



SAP ARIBA Sourcing

Supplier Responses Guide

Agenda

Supplier Registration	Explanation of the Registration Processes
Respond to Treasury E-Tender advertisement	The supplier can find the SAP Business Network post/advert on the SAP Business Network or by following the link from Treasury E-Tender.
Supplier Registration – Supplier Registers on SAP Business Network	The Supplier can create a free account on SAP Business Network
Respond to RFP	The supplier will login into SAP Business Network to respond to the RFP.
Message Board	The Message Board enables real-time communication between Suppliers and the PRASA Buyers/Sourcing Specialists during an RFP/RFQ event
Supplier - View and Reply Message	The supplier will be able to view and reply to a message sent by a Buyer / Sourcing Specialist
Supplier - Create Message	The supplier will be able to create and send a message to the Buyer / Sourcing Specialist

Supplier Registration

- The Supplier would either create a new SAP Business Network (SNB) account (if registering afresh on SAP Ariba Network), or link their existing SAP Business Network account to PRASA (if they already have an SAP Ariba Network account).
- Once a Supplier has created an account on SAP Business Network, they will be able to respond to any of PRASA's RFQ's/RFP's.
- Once a Supplier has registered with PRASA, they will be able to manage and update their Supplier data as required by PRASA's processes.

Respond to Treasury E-Tender advertisement

Respond to E-Tender advertisement

Currently Advertised Tenders

Category

Tender Description

eSubmission

Advertised

Closing

+ Services: General

- Administrative and support activities

Details:

Tender Number:

Organ Of State:

Tender Type:

Province:

Date Published:

Closing Date:

Place where goods, works or services are required:

Special Conditions:

ENQUIRIES:

BRIEFING SESSION:

Bidders are required to submit their proposals electronically via the SAP Ariba Business Network. Submission must be completed by clicking on the provided link and uploading all required bid documents before the closing date and time.

<https://portal.us.bn.cloud.ariba.com/dashboard/public/appext/coms-psbncdiscoveryui#/RfxEvent/preview/1110024584?and=ANONYMOUS>

Is there a briefing session?:

Is it compulsory?

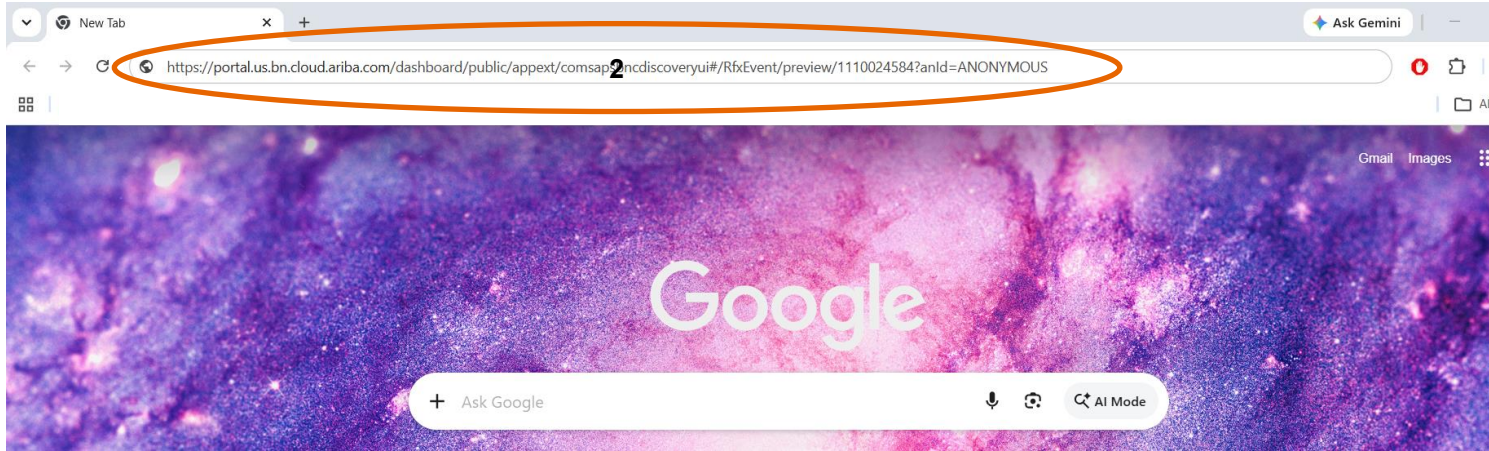
Briefing Date and Time:

