



Responding to a Request for Quote

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1. Disclaimer about the Images in this Document

All photos in this document depict mock request-for-quote (RFQ) numbers, quote numbers, and response numbers. The images were generated in a test environment (not in the live instance of iSupplier) and are only intended to be instructional. They do not depict any current iSupplier transactional data or information.

2. Before Accessing Your iSupplier Account for the First Time

If You Already Have a Registered iSupplier Account

If you have any questions before you access your account for the first time, contact Sandia National Laboratories' (Sandia's) Supply Chain Help Desk at supreg@sandia.gov. Provide your first and last name, job title, company name, federal tax identification number, email address, phone number, and fax number.

If You Do Not Have a Registered iSupplier Account

Email supreg@sandia.gov and request an iSupplier user account. Provide your first and last name, job title, company name, federal tax identification number, email address, phone number, and fax number. A Sandia administrator will review your information and either approve or deny your request.

3. Accessing Your iSupplier Account for the First Time

If the Sandia administrator approves your account request, you will receive an email (figure 1) with the following: a link to the iSupplier portal, your username, and a one-time password.

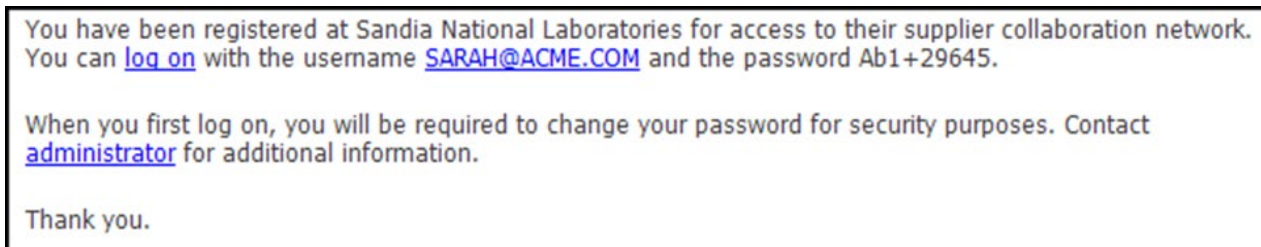


Figure 1: example of registered-user email

In the email, click the **log on** hyperlink.

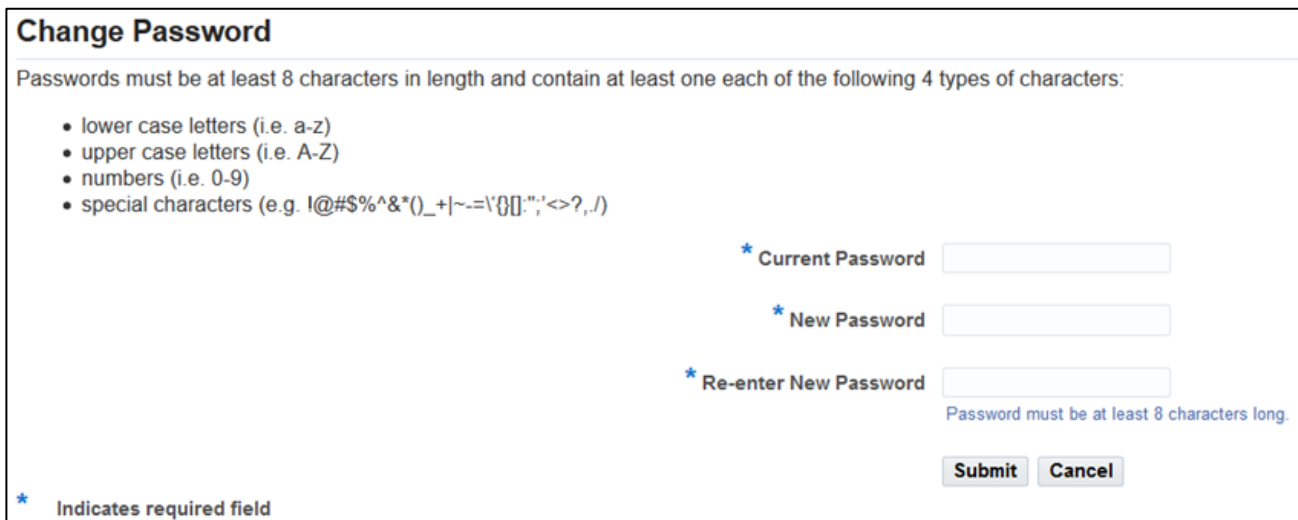
NOTE: You will be directed to a new page (figure 2) that will require you to enter your username and one-time password. You will then be redirected to a page that will require you to change your one-time password. You cannot access your account until you initially log in and change your one-time password.



3.1 Changing Your One-Time Password

- Enter your one-time password in the Current Password field (figure 2).
- Enter a new password in the New Password field.
- Confirm your new password by reentering it into the Reenter New Password field.
- Click the **Submit** button.

