
E-TENDERING SERVICES

EPPS0922- SEARCH MESSAGES



VERSION 1.0 – 06/16

COMPOSE AND SEND A MESSAGE

EPPS0921

Purpose

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

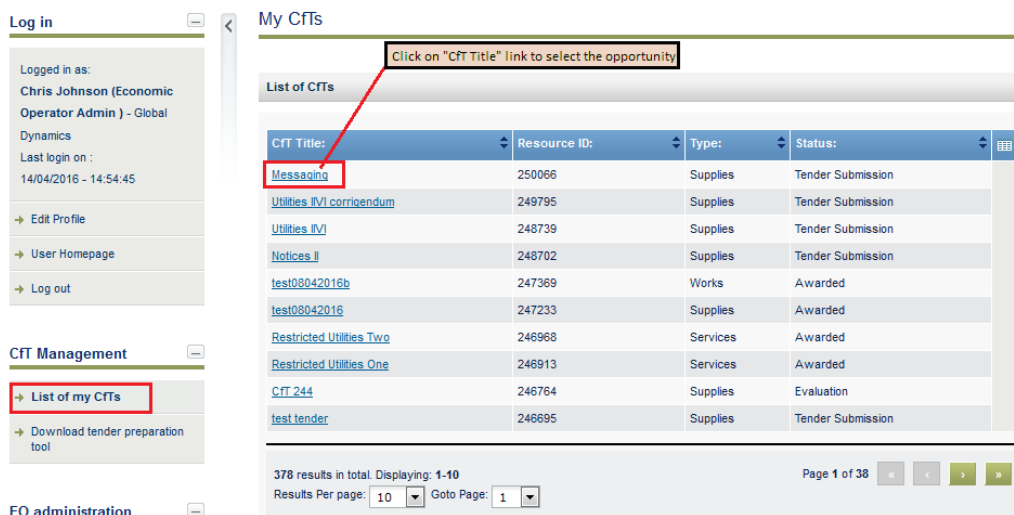
- Tender Coordinator (TC) of CfT
- Evaluator Responsible (ESR) of CfT
- All associated Supplier users

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 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 IVI corrigendum	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

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

Page 1 of 38

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 EoI
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
- **Action**
 - “*View*” to view message
 - “*Reply*” to reply to message

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

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



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	RE: Documentation updates	15/04/2016 08:38:24			New	View Reply

Displaying the 1 match. Page 1 of 1

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

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	RE: Documentation updates	15/04/2016 08:38:24	15/04/2016 08:39:26 (2)	15/04/2016 08:40:15 (1)	Replied	View Reply
2	CPD - Supplies and Services Division	RE: RE: Test message	15/04/2016 08:33:07	15/04/2016 08:33:32 (1)		Read	View Reply
3	CPD - Supplies and Services Division	Test message	14/04/2016 14:54:28	15/04/2016 08:32:02 (1)	15/04/2016 08:32:02 (2)	Replied	View Reply
4	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 4 matches. Page 1 of 1

If “Broadcast” is set to “Yes”, a list of messages broadcasted to all suppliers associated with the particular Cft will return as results. If a “Broadcast” is set to “No”, the list of messages broadcasted only to your organization users associated with the Cft 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.

View Messages

The screenshot shows the CFT Messaging interface. At the top, there is a navigation bar with '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 the label 'Search Message' and a 'Subject:' field. Below the search bar is a table of search results. The table has columns for '#', 'Recipients', 'Subject', 'Sent', 'First opened', 'First replied', 'Status', and 'Action'. There are four rows of results. At the bottom, it says 'Displaying all 4 matches.' and 'Page 1 of 1' with navigation arrows.

#	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

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.

View Messages

The screenshot shows the CFT Messaging interface. At the top, there is a blue header with "CFT: Messaging" and a "Show CFT Menu" button. Below the header, there are three tabs: "Inbox", "Sent Messages", and "Draft Messages" (highlighted with a red box). A "Compose" button is visible on the right. Below the tabs is a "Search Message" section with a "Subject:" label and an empty search input field (highlighted with a red box). A "Search" button is located to the right of the input field (highlighted with a red box). Below the search section is a table with three columns: "#", "Recipients" (highlighted with a red box), and "Subject" (highlighted with a red box). The "Action" column (highlighted with a red box) contains "Edit" and "Delete" links for each row. The table contains two rows of draft messages. At the bottom, it says "Displaying all 2 matches." and "Page 1 of 1" with navigation arrows.

#	Recipients	Subject	Action
1	CPD - Supplies and Services Division	test message	Edit Delete
2	CPD - Supplies and Services Division	test 2	Edit Delete

Draft messages and information on them, such as *Recipients*, *Subject*, and *Action*, will be displayed in the search results. On the “*Action*” column, user can select either “*Edit*” in order to edit and finalize the message or “*Delete*” to delete the message.

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