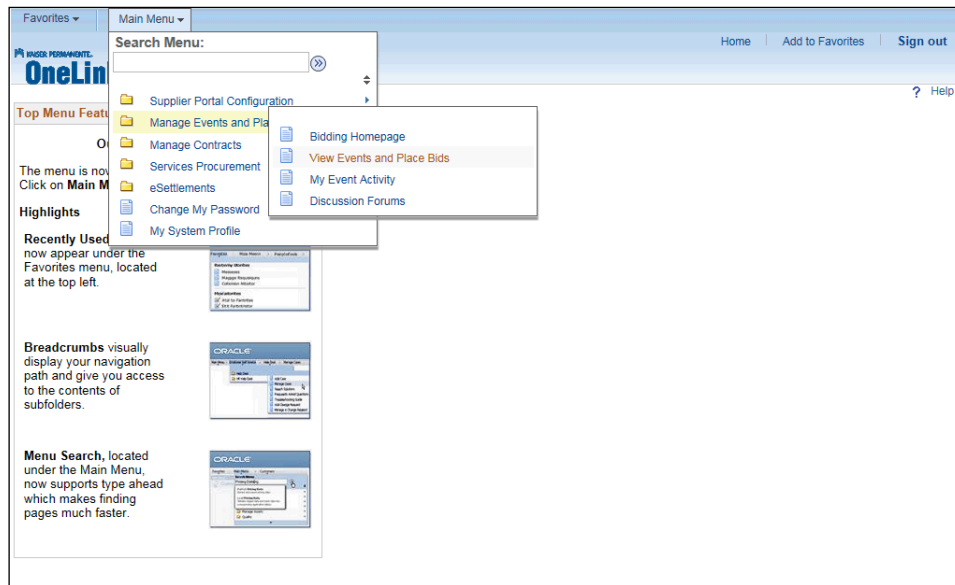
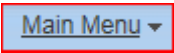