NOTE: After you log into your account, you will be redirected to the main Oracle screen.



Change Password

Passwords must be at least 8 characters in length and contain at least one each of the following 4 types of characters:

- lower case letters (i.e. a-z)
- upper case letters (i.e. A-Z)
- numbers (i.e. 0-9)
- special characters (e.g. !@#\$%^&*()_+!~=-'\{}[]~.;'<>?,./)

* Current Password

* New Password

* Re-enter New Password

Password must be at least 8 characters long.

* Indicates required field

Figure 2: Change Password screen

- From the Oracle screen, click the iSupplier Home icon to launch the iSupplier homepage.

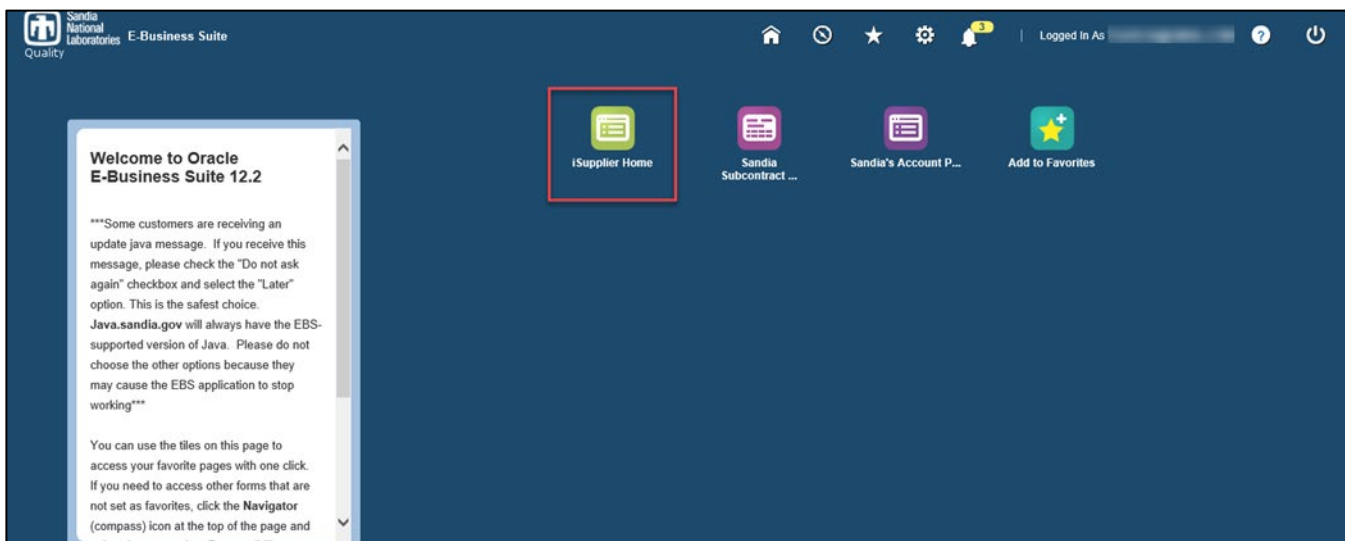


Figure 3: Oracle screen



4. Viewing Open Requests for Quotes

1. To view open requests for quotes (RFQs), navigate to the iSupplier homepage, and click the Negotiations tab.

The screenshot shows the iSupplier homepage with the 'Negotiations' tab selected in the top navigation bar. The page layout includes a search bar at the top, a 'Notifications' section with a table of recent invitations, a 'Responses To Negotiations' section with a table showing no results, an 'Exceptions' section with a table showing no search results, and an 'Orders At A Glance' section with a table showing no results. On the right side, there is a sidebar with links for Planning, Negotiation, Orders, Shipments, Receipts, and Invoices.

Figure 4: click the Negotiations tab

2. The “Your Company’s Open Invitations” subsection contains all open RFQs that you have been invited to respond to.

NOTE: The “Your Active and Draft Responses” subsection contains all quotes that you have submitted previously for other RFQs.

The screenshot shows the 'Negotiations' page with the 'Your Company's Open Invitations' subsection active. It displays a table with two rows of open RFQs. Below the table, there are 'Quick Links' for 'Manage' and 'View Responses'.

Supplier Site	Negotiation Number	Title	Type	Time Left
	1341062	Test	RFQ	358 days 7 hours
	1341061	Test	RFQ	358 days 7 hours

Figure 5: manage RFQs on the Negotiations page



3. To view an RFQ in the “Your Company’s Open Invitations” subsection, click the hyperlinked negotiation number.

Home Orders Shipments **Negotiations** Exceptions Product Assessments Planning Finance Admin Sandia Pages

Search Open Negotiations Title Go

Welcome,

Your Active and Draft Responses

Press Full List to view all your company's responses. [Full List](#)

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
No results found.								

