

## **WSSC Online Discussion Guide**

The following steps illustrate how a vendor may access the Online Discussion feature after logging into the Supplier Portal. The Online Discussion may be used to ask questions, submit a bid, or submit a proposal, relative to a solicitation.

1. From the Main Menu on the Oracle Applications Home Page, the registered supplier selects the WSSC Solicitations → Active Solicitations.

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- 2. The Supplier Portal displays the Active Solicitations page.
- **3.** The Supplier performs a search for an active Solicitation by entering either the Solicitation Number, Solicitation Title, or a combination of both in the search bars and clicks Go.

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- 4. The Supplier Portal displays the active Solicitation.
- **5.** To go to the Online Discussion in the Solicitation, the Supplier selects the Online Discussion option from the Actions field to the right of the screen and then selects the Go button.



## **WSSC Online Discussion Guide**

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- 6. The Supplier Portal displays the Online Discussion Page.
- 7. The Supplier selects the New Message button from the Online Discussion Page.

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About this Page							Copyright (c) 2008, Oracle. All rights reserver

- 8. The Supplier Portal displays the Create New Message Page.
- **9.** The Supplier creates a New Message like an email, adding a Subject and Message in the appropriate areas. The Supplier should ensure that the Subject includes Questions for the Submission and the solicitation number respectively.
- **10.** If asking questions, the Supplier must select Add Attachment to upload Questions using the Question Template provided by the Buyer.
- **11.** If submitting a bid or proposal, the Supplier must select Add Attachment to upload Submission Documents as stated in the Instructions to Bidders.
- **12.** The Supplier must upload the pricing page in excel, if the pricing page was provided in the Solicitation in an excel format.
- **13.** The Supplier will press the Send button to send the respective Online Discussion message to WSSC. The message is not public and is only viewable by WSSC.



## **WSSC Online Discussion Guide**

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