
E-TENDERING SERVICES

EPPS0921- COMPOSE AND SEND A MESSAGE



VERSION 1.0 – 06/16

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 the Online Tendering System. The Messaging functionality applies to the following users:

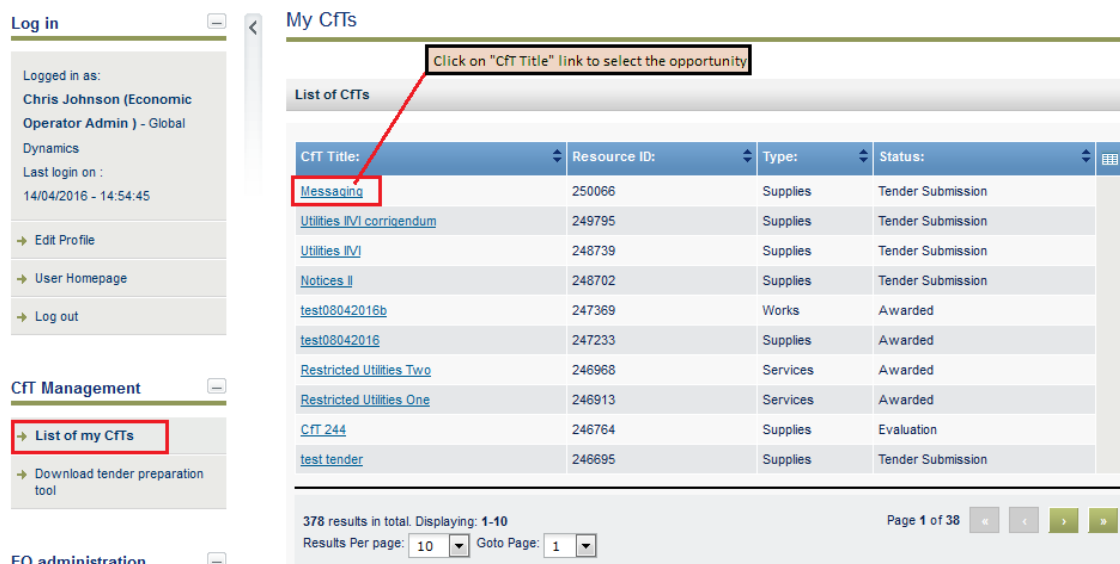
- Tender Coordinator (TC) of CfT
- Evaluator Responsible (ESR) of CfT
- All associated Supplier users

This guide describes the functionality available to supplier users.

Procedure

The steps to compose and send 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.



| CFT Title: | Resource ID: | Type: | Status: |
|---|--------------|----------|-------------------|
| Messaging | 250066 | Supplies | Tender Submission |
| Utilities IVI corrioendum | 249795 | Supplies | Tender Submission |
| Utilities IVI | 248739 | Supplies | Tender Submission |
| Notices I | 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 |

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

The screenshot shows the 'View Messages' interface. At the top, there is a dropdown menu for 'CFT.Messaging' and a 'Show CFT Menu' button. Below this are tabs for 'Inbox', 'Sent Messages', and 'Draft Messages'. A 'Compose' button is visible on the right. A search bar is present with a 'Search Message' label. Below the search bar, there are input fields for 'Subject' and 'Broadcast' (with radio buttons for 'Yes' and 'No' and a 'Clear' link). A 'Search' button is located at the bottom right of the search section. The main area displays a table of messages:

| # | Sender | Subject | Sent | First opened | First replied | Status | Action |
|---|--------------------------------------|---------------------------|---------------------|--------------|---------------|--------|--|
| 1 | CPD - Supplies and Services Division | RE: Documentation updates | 15/04/2016 08:38:24 | | | New | View Reply |

At the bottom, it says 'Displaying the 1 match.' and 'Page 1 of 1' with navigation arrows.

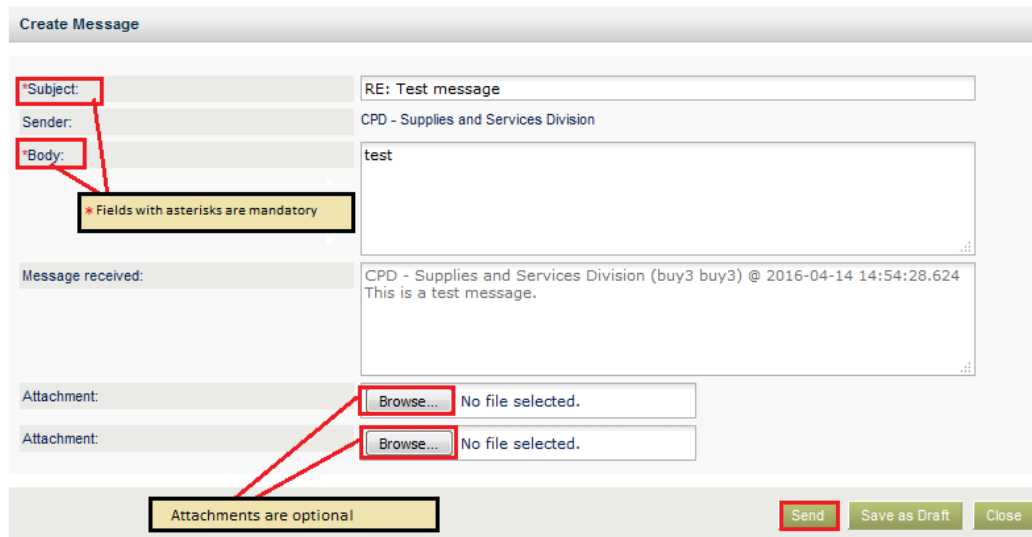
- In order to create a new message, click on “Compose” button.

View Messages

This screenshot is identical to the one above, but the 'Compose' button is highlighted with a red box to draw attention to it.

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

- **Subject** (mandatory)
- **Body** (mandatory)
- Up to 2 **Attachments** (Optional) “Send” button



- 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 sent, message it is saved “*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



View Messages

▼ CFT: Messaging Show CFT Menu

Inbox | Sent Messages | Draft Messages

Compose

Search Message

Subject:

Search

| # | Recipients | Subject | Sent | First opened | First replied | Status | Action |
|---|--------------------------------------|---------------------------------------|---------------------|-------------------------|-------------------------|---------|----------------------|
| 1 | CPD - Supplies and Services Division | test message 1 | 15/04/2016 13:53:51 | | | New | View |
| 2 | CPD - Supplies and Services Division | RE: Test message | 15/04/2016 08:32:02 | 15/04/2016 08:33:07 (1) | 15/04/2016 08:33:07 (1) | Replied | View |
| 3 | CPD - Supplies and Services Division | RE: Test message | 14/04/2016 16:19:46 | 15/04/2016 08:32:38 (1) | | Read | View |
| 4 | CPD - Supplies and Services Division | Documentation updates | 14/04/2016 08:36:00 | 14/04/2016 08:37:48 (1) | 14/04/2016 08:37:48 (1) | Replied | View |

Displaying all 4 matches. Page 1 of 1 « < > »

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.

eTendersNI CFT Automated Notification - [CFT: 250066] Message sent 14 April, 2016 16:54

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

CPD - Supplies and Services Division sent you a message on CFT: 250066, with title Messaging. Please access the below URL to view the message.
<https://nirish-demo.eurodyn.com/epps/messaging/listMessages.do?resourceId=250066>

IMPORTANT: All actions within the e-GP Platform 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 e-GP 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.
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