Your Company's Open Invitations

[Full List](#)

Supplier Site	Negotiation Number	Title	Type	Time Left
	1341062	Test	RFQ	358 days 7 hours
	1341061	Test	RFQ	358 days 7 hours

Quick Links

Manage **View Responses**

- Drafts
- Deliverables
- Personal Information
- Active
- Disqualified and Withdrawn
- Awarded
- Rejected

Figure 6: click the hyperlinked negotiation number

4. On the RFQ page, the following four tabs contain the RFQ’s details: Header, Lines, Controls, Contract Terms.
 - To view the entire RFQ, click each of the four tabs.
 - Check the “Notes and Attachments” subsection in the Header tab to review any attachments and/or additional information.

Home Orders Shipments **Negotiations** Exceptions Product Assessments Planning Finance Admin Sandia Pages

Negotiations > **RFQ: 1341062**

Actions Acknowledge Participation

Title Test
Status Active
Time Left 358 days 7 hours

Open Date 12-Dec-2018 10:02:56
Close Date 07-Dec-2019 00:00:00

Header Lines Controls Contract Terms

Buyer
Quote Style Blind
Description Test for negotiation message.

Outcome Standard Purchase Order
Event

Terms

Bill To Address SANDIA LABS - AP
Ship To Address SANDIA LABS - ASQ
FOB

Payment Terms NET 30
Carrier
Freight Terms

Currency

RFQ Currency USD
Price Precision Any

Requirements

Details Section
No results found.

Notes and Attachments

Note to Suppliers

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Figure 7: details of the RFQ are contained within these four tabs

5. Downloading an RFQ's Attachment

Under the RFQ's Header tab in the "Notes and Attachments" subsection, click a file name to open an attached file.

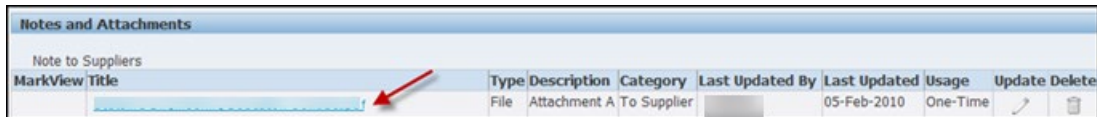


Figure 8: Notes and Attachments subsection of the RFQ's Header tab

6. Responding to an RFQ

NOTE: When viewing an RFQ, you can perform several actions by selecting the different options in the Actions dropdown menu (figure 9).

6.1 Acknowledging Participation

1. To notify Sandia that you intend to bid, select "Acknowledge Participation" in the Actions dropdown menu, and then click the **Go** button.

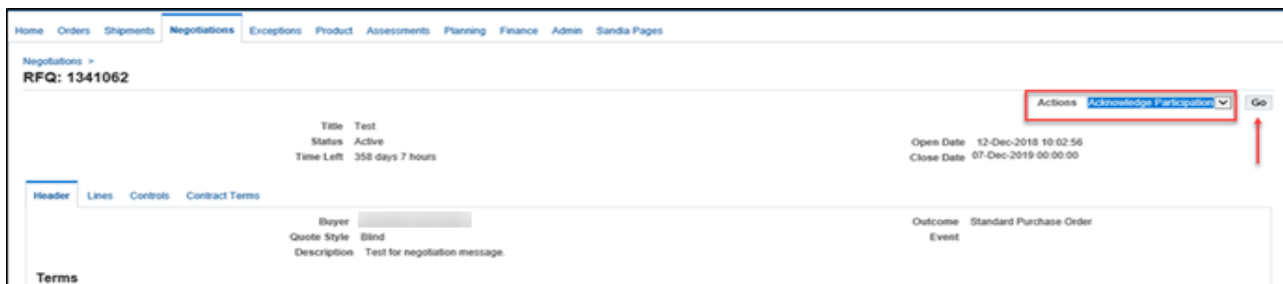


Figure 9: Actions dropdown menu on the Negotiations tab

2. If your company wishes to participate, select the **Yes** radio button on the Acknowledge Participation page. You may also include a comment to the subcontracting professional (i.e., buyer) in the optional Note to Buyer field. Click the **Apply** button.

