
E-TENDERING SERVICES

EPPS0920 - VIEW AND REPLY TO MESSAGE RECEIVED



VERSION 1.0 – 06/16

View and Reply to Message received EPPS0920

Purpose

This guide presents how a user can view and reply to a message received regarding a particular Call for Tender, using the Online Tendering System. The Messaging functionality applies to the following users:

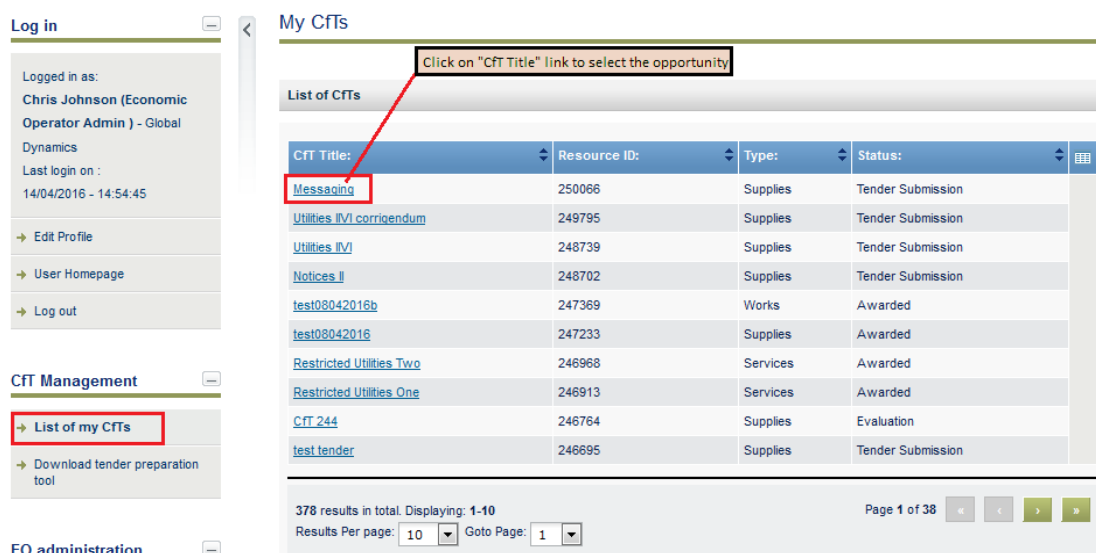
- Tender Coordinator (TC) of CfT
- Evaluator Responsible (ESR) of CfT
- All associated Supplier users

This guide describes the functionality available to supplier users.

Procedure

The steps for viewing and replying to a message are the following:

- Log in on eTendersNI and select the CfT, by clicking on the title of the CfT. The CfT can be found from the “*List of my CfTs*”, under “*CfT Management*” section.



Log in

Logged in as:
Chris Johnson (Economic Operator Admin) - Global
Dynamics
Last login on :
14/04/2016 - 14:54:45

→ Edit Profile
→ User Homepage
→ Log out

CfT Management

→ **List of my CfTs**
→ Download tender preparation tool

EO administration

My CfTs

Click on "Cft Title" link to select the opportunity

List of CfTs

CFT Title:	Resource ID:	Type:	Status:
Messaging	250066	Supplies	Tender Submission
Utilities I/VI corrigendum	249795	Supplies	Tender Submission
Utilities I/VI	248739	Supplies	Tender Submission
Notices II	248702	Supplies	Tender Submission
test08042016b	247369	Works	Awarded
test08042016	247233	Supplies	Awarded
Restricted Utilities Two	246968	Services	Awarded
Restricted Utilities One	246913	Services	Awarded
CfT 244	246764	Supplies	Evaluation
test tender	246695	Supplies	Tender Submission