Briefing Venue:

Browse the Treasury E-Tender website and find the RFQ or RFP advertisement

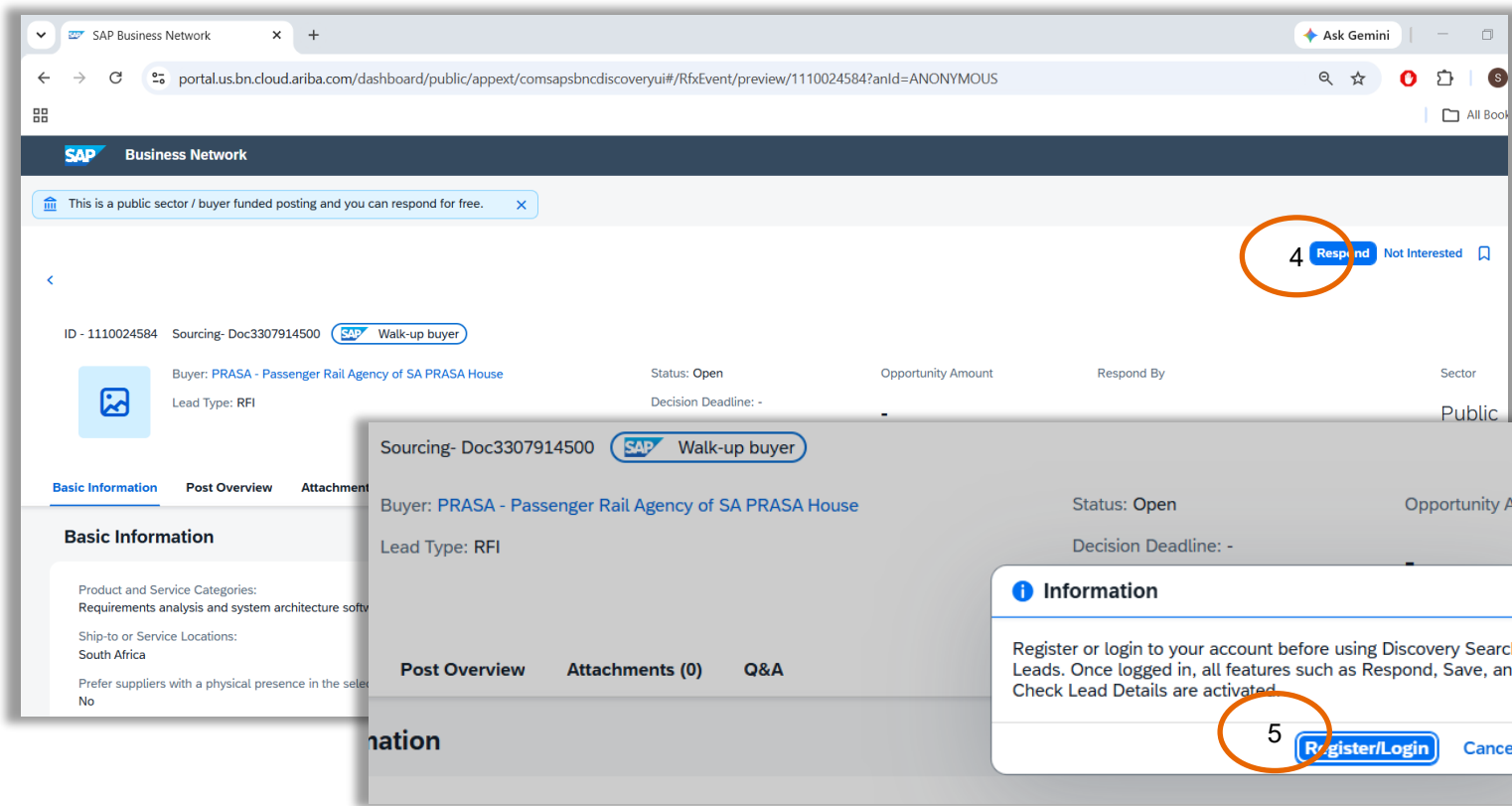
1. Highlight and copy the **https** link in Special conditions