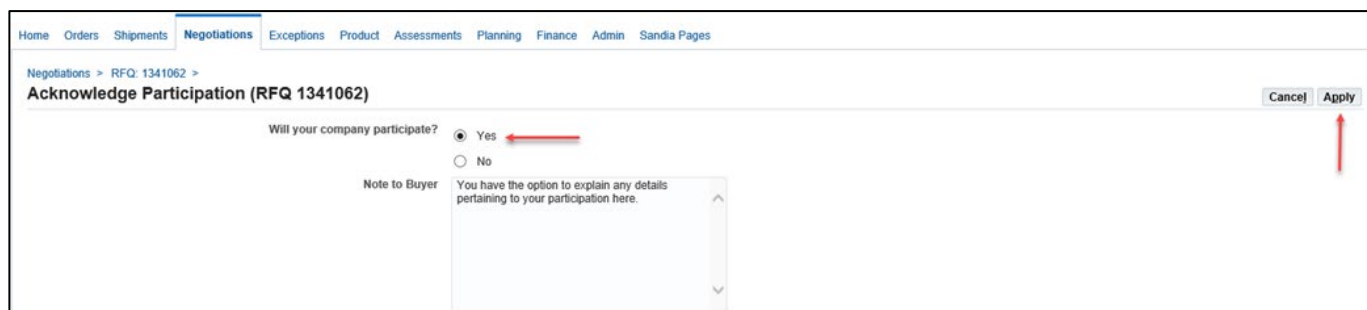


Figure 10: Acknowledge Participation page

6.2 Creating a Bid/Quote

1. Select “Create Quote” in the Actions dropdown menu, and then click the **Go** button.

The screenshot shows the 'Negotiations' tab for RFQ 1341062. The 'Actions' dropdown menu is open, showing 'Create Quote' as the selected option. A red arrow points to the 'Go' button next to the dropdown. The page also displays details for the RFQ, including Title (Test), Status (Active), Time Left (357 days 16 hours), Open Date (12-Dec-2018 10:02:56), and Close Date (07-Dec-2019 00:00:00).

Figure 11: selecting options in the Actions dropdown menu

2. On the Header tab of your quote (figure 12), populate the following fields:
 - **Quote Valid Until** – Your quote will remain valid until this date. You can select a date by clicking the calendar icon to the right of the box.
 - **Reference Number** – Add your own internal tracking number.
 - **(Optional) Note to Buyer** – Add any additional information that you want the subcontracting professional to know.
3. You may add attachments that you want the subcontracting professional to view. Click the **Add Attachments** button under the “Attachments” subsection. Follow the ensuing instructions to add a file or a URL.

The screenshot shows the 'Create Quote: 2170018 (RFQ 1341062)' page. The 'Header' tab is active, showing fields for Title (Test), Time Left (357 days 16 hours), and Close Date (07-Dec-2019 00:00:00). The 'Quote Valid Until' field is set to (14-Dec-2018 19:45:00) and is circled in red. The 'Reference Number' and 'Note to Buyer' fields are also visible. The 'Attachments' subsection has an 'Add Attachment' button highlighted with a red box. Below this is a table with columns: Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, and Delete. The 'Contract Terms' subsection has a 'Preview Contract Terms' button. The 'Variables' subsection has a table with columns: Details, Section, Clause, Variable, Description, and Value. The 'Deliverables' subsection has a table with columns: Deliverable Name, Due Date, Status, Alert, and Update.

Figure 12: add attachments to an RFQ



4. After you populate the fields in the Header tab, click the Lines tab.

Home Orders Shipments **Negotiations** Exceptions Product Assessments Planning Finance Admin Sandia Pages

Negotiations > RFQ: 1341062 >
Create Quote: 2170018 (RFQ 1341062)

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title Test Time Left 357 days 16 hours
Close Date 07-Dec-2019 00:00:00

Header **Lines**

Supplier [Redacted]
RFQ Currency USD
Quote Currency USD
Price Precision Any

Quote Valid Until (14-Dec-2018 19:45:00) [Calendar Icon]
Reference Number [Text Field]
Note to Buyer [Text Field]

Attachments

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Contract Terms

Preview Contract Terms

Variables

Figure 13: click the Lines tab on the Negotiations page

5. On the Lines tab, populate the following fields:

- **Quote Price** – include the per-unit price of the goods and/or services that you will deliver/provide.
NOTE: to determine the quote total, multiply the quote price by the quote quantity (e.g., quote price \$100 x quote quantity 10 = \$1000 quote total).
- **Promised Date** – select the date that you promise to deliver/provide your goods and/or services. To specify a date, click the calendar icon to the right of the field.

Home Orders Shipments **Negotiations** Exceptions Product Assessments Planning Finance Admin Sandia Pages

Negotiations > RFQ: 1341062 >
Create Quote: 2170018 (RFQ 1341062)

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title Test Time Left 357 days 16 hours
Close Date 07-Dec-2019 00:00:00

Header **Lines**

RFQ Currency USD
Price Precision Any

Quote Currency USD

Line	Ship-To	Start Price	Target Price	Quote Price Unit	Target Quantity	Quote Quantity	Promised Date	Quote	Update
1 Test	SANDIA LABS - ABQ			100 EACH	10	10	29-Dec-2018 [Calendar Icon]	Yes [Dropdown]	[Pencil Icon]

Indicates more information requested. Click the Update icon.