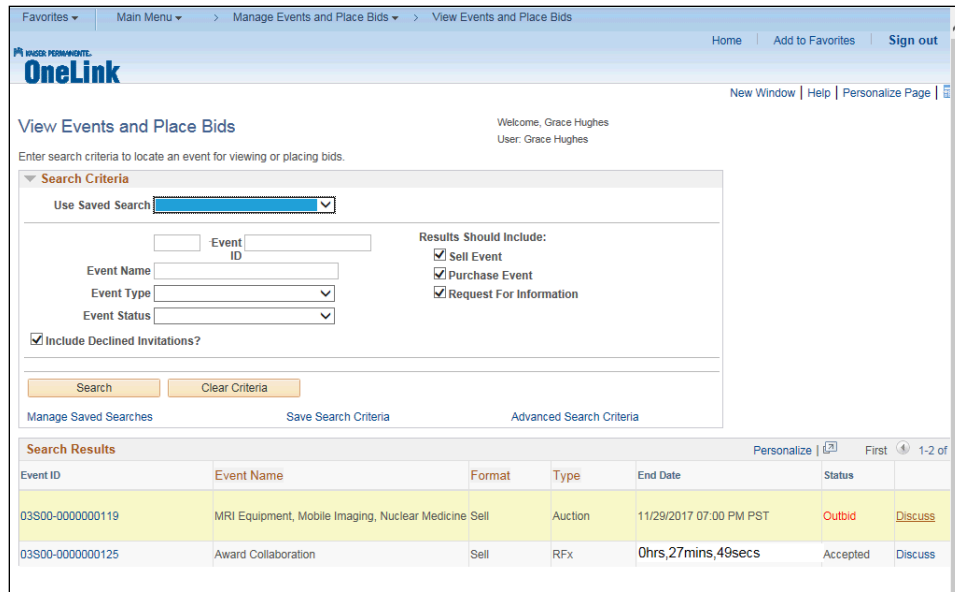


## Bidder/Supplier Post Messages to Discussion Forum

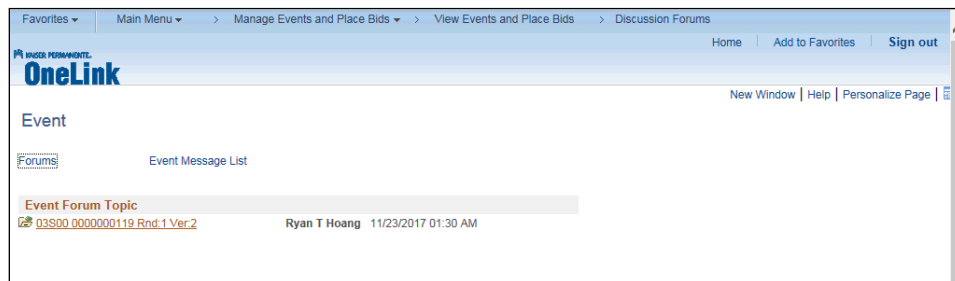
**Scenario:** Bidder/Supplier needs to post a message to the Event Manager in the event discussion forum.



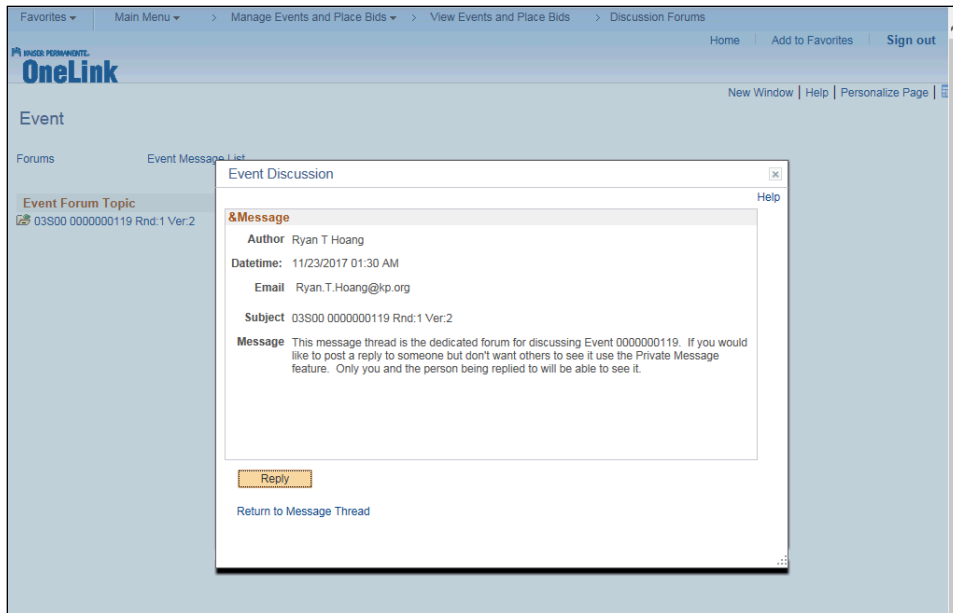
Step	Action
1.	Click the <b>Main Menu</b> button. 
2.	Click the <b>Manage Events and Place Bids</b> menu. 
3.	Click the <b>View Events and Place Bids</b> menu. 