Respond to E-Tender advertisement



2. Paste the https link in the browser
3. Press enter for the page to open

Respond to E-Tender advertisement



4. Click on **Respond**

5. Select Register/Login

Respond to E-Tender advertisement - Log in to SAP Business Network



Account Sign In

User Name *

Next

[Forgot User Name](#)

New to SAP Business Network?

[Register Now](#) or [Learn More](#)

[Explore Leads](#)

6. Log in with existing account or Register new account

Supplier Registration – Supplier creates an account on SAP Business Network

Supplier Registration – Supplier Registers on SAP Business Network



Account Sign In

User Name *

Next

[Forgot User Name](#)

New to SAP Business Network?

[Register Now](#) or [Learn More](#)

[Explore Leads](#)

Log in using existing account

Where a Supplier currently has SAP Business Network login details and would like to link their existing account with the PRASA account, enter on **Username**. This will prompt for the Password

Create account

If the Supplier requires to create a new account or does not have SAP Ariba Network login details, they click on **Register Now** to create a new profile

Supplier Registration – Supplier Registers on SAP Business Network

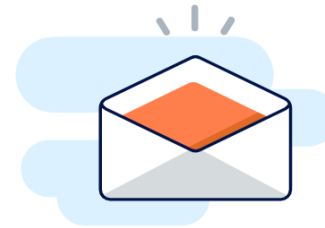
Please provide your email address

To register for SAP Business Network, enter your email below.

Email: *

☐ User consents to store this email ID

Continue



2. Enter email address
3. Select “User consents to store this email ID”

Supplier Registration – Supplier Registers on SAP Business Network

Enter your One Time Password

Please enter your one time password sent to beeslaars@gmail.com. Your password expires in 30 minutes.

0

5

9

7

5

3

Continue

Action required: Your One Time Password Inbox x

 **SAP Business Network** <noreply@us.bn.cloud.ariba.com>
to me ▾

9:20 AM (2 minutes ago)

 **Business Network**

Hello,

Your One Time Password (OTP) is : **059753**

Enter the OTP to start your registration for SAP Business Network.

This OTP is **valid for 30 minutes**. If you do not enter the correct OTP within that time, you may request a new OTP.

Sincerely,
SAP Business Network

4. Enter the One Time Password sent to the email address

Supplier Registration – Supplier Registers on SAP Business Network

Benefits of a business relationship on SAP Business Network

1. Streamline business processes

Leverage customizable tools and collaborate with your customers digitally on SAP Business Network

2. Enhance visibility

Benefit from critical business insights and actionable analytics

3. Grow your business

Get discovered by new customers and unlock new business opportunities

[Learn More](#)

Choose a Data Center

Your account and profile will be created and maintained in the chosen data center

- ☐ USA: Quincy, WA
- ☒ Netherlands: Amsterdam
- ☐ India: Mumbai
- ☐ Saudi Arabia: Dammam [Public Sector]
- ☐ Saudi Arabia: Dammam [Private Sector]

Next

5. Select “**Netherlands: Amsterdam**” as closest data center

6. Click on Next

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Supplier Registration – Supplier Registers on SAP Business Network