Figure 14: fill in the quote price and promised date

6. After you populate the fields in the Header and Lines tabs, click the **Continue** button.

Home Orders Shipments **Negotiations** Exceptions Product Assessments Planning Finance Admin Sandia Pages

Negotiations > RFQ: 1341062 >
Create Quote: 2170018 (RFQ 1341062)

Cancel View RFQ Quote By Spreadsheet Save Draft **Continue**

Title Test Time Left 357 days 16 hours
Close Date 07-Dec-2019 00:00:00

Header **Lines**

RFQ Currency USD
Price Precision Any

Quote Currency USD

Line	Ship-To	Start Price	Target Price	Quote Price Unit	Target Quantity	Quote Quantity	Promised Date	Quote	Update
1 Test	SANDIA LABS - ABQ			100 EACH	10	10	29-Dec-2018 [Calendar Icon]	Yes [Dropdown]	[Pencil Icon]

Indicates more information requested. Click the Update icon.

Figure 15: click Continue on the Lines tab to continue creating your quote



7. You will be directed to a page titled Create Quote #####: Review and Submit (RFQ #####). Ensure that your quote is accurate. Choose one of the following options depending on your preferred action:

Cancel button

Takes you back to the Negotiations tab

Validate button

Notifies you if any errors were found

Printable View button

Opens a pdf of your draft

Back button

Takes you back to the Lines tab

Save Draft button

Saves your draft to a Manage Draft Responses page

Submit button

Sends your quote to the subcontracting professional

Home Orders Shipments **Negotiations** Exceptions Product Assessments Planning Finance Admin Sandia Pages

Negotiations > RFQ 1341062 >
Create Quote 2170018: Review and Submit (RFQ 1341062)

Cancel Back Validate Save Draft Printable View **Submit**

Header

Title Test
Supplier [Redacted]
RFQ Currency USD
Quote Currency USD
Price Precision Any

Time Left 357 days 16 hours
Close Date 07-Dec-2019 00:00:00
Quote Valid Until
Reference Number
Note to Buyer

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Contract Terms

Preview Contract Terms

Variables

Details	Section	Clause	Variable	Description	Value
No variables found.					

Deliverables

⚠ Indicates deliverable is overdue ✖ Indicates responsible party failed to perform the deliverable

Deliverable Name	Due Date	Status	Alert
No Deliverables found.			

Lines

Quote Total (USD) 1,000.00

Line	Line	Ship-To	Start Price	Target Price	Quote Price (USD)	Unit	Target Quantity	Quote Quantity	Line Total	Need-By Date	Promised Date
●	Test	1Test	SANDIA LABS - ABQ			100 EACH	10	10	1,000.00		29-Dec-2018 08:25:09

Figure 16: Choose one of these six options

8. When you are satisfied that your quote is both accurate and complete, click the **Submit** button.

Home Orders Shipments **Negotiations** Exceptions Product Assessments Planning Finance Admin Sandia Pages

Negotiations > RFQ 1341062 >
Create Quote 2170018: Review and Submit (RFQ 1341062)

Cancel Back Validate Save Draft Printable View **Submit**

Header

Title Test
Supplier [Redacted]
RFQ Currency USD
Quote Currency USD
Price Precision Any

Time Left 357 days 16 hours
Close Date 07-Dec-2019 00:00:00
Quote Valid Until
Reference Number
Note to Buyer

Figure 17: click Submit when the quote is accurate and complete



9. After you successfully submit your quote, a confirmation screen will appear.

Figure 18: confirmation screen

7. Revising a Previously Submitted Quote

1. If an RFQ's status is still active (see Status column in figure 19), you may revise a quote you previously submitted.
 - Navigate to the home screen.
 - Under the “Responses to Negotiations” subsection, click the response number for the quote/response that you want to revise.

Figure 19: click the response number to access and revise a quote/response



- From the Actions dropdown menu, select “Create Quote,” and click the **Go** button.

Figure 20: select Create Quote from the Actions dropdown menu

- Edit your quote, and then click the **Continue** button.

NOTE: You can edit any open fields (e.g., quote price, promised date, quote).

Figure 21: click Continue when you finish editing the quote

- Review your newly updated quote to ensure that all information is accurate and complete, and click the **Submit** button.

Figure 22: submit the revised quote

- After you successfully submit your revised quote, a confirmation screen will appear.

NOTE: Sandia will only consider the most recently submitted quote for contract award.

Figure 23: confirmation screen after submitting a revised quote



8. Acknowledging an Amended RFQ

Occasionally, a Sandia subcontracting professional may need to amend an RFQ for which you have already submitted a quote. When these revisions occur, you will receive an email notification requiring you to acknowledge the amendment. You must log into the system, acknowledge the amendment, and resubmit your quote.

1. Log into Oracle.
2. On the homepage under the “Responses to Negotiations” subsection, click the response number of the quote that you must resubmit.

NOTE: the status column will say “Resubmission Required.”

The screenshot shows the Oracle system homepage with the 'Responses To Negotiations' tab selected. A red arrow points to the response number 2170018 in the 'Response' column of the table. The table has columns: Response, Status, Negotiation Title, and Time Left. The status for response 2170018 is 'Resubmission Required'.