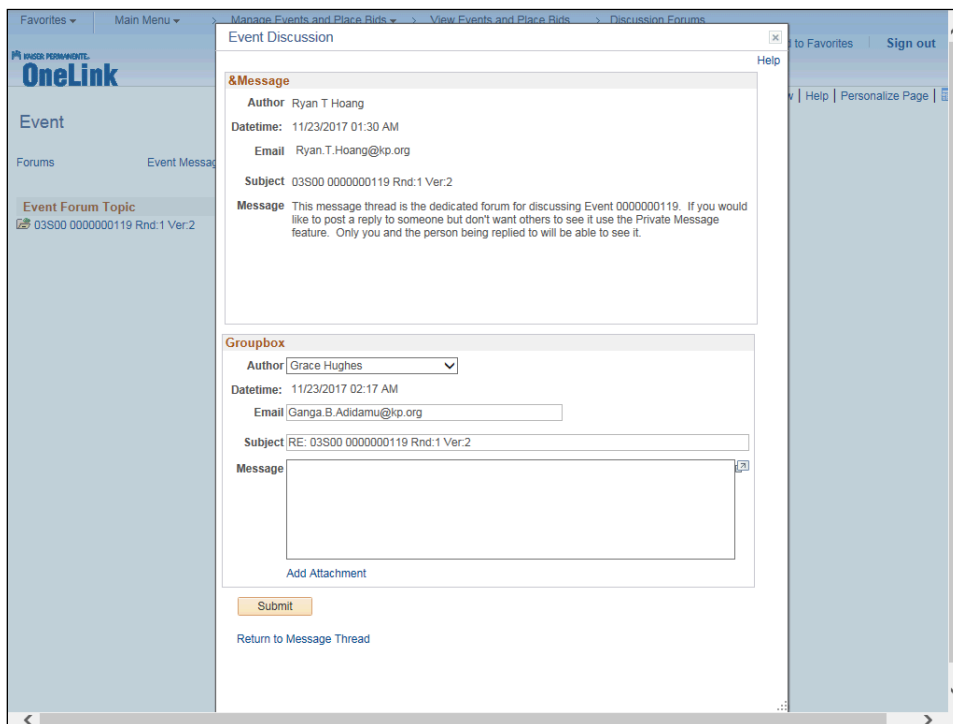
Step	Action
4.	Click the <b>Discuss</b> link on the event row. <b>Discuss</b>

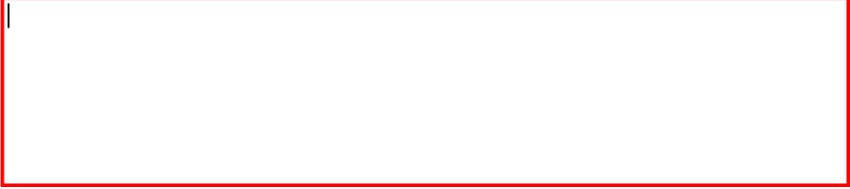


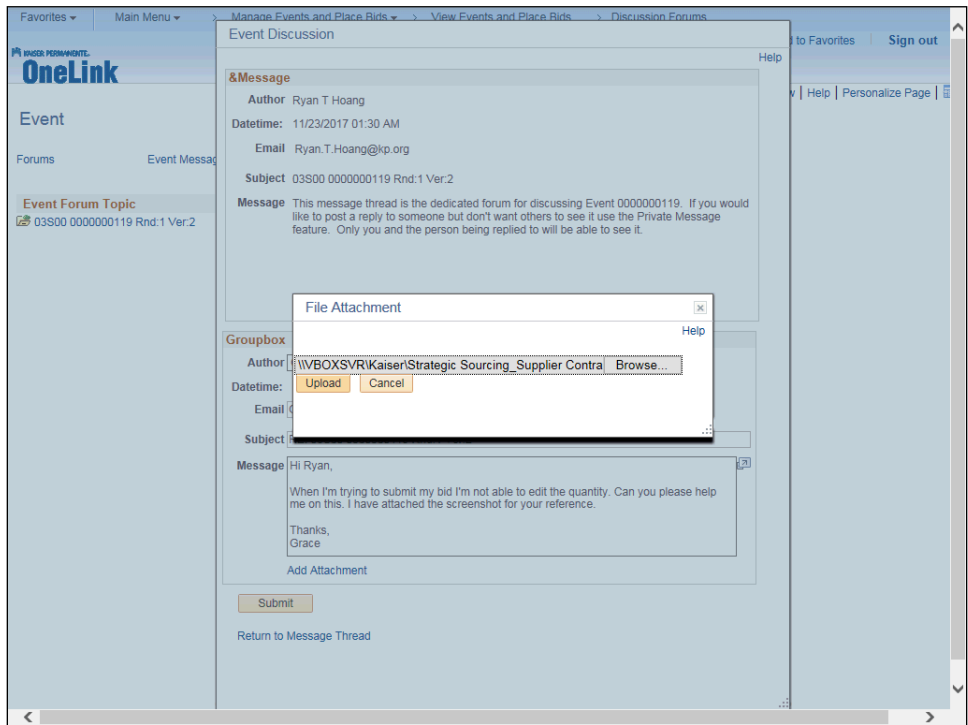
Step	Action
5.	Click the Event Forum Topic link. <b>03S00-0000000119 Rnd:1 Ver:2</b>