Benefits of a business relationship on SAP Business Network

- 1. Streamline business processes**
Leverage customizable tools and collaborate with your customers digitally on SAP Business Network
- 2. Enhance visibility**
Benefit from critical business insights and actionable analytics
- 3. Grow your business**
Get discovered by new customers and unlock new business opportunities

[Learn More](#)

Choose a Data Center

Your account and profile will be created and maintained in the chosen data center

☐ USA: Quincy, WA

Note

You can change the selected data center only until the account creation process is completed. To make changes, start the onboarding process again by returning to Data center picker page, where the required Data center can be selected again.

[Confirm](#) [Cancel](#)

[Next](#)

7. Click on **Confirm**

Supplier Registration – Supplier Registers on SAP Business Network

Benefits of a business relationship on SAP Business Network

1. Streamline business processes

Leverage customizable tools and collaborate with your customers digitally on SAP Business Network

2. Enhance visibility

Benefit from critical business insights and actionable analytics

3. Grow your business

Get discovered by new customers and unlock new business opportunities

[Learn More](#)

SAP Business Network

Company Information

Company Legal Name: * ⓘ

Country / Region: *

South Africa [ZAF] ⓘ

Address Line 1: * ⓘ

Address Line 2:

City: *

Province: *

Choose a province ▼

Postal Code: *

8. Enter Company information and follow the registration process

Respond to open RFQ or RFP

Respond to open RFP

Business Network
Standard Account
[Get enterprise account](#)
[100% Match](#)

Home
Enablement
Discovery
Workbench
Orders
Fulfillment
Invoices
Payments
Catalogs
Reports
Assessments
More

Create ...

This is a public sector / buyer funded posting and you can respond for free.

9

Respond

Not Interested

PRASA RFP Event 6000020151 services

ID - 1110014729 Sourcing- Doc3152720623 [SAP](#) Walk-up buyer

Buyer: PRASA - Passenger Rail Agency of SA PRASA House - TEST
Lead Type: RFI

Status: Open
Decision Deadline: -
Contract Length: -

Opportunity Amount
2,000,000 - 5,000,000 ZAR

Respond By
01 Jul 2026 13:36 SAST

Sector
Public

Basic Information
Post Overview
Attachments (0)
Q&A

Basic Information

Product and Service Categories:
Application or technology research and development service

Ship-to or Service Locations:
South Africa

Prefer suppliers with a physical presence in the selected location:
No

Supplier Certification Preferences:
-

Visibility:
Private

Humanitarian Aid:
-

Added Keywords:
-

Post Overview

Requirements

9. Click **Respond** to respond to the RFP.

Respond to open RFP

Ariba Discovery

Company Settings Siya Kolisi Feedback Help

< Go back to Leads

Desktop File Sync

Event Details

Doc3152720623 - PRASA RFP Event 6000020151 services

Time remaining
28 days 18:17:20

Event Messages
Download Tutorials
Response Team

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

▼ Event Contents

All Content

2 SBD 1

3 Compulsory Site Insp...

4 Notice to Bidders

5 Disclaimer

6 SBD 6.1 Preference P...

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

Download Content

Review Prerequisites

Decline to Respond

Print Event Information

All Content

Name ↑	Price	Extended Price	Quantity
1.0 Invitation to Bid You are hereby invited to submit a bid to meet the requirements of the Passenger Rail Agency of South Africa. Responses to this RFP [hereinafter referred to as a Bid or a Proposal] are requested from persons, companies, close corporations, or enterprises [hereinafter referred to as an entity, Bidder].			
▼ 2.0 SBD 1			
▼ 2.1 Bidding Procedure Enquiries May Be Directed To	More... +		
2.1.1 Contact Person		Smita Singh	
2.1.2 Telephone Number		+27812321234	

Event Overview and Timing Rules

Owner: Smita Singh ⓘ
Event Type: RFP
Publish time: 6/1/2026 5:58 AM
Due date: 7/1/2026 5:58 AM

10. Click **Review Prerequisites**

11. Supplier has an option to **Review Prerequisites** – **Accept to Respond the RFP event**.

12. Click **OK** button to submit

Prerequisites must be completed prior to participation in the event.