Response	Status	Negotiation Title	Time Left
2170018	Resubmission Required	Test	357 days 15 hours

Figure 24: click the response number under the Responses to Negotiations tab

3. In the Warning box that appears, click the View Amendment History link.

The screenshot shows a warning box with the text: 'Warning: RFQ 1341062 has been amended. To be considered for award you must acknowledge each amendment and resubmit your response to ensure it complies with the changes.' A red arrow points to the 'View Amendment History' link.

Figure 25: Warning box

4. You will be redirected to the Amendment History page. To review the RFQ’s changes, click the sunglasses icon under the Review Changes column.

The screenshot shows the Amendment History page for RFQ 1341062. A red arrow points to the sunglasses icon under the 'Review Changes' column.

Details	Document Number	Title	Status	Acknowledgement Date	Review Changes
▶	1341062.1	Test	Active		
▶	1341062	Test	Amended		

Figure 26: reviewing RFQ changes on the Amendment History page



- Once you have reviewed the RFQ's changes on the Review Changes page, click the Amendment History (RFQ #####) hyperlink to return to the previous Amendment History page.

Home > Orders > Shipments > Negotiations > Exceptions > Product > Assessments > Planning > Finance > Admin > Sandia Pages

Home > Quote: 2170018 (RFQ 1341062) > Amendment History (RFQ 1341062) > **Review Changes (RFQ 1341062 RFQ 1341062,1)**

View RFQ 1341062 View RFQ 1341062,1

Header

Label	RFQ 1341062	RFQ 1341062,1
Amendment Description		RFQ revised to add Section II, as well as attachment which clarifies answers to questions received.

Notes and Attachments

Figure 27: return to the previous screen

- Click the **Acknowledge Amendments** button.

Home > Orders > Shipments > Negotiations > Exceptions > Product > Assessments > Planning > Finance > Admin > Sandia Pages

Home > Quote: 2170018 (RFQ 1341062) > **Amendment History (RFQ 1341062)**

To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes.

Show All Details | Hide All Details

Details	Document Number	Title	Status	Acknowledgement Date	Review Changes
▶	1341062,1	Test	Active		⋮
▶	1341062	Test	Amended		

Return to Quote: 2170018 (RFQ 1341062)

Figure 28: acknowledge the amendments

- Review the RFQ's changes one last time (figure 29).
- Acknowledge the amendment(s) by clicking the checkbox at the top left of the screen. Click the **Acknowledge** button.

Home > Orders > Shipments > Negotiations > Exceptions > Product > Assessments > Planning > Finance > Admin > Sandia Pages

Home > Quote: 2170018 (RFQ 1341062) > Amendment History (RFQ 1341062) > **Acknowledge Amendment (RFQ 1341062,1)**

Cancel Acknowledge

☒ accept the terms and conditions of the RFQ and also acknowledge the changes made to the RFQ amendment document 1341062,1.

Header

Label	RFQ 1341062	RFQ 1341062,1
Amendment Description		RFQ revised to add Section II, as well as attachment which clarifies answers to questions received.

Notes and Attachments

RFQ 1341062

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No result found.								

RFQ 1341062,1

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Questions and Responses	File	Answers to clarification questions that have been received	To Supplier - Visible to Supplier	1	14-Dec-2018	One-Time		

Lines

No changes exist.

Controls

No changes exist.

Contract Terms

No changes exist.

Figure 29: checkmark the checkbox and click the Acknowledge button



- From the confirmation screen, click the **Yes** button.

The screenshot shows the 'Acknowledge Amendment (RFQ 1341062,1)' screen. At the top, there are navigation tabs: Home, Orders, Shipments, Negotiations, Exceptions, Product, Assessments, Planning, Finance, Admin, and Sandia Pages. Below the tabs, the breadcrumb trail is 'Home > Quote: 2170018 (RFQ 1341062) > Acknowledge Amendment (RFQ 1341062,1)'. The main heading is 'Acknowledge Amendment (RFQ 1341062,1)' with 'Cancel' and 'Acknowledge' buttons. A message states: 'To be considered for award you must acknowledge each amendment and submit (or resubmit) your response to ensure your response complies with the changes.' Below this is a checkbox: 'I accept the terms and conditions of the RFQ and also acknowledge the changes made to the RFQ amendment document 1341062,1.' The 'Header' section contains a table with columns 'Label', 'RFQ 1341062', and 'RFQ 1341062,1'. The 'Amendment Description' row shows 'RFQ revised to add Section II, as well as attachment which clarifies answers to questions received.' The 'Notes and Attachments' section has a table with columns 'Title', 'Type', and 'Description'. It shows 'No results found.' and 'RFQ 1341062,1'. A 'Confirmation' dialog box is overlaid on the screen, asking: 'All amendments of Negotiation 1341062 have been acknowledged successfully. You may now respond to the negotiation. Do you want to proceed? If a response has been submitted previously, resubmission is required to ensure the response complies with the changes.' The dialog has 'No' and 'Yes' buttons, with a red arrow pointing to the 'Yes' button.

