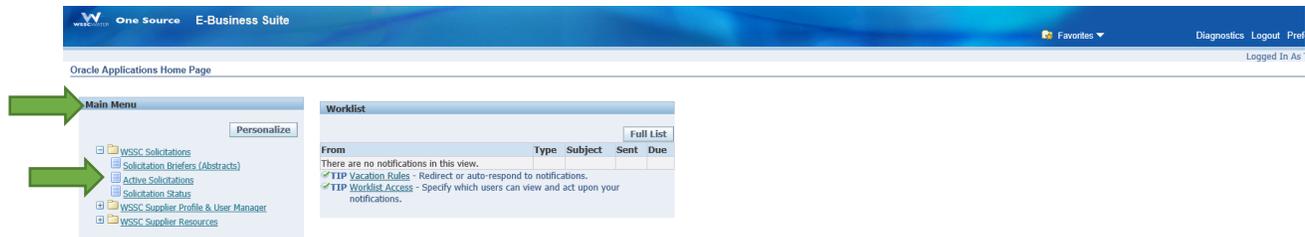




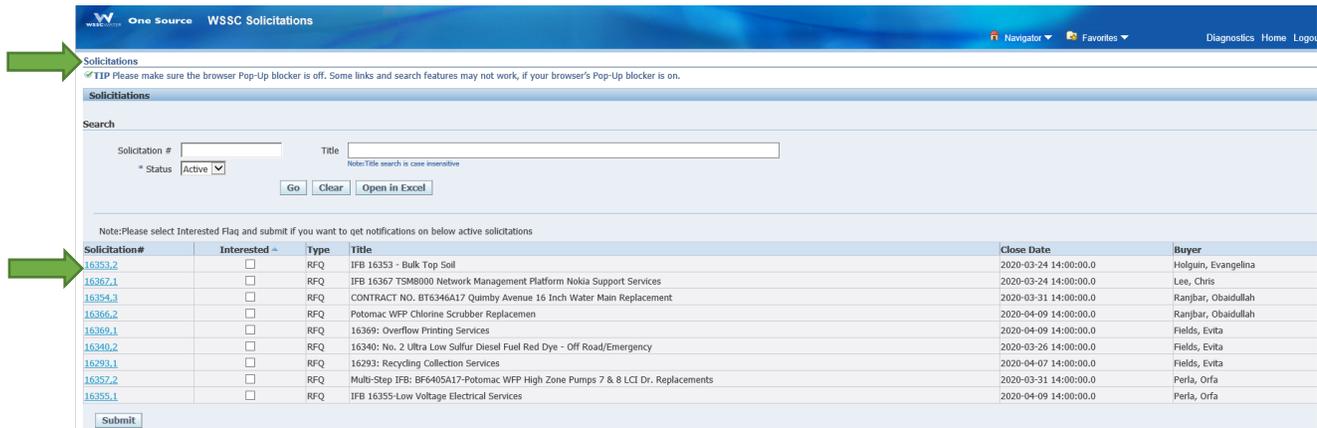
WSSC Online Discussion Guide

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.



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.



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

Warning
RFQ 16353 has been amended. 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.

[View Amendment History](#)

RFQ: 16353.2

Title IFB 16353 - Bulk Top Soil
Status Active
Time Left 7 days 23 hours

Open Date 13-Mar-2020 14:57:28
Close Date 24-Mar-2020 14:00:00

Buyer Holguin, Evangelina
Quote Style Blind
Outcome Standard Purchase Order
Description It is the intent of WSSC Water to obtain a Contractor who will furnish, deliver, and unload Topsoil to various job sites and warehouse locations within Montgomery and Prince George's Counties, Maryland.

Event Solicitation closing date extended

Terms

Bill-To Address W0567
Ship-To Address W0567

Currency

RFQ Currency USD
Price Precision Any

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

RFQ: 16353.2 >
Online Discussions (RFQ 16353.2)

Title IFB 16353 - Bulk Top Soil
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Time Left 7 days 23 hours

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Terms

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Ship-To Address W0567

Currency

RFQ Currency USD
Price Precision Any

New Message

Subject No results found.

Message	Status	Sender	Date	Reply
No results found.				

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

WSSC Sollicitations

RFQ 16353.2 > Online Discussions (RFQ 16353.2) >
Create New Message (RFQ 16353.2)
* Indicates required field

Send To: Washington Suburban Sanitary Commission

Subject:

Message:

Cancel Send

Attachments

Add Attachment...

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

Cancel Send

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