In consideration of the opportunity to participate in on-line events ("On-Line Events") held and conducted by the company sponsoring this On-Line Event ("Sponsor") on the web site (this "Site") hosted by Ariba, Inc. ("Site Owner"), your company ("Participant" or "You") agrees to the following terms and conditions ("Bidder Agreement"):

1. Bids. If you are invited to participate in the On-Line Event, Sponsor reserves the right to amend, modify or withdraw this On-Line Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future business relationship. Rather, by submitting a bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid.

2. Price Quotes. Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the On-Line Events are legally valid quotations without qualification, except for data entry errors.

3. Procedures and Rules. Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.

4. Confidentiality. Participant shall keep all user names and passwords, the On-Line Event content, other confidential materials provided by the Site and/or Sponsor, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.

5. Bids through Site only. Participant agrees to submit bids only through the on-line bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by Sponsor.

6. Ethical Conduct. All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness practices that are counter-productive to the fair operation of the On-Line Event. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately.

7. Export Control. All parties who use this Site hosted by Ariba, Inc. agree to comply with all applicable export control and sanctions laws, including the laws of the US, EU and Germany.

8. Survival. The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

BA v1.1 19Aug05

11

☒ I accept the terms of this agreement.
☐ I do not accept the terms of this agreement.

12

OK Cancel

Respond to open RFP

Prerequisites must be completed prior to participation in the event.

In consideration of the opportunity to participate in on-line events ('On-Line Events') held and conducted by the company sponsoring this On-Line Event ('Sponsor') on the web site (this 'Site') hosted by Ariba, Inc. ('Site Owner'), your company ('Participant' or 'You') agrees to the following terms and conditions ('Bidder Agreement'):

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2. Price Quotes. Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the On-Line Events are legally valid quotations without qualification, except for data entry errors.

3. Procedures and Rules. Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.

4. Confidentiality. Participant shall keep all user names and passwords, the On-Line Event and all information provided by the Site and/or Sponsor, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.

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6. Ethical Conduct. All parties will prohibit unethical behavior and are expected to maintain the highest ethical standards. If Participant experiences any difficulties during a live On-Line Event, they should contact the appropriate project team if they witness practices that are counter-productive to the fair operation of the On-Line Event.

7. Export Control. All parties who use this Site hosted by Ariba, Inc. agree to comply with all applicable export control laws, including the laws of the US, EU and Germany.

8. Survival. The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

BA v1.1 19Aug05

✓ Submit this agreement?

Click OK to submit.

OKCancel

13

☒ I accept the terms of this agreement.

☐ I do not accept the terms of this agreement.

OK

Cancel

Agree to submitting the agreement.

13. Click **OK**

Respond to open RFP

Respond to all questions, especially all the **Mandatory Questions**.

< Go back to Leads

Desktop File Sync

Console

Doc3152720623 - PRASA RFP Event 6000020151 services

Time remaining
28 days 18:10:47

Event Messages
Response History
Response Team

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

▼ Event Contents

All Content

2 SBD 1

3 Compulsory Site Insp...

4 Notice to Bidders

5 Disclaimer

All Content

Name ↑

Price

Extended Price

Quantity

1.0

Invitation to Bid

You are hereby invited to submit a bid to meet the requirements of the Passenger Rail Agency of South Africa. Responses to this RFP [hereinafter referred to as a Bid or a Proposal] are requested from persons, companies, close corporations, or enterprises [hereinafter referred to as an entity, Bidder].