Figure 30: click Yes in the confirmation screen

8.1 Revising Your Quote After an RFQ is Amended

- Revise your quote as appropriate in response to any RFQ changes. Click the **Continue** button when you are finished.

NOTE: Once you agree to the amendment, you will be redirected to the Create Quote page. Click the Lines tab, change any open fields in the quote, and then click the **Submit** button.

The screenshot shows the 'Create Quote: 2170019 (RFQ 1341062,1)' screen. At the top, there are navigation tabs: Home, Orders, Shipments, Negotiations, Exceptions, Product, Assessments, Planning, Finance, Admin, and Sandia Pages. Below the tabs, the breadcrumb trail is 'Home > Quote: 2170018 (RFQ 1341062) > Amendment History (RFQ 1341062) > Create Quote: 2170019 (RFQ 1341062,1)'. The main heading is 'Create Quote: 2170019 (RFQ 1341062,1)' with 'Cancel', 'View RFQ', 'Quote By Spreadsheet', 'Save Draft', and 'Continue' buttons. The 'Title' field is 'Test'. The 'Time Left' is '357 days 14 hours' and the 'Close Date' is '07-Dec-2019 00:00:00'. The 'Header' section contains a table with columns 'Supplier', 'RFQ Currency', 'Quote Currency', and 'Price Precision'. It shows 'Supplier', 'USD', 'USD', and 'Any'. The 'Quote Valid Until' is '(14-Dec-2018 19:45:00)'. The 'Reference Number' and 'Note to Buyer' fields are empty. The 'Attachments' section is at the bottom.

Figure 31: click Continue after revising the quote

- Review the new quote to ensure that it is complete and accurate, and then click the **Submit** button.

The screenshot shows the 'Create Quote 2170019: Review and Submit (RFQ 1341062,1)' screen. At the top, there are navigation tabs: Home, Orders, Shipments, Negotiations, Exceptions, Product, Assessments, Planning, Finance, Admin, and Sandia Pages. Below the tabs, the breadcrumb trail is 'Home > Quote: 2170018 (RFQ 1341062) > Amendment History (RFQ 1341062) > Create Quote 2170019: Review and Submit (RFQ 1341062,1)'. The main heading is 'Create Quote 2170019: Review and Submit (RFQ 1341062,1)' with 'Cancel', 'Back', 'Validate', 'Save Draft', 'Printable View', and 'Submit' buttons. The 'Title' field is 'Test'. The 'Time Left' is '357 days 14 hours' and the 'Close Date' is '07-Dec-2019 00:00:00'. The 'Header' section contains a table with columns 'Supplier', 'RFQ Currency', 'Quote Currency', and 'Price Precision'. It shows 'Supplier', 'USD', 'USD', and 'Any'. The 'Quote Valid Until' is '(14-Dec-2018 19:45:00)'. The 'Reference Number' and 'Note to Buyer' fields are empty. The 'Attachments' section is at the bottom.

Figure 32: submit the new quote



3. After you successfully submit your revised quote, a confirmation screen will appear.



Figure 33: confirmation screen after successfully submitting a new quote

9. Operating the Online-Discussion Feature

Many times, subcontracting professionals require that all communications take place in Oracle. To send a message, ask a question, or view communications from the subcontracting professional regarding an RFQ, you must access the online-discussion features available to you in Oracle.

9.1 Responding to a Message in Oracle

1. To monitor an online RFQ discussion, navigate to the applicable RFQ/response.

NOTE: Navigate to the Home screen. Under the “Responses to Negotiations” subsection, click the response number for the quote/response that you want to revise.

2. From the Actions dropdown menu, select “Online Discussions,” and click the **Go** button.

NOTE: You can also click the Unread Messages hyperlink (figure 34) to directly open any new messages.

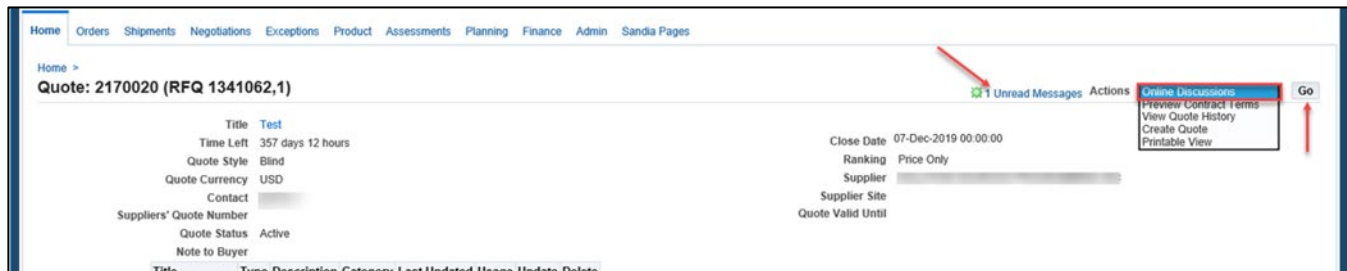


Figure 34: select Online Discussions from the Actions dropdown menu

3. On the Online Discussions page under the “Messages” subsection, click the text (figure 35) in the Message column to open the message.