378 results in total. Displaying: 1-10
Results Per page: 10 Goto Page: 1

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

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

View Cft Workspace

Cft: Messaging		Hide Cft Menu
Tender submission deadline in (days/hours):	8/23	Cft core information
Buyer Organisation:	CPD - Supplies and Services	Cft documents
Title:	Messaging	Tender
Cft CA Unique ID:	CPD-926	Withdraw Eol
Evaluation Mechanism:	Best Price-Quality Ratio	Specify Alerts
Description:	Messaging	Messaging
Procurement Type:	Supplies	Automated notifications
Directive:	2014/24/EU (Classic)	
Procedure:	Open	
Cft Involves:	A Public Contract	
CPV Codes:	24000000-Chemical products	

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



View Messages

▼ CFT Messaging Show CFT Menu

Inbox | Sent Messages | Draft Messages

Compose

Search Message

Subject:

Broadcast: Yes No [\[Clear\]](#)

Search

#	Sender	Subject	Sent	First opened	First replied	Status	Action
1	CPD - Supplies and Services Division	Test message	14/04/2016 14:54:28			New	View Reply
2	CPD - Supplies and Services Division	RE: Documentation updates	14/04/2016 08:37:48	14/04/2016 08:42:11 (1)		Read	View Reply

Displaying all 2 matches. Page 1 of 1 « < > »

- Click on “View” link in “Action” column

View Message

ID: 371

Sender: CPD - Supplies and Services Division (buy3 buy3)

Subject: Test message

Sent: 14/04/2016 14:54:28

First opened: 14/04/2016 15:32:07

First replied:

Status: Read

Attachment: [test.doc](#)

Body

This is a test message.

Message History

User	Action	Date
buy3 (CPD - Supplies and Services Division)	Messaging - Message sent	14/04/2016 14:54:28

Displaying the 1 match. Page 1 of 1 « < > »

Reply Print Close

All message details are then displayed:

- **ID**
- **Sender**
- **Subject**
- **Sent**
- **First opened**
- **First replied**
- **Status**
- **Attachment**
- **Body**

- In order to reply to a received message, click on the button “*Reply*” in the “View Message” page or go to “*Inbox*” and then click on “*Reply*” link in “*Action*” column

View Message

ID	371
Sender	CPD - Supplies and Services Division (buy3 buy3)
Subject	Test message
Sent	14/04/2016 14:54:28
First opened	14/04/2016 15:32:07
First replied	
Status	Read
Attachment	test.doc

Body

This is a test message.

Message History

User	Action	Date
buy3 (CPD - Supplies and Services Division)	Messaging - Message sent	14/04/2016 14:54:28

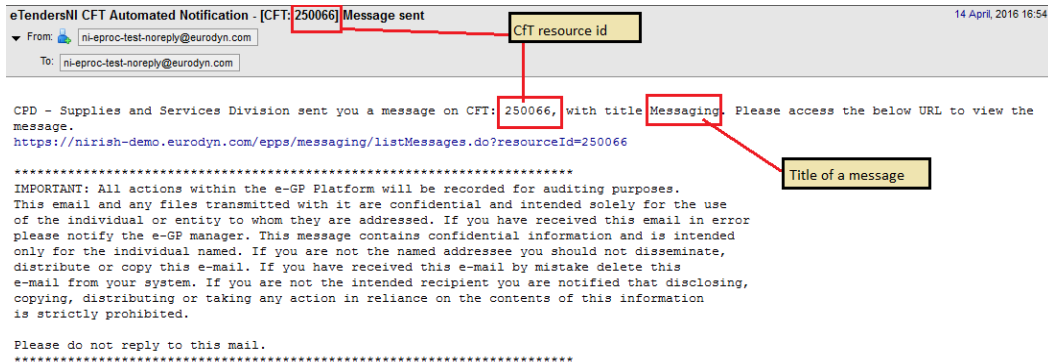
Displaying the 1 match. Page 1 of 1

Reply Print Close

- In “*Create message*” form, fill in the following fields:
 - **Subject** (mandatory)
 - **Body** (mandatory)
 - Up to 2 **Attachments** (Optional) “*Send*” button. The Tender Coordinator will receive notification email that the message has been answered.

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

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.



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