▼ 2.0 SBD 1

▼ 2.1 Bidding Procedure Enquiries May Be Directed To

More... +

2.1.1 Contact Person

Smita Singh

2.1.2 Telephone Number

+27812321234

2.1.3 Email Address

smita.singh02@prasa.com

▼ 2.2 Supplier Information

2.2.1 Name of Bidder

* Nova Core

Street: 108

City: Johannesburg

State/Province/Region:

?

Postal Code: 12456

Country/Region: South Africa

2.2.2 Address

14

Respond to all questions and enter information and attachments

14. Ensure to respond to all the mandatory questions with Asterix (*)



prasa

PASSENGER RAIL AGENCY
OF SOUTH AFRICA

SAP Ariba



Respond to open RFP

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

▼ Event Contents

All Content

2 SBD 1

3 Compulsory Site Insp...

4 Notice to Bidders

5 Disclaimer

6 SBD 6.1 Preference P...

7 SBD 4 Bidder's Discl...

8 Stage 1A – Mandatory...

9 Stage 1B – Other Man...

10 PRASA's Draft Contract

part of contract negotiations processes with the preferred bidder.

10.3 Do you accept the attached Agreement? [References](#)▼

▼ 11.0 Technical / Functionality Requirements

11.1 Please attach the Scope of Work.

▼ 12.0 Specific Goals

12.1 Please select the B-BBEE status level of contributor.

12.2 Please attach B-BBEE / Affidavit Certificate
If you are responding as Joint Venture or Consortium, attach consolidated BBBEE Certificate.

12.3 Black Women Owned

12.5 Black Youth Owned

12.6 Please attach certified copy of ID Documents of the Owners.

12.7 Owned by Black People with Disability (PWD)

12.8 Please attach certified copy of ID Documents of the Owners and Doctor's note confirming the disability.

12.9 Black People living in Rural Areas.

▼ 13.0 Pricing

▼ 13.1 Cleaning Services

13.1.1 Cleaning office

Cleaning office

13.1.2 servicing office equipment

servicing office equipment

(*) indicates a required field

Yes, Accepted ▼

SAMPLE.docx ▼ Update file Delete file

2 ▼

SAMPLE.docx ▼ Update file Delete file

No ▼

Yes ▼

SAMPLE.docx ▼ Update file Delete file

Yes ▼

SAMPLE.docx ▼ Update file Delete file

No ▼

15

1,600,000.00 ZAR

1,600,000.00 ZAR 1 one

800,000.00 ZAR 800,000.00 ZAR 1 day

800,000.00 ZAR 800,000.00 ZAR 1 day

Submit Entire Response

Update Totals

Save draft

Compose Message

Excel Import

15. Maintain pricing for specific line items

16. Click [Update totals](#) to update the overall total price

Respond to open RFP

contract negotiations processes with the preferred bidder.

10.3 Do you accept the attached Agreement? [References](#)

Yes, Accepted

11.0 Technical / Functionality Requirements

11.1 Please attach the Scope of Work.

SAMPLE.docx Update file Delete file

12.0 Specific Goals

12.1 Please select the B-BBEE status level of contributor.

2

12.2 Please attach B-BBEE / Affidavit Certificate

If you are responding as Joint Venture or Consortium, attach consolidated BBBEE Certificate.

12.3 Black Women Owned

No

12.5 Black Youth Owned

Yes

12.6 Please attach certified copy of ID Documents of the Owners.

SAMPLE.docx Update file Delete file

12.7 Owned by Black People with Disability (PWD)

Yes

12.8 Please attach certified copy of ID Documents of the Owners and Doctor's note confirming the disability.

SAMPLE.docx Update file Delete file

12.9 Black People living in Rural Areas.

No

13.0 Pricing

4,000.00 ZAR

13.1 Cleaning Services

More...

4,000.00 ZAR 1 one

13.1.1 Cleaning office

Less...

2,000.00 ZAR 2,000.00 ZAR 1 day

Cleaning office

13.1 servicing office equipment

Less...