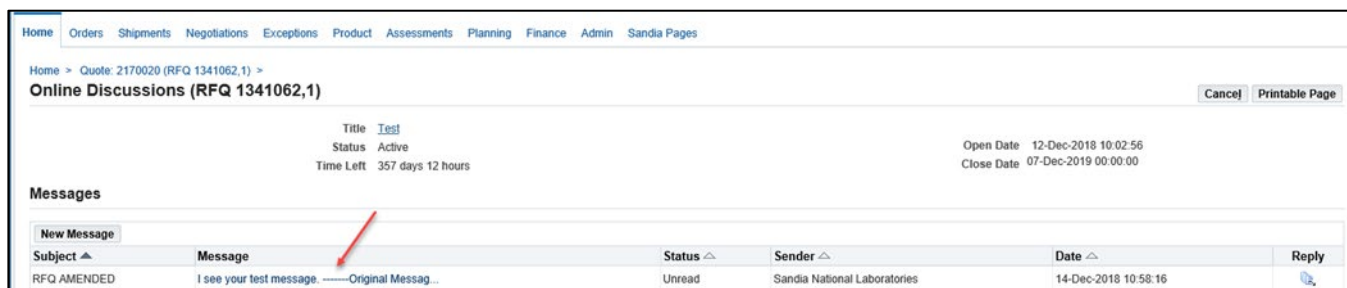


Figure 35: click the message text



- After reading the message, click the **Reply** button if you want to respond to the message.

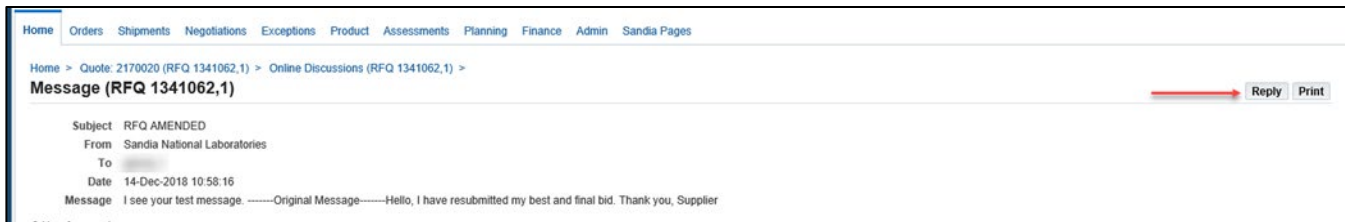


Figure 36: select Reply

- Enter a message in the Message field, and click the **Send** button.

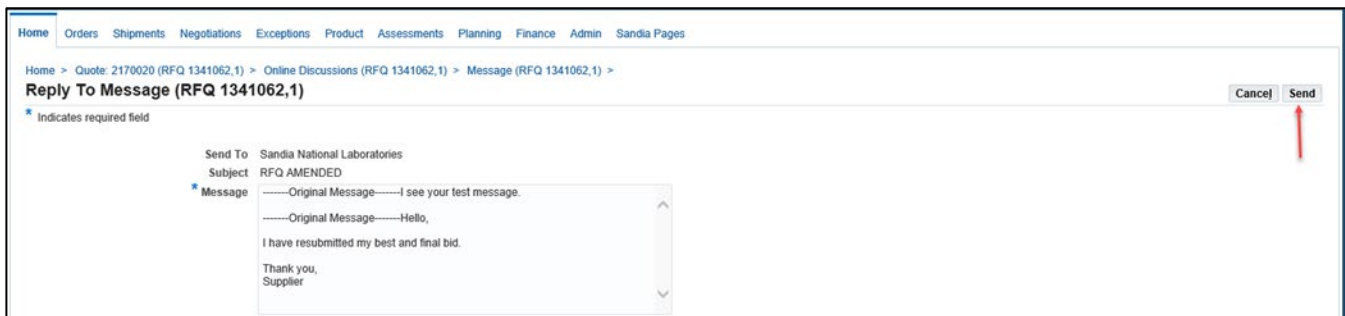


Figure 37: send the reply

9.2 Creating a New Message

- From the Online Discussions page, click the **New Message** button.



Figure 38: click New Message

- Enter a subject in the Subject field and a message in the Message field. Click the **Send** button.



Figure 39: send the new message



I 0. For Further Assistance

You now have the tools and knowledge to effectively respond to Sandia's electronic RFQs. If you have any questions or problems, email the Supply Chain Help Desk at supreg@sandia.gov.

I I. Change-History Table

Version	Effective Date	Summary
2	02/13/19	Updated figures, updated steps, applied corporate template, formatted, added figure captions, edited for clarity
1	unknown	Initial release