



## Using the Event Message Board to Communicate with a Procurement Representative

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*A step by step guide*

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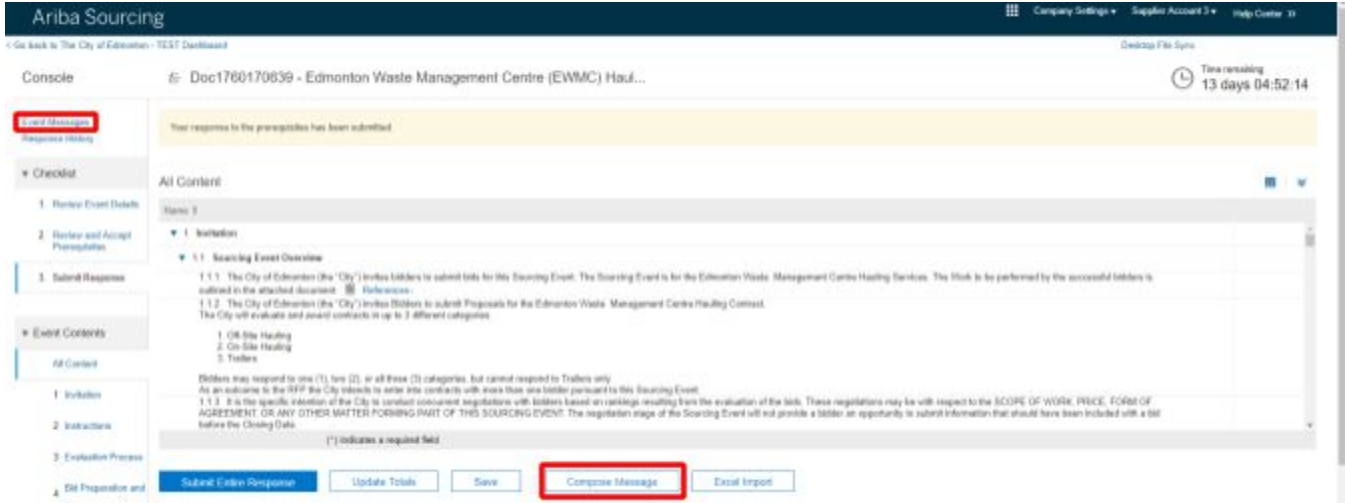


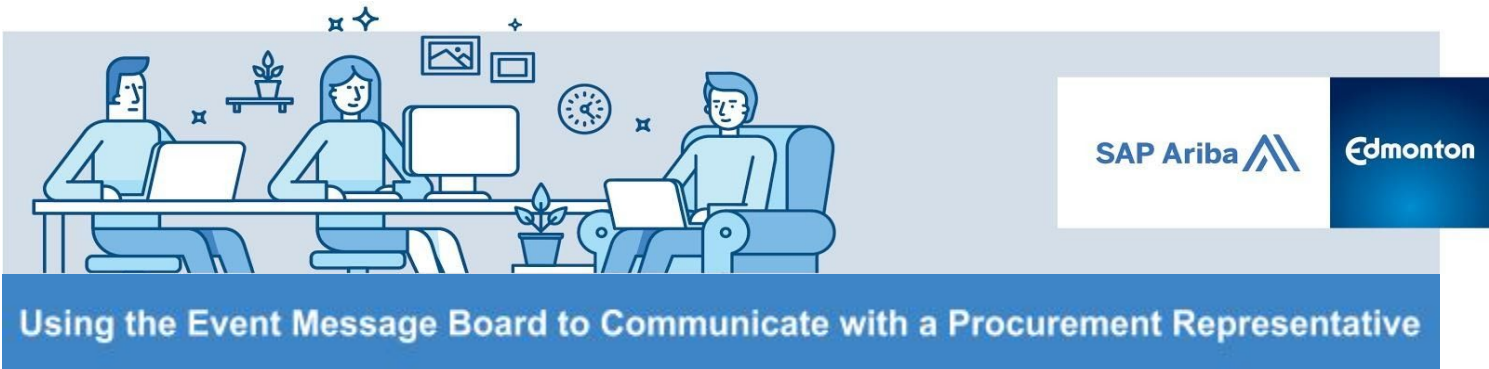
## Using the Event Message Board to Communicate with a Procurement Representative

Once you have accessed the procurement opportunity and are ready to respond, you can communicate with the City of Edmonton’s Procurement representative using the Event Message Board in SAP Ariba.

### Accessing the Message Board

To review any notifications or messages, or to communicate with the City of Edmonton’s Procurement representative leading the procurement event, in the Sourcing Event homepage click **Event Messages** to access the message board or select **Compose Message** to directly compose a new message.





## Composing or Responding to a Message

To compose a new message to the City of Edmonton, select **Compose Message**. The system will create a new message addressed to the “Project Team.” This represents the internal team at the City of Edmonton responsible for the opportunity. Any message addressed to them will reach the Procurement Representative and any other applicable City of Edmonton staff.

## Viewing / Replying to an Existing Message

Specific messages can be reviewed or responded to by selecting the message you would like to view/reply to, by clicking the **radio button** next to the message, and then clicking **View** or **Reply**.

Go back to The City of Edmonton - TEST Dashboard

Event Messages - Edmonton Waste Management Centre (EWMC) Hauling Event

Messages

	ID	Reply Sent	Sent Date & Time	From	Contact Name	To	Subject
<input type="radio"/>	M5068016995	Not Applicable	05/09/2019 04:46 PM	Supplier Account 2	Supplier Account 2	John Smith	All participation prerequisites have been answered and accepted and Supplier Account 2 (Supplier...
<input type="radio"/>	M5068016994	Not Applicable	05/09/2019 04:46 PM	Supplier Account 2	Supplier Account 2	John Smith	Response (ID=401076285475) in event Edmonton Waste Management Centre (EWMC) Hauling Event has...
<input type="radio"/>	M5068015302	Not Applicable	05/09/2019 04:16 PM	The City of Edmonton - TEST	John Smith	Supplier Account 2	The City of Edmonton - TEST has invited you to participate in an event: Edmonton Waste Management...
<input checked="" type="radio"/>	M5068015299	No	05/09/2019 04:16 PM	The City of Edmonton - TEST	John Smith	Participants (0) Team (0)	Event Edmonton Waste Management Centre (EWMC) Hauling Event has changed.
<input type="radio"/>	M5068014582	Not Applicable	04/25/2019 03:26 PM	The City of Edmonton - TEST	John Smith	Participants (0) Team (0)	The City of Edmonton - TEST has invited you to participate in an event: Edmonton Waste Management...

View Reply Compose Message Download all attachments



### Note

If you send a message to the City of Edmonton using the Event Message Board, it is a private message between both parties and cannot be viewed by other bidders.



The message board can only be used to communicate with CoE staff in order to clarify questions, concerns, etc. The message board **cannot** be used as a channel to submit documentation required in the sourcing event, or to submit bids. Always attach documents, answers, etc to the appropriate sections of the sourcing event.