2,000.00 ZAR 2,000.00 ZAR 1 day

servicing office equipment

Submit Entire Response Update Totals Save draft Compose Message Excel Import

17. Click **Submit Entire Response** to submit the response

Note: If mandatory questions are not completed or required information is missing, a pop-up message will display the relevant section number.

18. Click **OK** button.

Ariba Discovery

There are 5 problems that require completion or correction in order to complete your request. Mouse over the red icons to learn more. Use the Next and Previous links to step through the errors as needed.

Go back to Leads

Console

Doc3152720623 - PRASA RFP Event 6000020151 services

Event Messages Response History Response Team

Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

Event Contents

All Content

2 SBD 1

3 Compulsory Site Insp...

4 Notice to Bidders

5 Disclaimer

10.3 Do you accept the attached Agreement? [References](#)

Yes, Accepted

11.0 Technical / Functionality Requirements

11.1 Please attach the Scope of Work.

12.0 Specific Goals

12.1 Please select the B-BBEE status level of contributor.

2

12.2 Please attach B-BBEE / Affidavit Certificate

If you are responding as Joint Venture or Consortium, attach consolidated BBBEE Certificate.

12.3 Black Women Owned

No

12.5 Black Youth Owned

Yes

12.6 Please attach certified copy of ID Documents of the Owners.

12.7 Owned by Black People with Disability (PWD)

12.8 Please attach certified copy of ID Documents of the Owners and Doctor's note confirming the disability.

12.9 Black People living in Rural Areas.

13.0 Pricing

4,000.00 ZAR

13.1 Cleaning Services

More...

4,000.00 ZAR 1 one

13.1.1 Cleaning office

Less...

2,000.00 ZAR 2,000.00 ZAR 1 day

Cleaning office

13.1 servicing office equipment

Less...

2,000.00 ZAR 2,000.00 ZAR 1 day

servicing office equipment

Submit Entire Response Update Totals Save draft Compose Message Excel Import

Submit this response?

Click OK to submit.

OK Cancel

You need to provide an answer to Question 12.6, Please attach certified copy of ID Documents of the Owners.

Attach a file

Message Board

The Message Board enables real-time communication between Suppliers and the PRASA Buyers/Sourcing Specialists during an RFP/RFQ event.

All RFP / RFQ communications must be conducted through message board.

Supplier - View and Reply to Message

Supplier - View and Reply Message

Console

Doc3089944368 - PRASA RFP 6000020111 Content Update

Time remaining
07:47:34

Event Messages

Response History

Response Team

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

All Content

Name ↑	Price	Quantity	Extended Price
1.0 Technical / Functionality Requirements			
▼ 2.0 Pricing			
2.1 WIRE ELCT;TYP DROPPER,OVR 4 MM.	Less... * ZAR	2 kilogram	
WIRE ELCT;TYP DROPPER,OVR 4 MM.			
Requested Delivery Date: Mon, 22 Jun, 2026			

Event Messages - PRASA RFP 6000020111 Content Update

Back to Console

Time remaining
07:46:35

Messages

Id	Reply Sent	Sent Date	From	Contact Name	To	Subject
☒ MSG426921694.1	No	07/08/2026 07:02 AM	PRASA-TEST	Rosina Masango	Participants (1) Team (1)	RE: Doc3089944368 - PRASA RFP 6000020111 Content Update
☐ MSG427088172	No	07/08/2026 06:08 AM	PRASA-TEST	Rosina Masango	Siya Kolisi	Doc3089944368 - PRASA RFP 6000020111 Content Update
☐ MSG426921694	No	07/08/2026 05:02 AM	NovaCore Demo Supplies	Siya Kolisi	Rosina Masango	Doc3089944368 - PRASA RFP 6000020111 Content Update
☐ MSG426959384	Not Applicable	07/08/2026 04:20 AM	PRASA-TEST	Rosina Masango	Participants (0) Team (0)	PRASA-TEST has invited you to participate in an event: PRASA RFP 6000020111 Content Update.