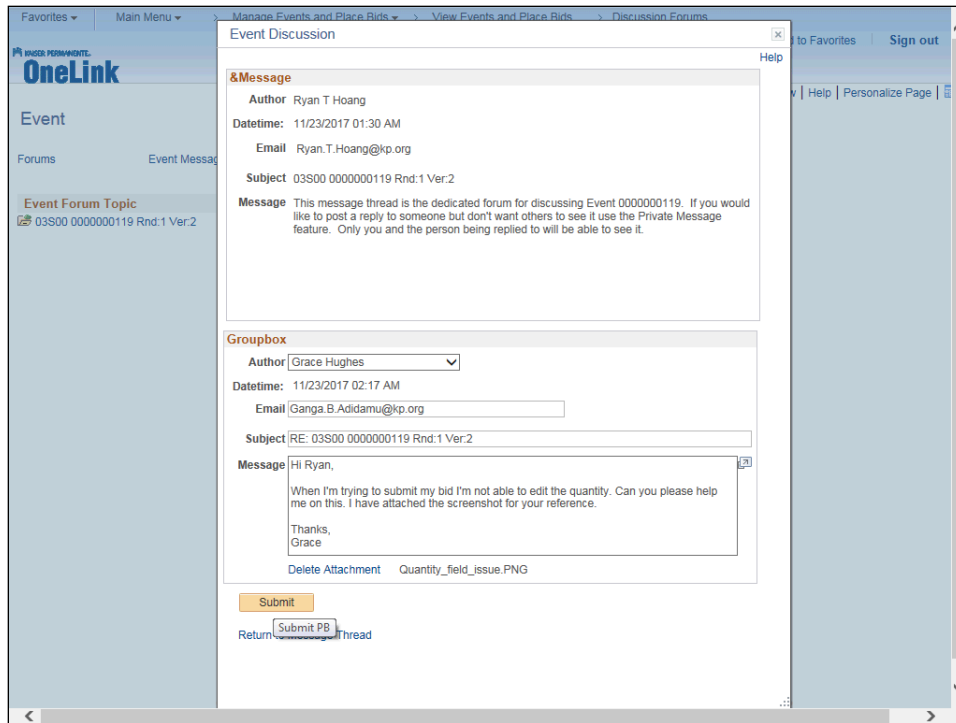
Step	Action
6.	Click the <b>Reply</b> button. 

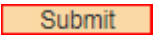


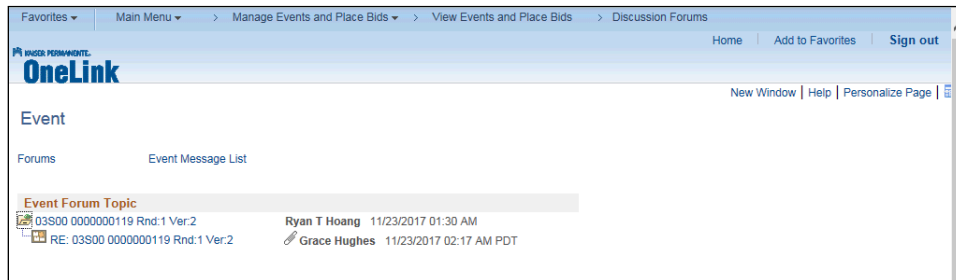
Step	Action
7.	<p>Enter your reply into the <b>Message</b> field. Note that your responses will only be sent to the Event Manager.</p> <p><b>Message</b>   </p>
8.	<p>Use the Add Attachment link to attach any file to your message.</p> <p>Click the <b>Add Attachment</b> link.</p> <p><b>Add Attachment</b></p>



Step	Action
9.	<p>Browse, select and upload the file.</p> <p>Click the <b>Upload</b> button.</p> <p><b>Upload</b></p>



Step	Action
10.	Click the <b>Submit</b> button. 



Step	Action
11.	<b>Congratulations!</b> You have successfully posted message to Discussion Forum on supplier portal. <b>End of Procedure.</b>