated with the Call for Tender will come up.

- To search for a sent message, click on the “Sent Messages” tab, then enter a keyword (case-sensitive) in “Subject” field and click on the “Search” button.

The screenshot shows the 'View Messages' page with the 'Sent Messages' tab selected. The search results table is as follows:

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

Sent messages and all information on them (e.g. Recipients, Subject, Sent, etc.) will be displayed in the search results.

- To search for draft message click on the “*Draft Messages*” tab, then enter a keyword (case-sensitive) in “*Subject*” field and click on the “*Search*” button.

The screenshot shows the 'View Messages' page with the 'Draft Messages' tab selected. The search results table is as follows:

| # | Recipients -- | Subject -- | Action        |
|---|---------------|------------|---------------|
| 1 |               |            | Edit   Delete |

Draft messages and information on them (e.g. Recipients, Subject, Sent, etc.) will be displayed in the search results. On the “*Action*” column, user can select either “*Edit*” in order to edit and finalise the message or “*Delete*” to delete the message.

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