View

Reply

Compose Message

Download all attachments

The supplier will follow the below steps to review and reply message

1. Click [event message](#)
2. Tick [radio](#) button next to message

Click [View button](#) to review the message

Supplier - View and Reply Message

View Message

Done

Reply

Id: MSG426921694.1

From: PRASA-TEST (Rosina Masango)

Sent: 07/08/2026 07:02 AM

To: PRASA-TEST(Rosina Masango); NovaCore Demo Supplies(Siya Kolisi)

Subject: RE: Doc3089944368 - PRASA RFP 6000020111 Content Update

Enter reply message here

Id: MSG426921694.1

Sent: 07/08/2026 07:02 AM

Subject: Doc3089944368 - PRASA RFP 6000020111 Content Update

Enter the message here

Respond to Message

Send

Cancel

From: NovaCore Demo Supplies (Siya Kolisi)

To: PRASA-TEST(Rosina Masango)

Subject: RE: Doc3089944368 - PRASA RFP 6000020111 Content Update

Attachments: Attach a file

1 (8 pt)

font

Enter reply message here

Id: MSG426921694.1

Sent: 07/08/2026 07:02 AM

Subject: RE: Doc3089944368 - PRASA RFP 6000020111 Content Update

Enter reply message here

Id: MSG426921694

Sent: 07/08/2026 02:02 PM

Subject: Doc3089944368 - PRASA RFP 6000020111 Content Update

Enter the message here

View Message pop up screen will appear

3. Click Reply

4. Enter message

5. Click Send

Supplier - Create Message

Supplier - Create Message

The screenshot displays the SAP Ariba Event Messages interface for the event 'Doc3089944368 - PRASA RFP 6000020111 Content Update'. The sidebar on the left contains a 'Checklist' with four items: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots/Line Items', and '4. Submit Response'. Below the checklist is the 'Event Contents' section, which includes 'All Content', '1 Technical / Function...', and '2 Pricing'. The main content area shows the 'Event Messages - PRASA RFP 6000020111 Content Update' screen. At the top, there is a yellow banner with a warning message and a '1' in a circle. Below the banner are four buttons: 'Download Content', 'Review Prerequisites', 'Decline to Respond', and 'Print Event Information'. The 'Technical / Functionality Requirements' section is visible, followed by the 'Event Overview and Timing Rules' section. The 'Messages' table is empty, with a '2' in a circle next to the 'Reply Sent' column header. At the bottom, there is a 'Compose Message' button circled in red, and a 'Download all attachments' button.

Event Details Doc3089944368 - PRASA RFP 6000020111 Content Update Time remaining 10:34:25

Event Messages

1 Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

Download Content Review Prerequisites Decline to Respond Print Event Information

Technical / Functionality Requirements (Section 1 of 2) Next »

Event Overview and Timing Rules

Event Messages - PRASA RFP 6000020111 Content Update

Messages

Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
No items						

Compose Message Download all attachments

Suppliers will use the Message Board to communicate directly with the Buyer/Sourcing Specialist during an RFP/RFQ event.

1. Click [Event Messages](#)

Event Messages screen will appear

2. Click [Compose Message](#)

Supplier - Create Message

< Go back to Leads Desktop File Sync

Compose New Message

From: NovaCore Demo Supplies (Siya Kolisi)

To: Project Team

Subject: Doc3089944368 - PRASA RFP 6000020111 Content Update 3

Attachments: Attach a file 4

Enter the message here 5

Send 6 Cancel

Compose New Message screen will appear

3. **This is optional** : Edit Subject - Message auto-defaults from RFP / RFQ title

4. **This is optional** : Click **Attach a file** to upload Attachments

5. Enter **Message Text**

6. Click **Send**

7. The message will be send to Buyer / Sourcing Specialist .

Event Messages - PRASA RFP 6000020111 Content Update Done

Time remaining 09:56:44

Messages

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