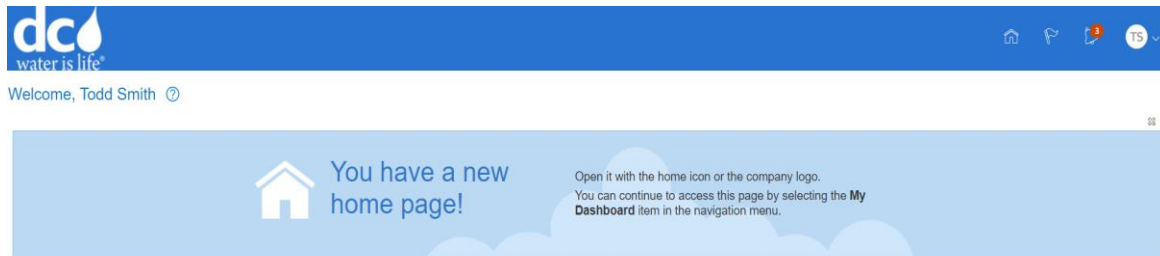


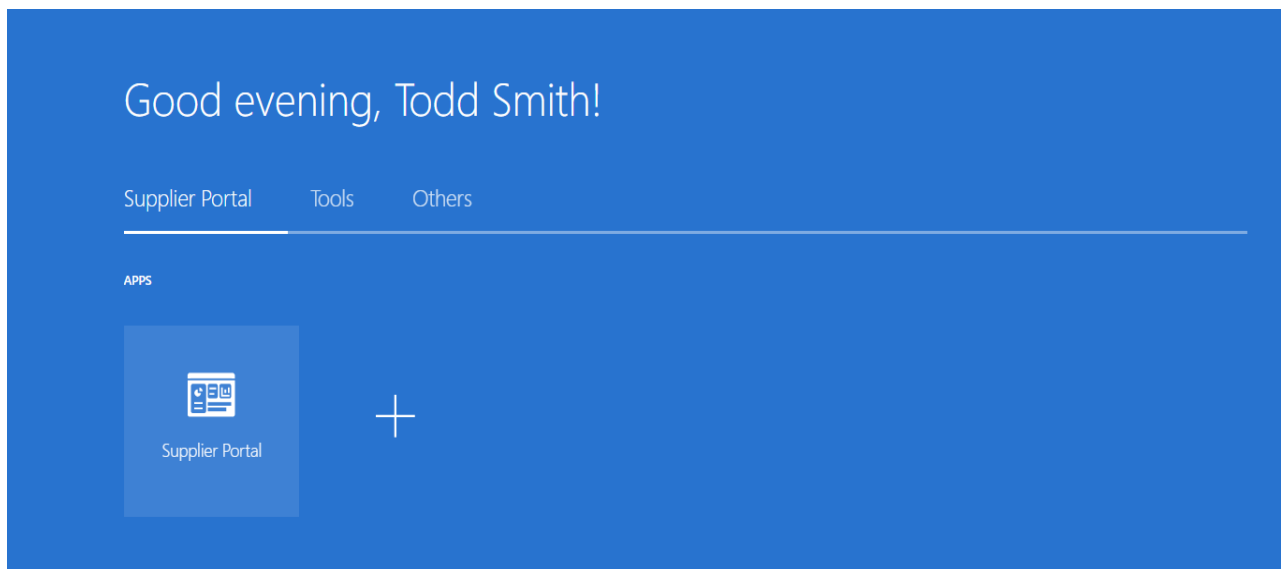
Supplier Solicitation Messaging Tutorial

Log into DC Water supplier Portal



Click on the HOME

Click "Supplier Portal"



Click “View Active Solicitation”

Tasks

Orders

Manage Orders

Manage Schedules

Acknowledge Schedules in Spreadsheet

Agreements

Manage Agreements

Shipments

Manage Shipments

Create ASN

Create ASBN

Upload ASN or ASBN

View Receipts

View Returns

Deliverables

Manage Deliverables

Consigned Inventory

Review Consumption Advices

Review Consigned Inventory

Review Consigned Inventory Transactions

Invoices and Payments

Create Invoice

View Invoices

View Payments

Solicitations

View Active Solicitations

Manage Responses

Requiring Attention

1

1

1

3

Schedules Overdue or Due Today

Negotiation Responses

Negotiations Closing Soon

Recent Activity

Last 30 Days

Negotiation invitations

1

Orders opened

1

Supplier News

Click “View Active Solicitation”

Active Solicitations

Search

** Solicitation

** Title

** Solicitation Close By

m/d/yy

Search Results

Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation Create Response

SolicitationTitle

DCW-SOL-21-10053,1DCFA.XXX - Construction Management Services RC-B

Columns Hidden 4

Click “Messages”

X - Construction Management Services RC-B

18 Hours

Messages Create Response

Time:

Open Date 3/25/21 6:02 PM

Close Date 4/30/21 5:00 PM

DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY
(DC WATER)

Request for Proposal
for

DCFA XXX - Construction Management Services RC-B



Click “+”

Time Remaining 31 Days 18 Hours

Messages

Messages from all previous amendments are included.

Actions View Format + Freeze Detach Wrap

Subject
test 1
test 1

Type in the message and send

ges

as from all previous amendments are included.

s View Format +  

bject

test 1
test 1

Details

Todd Smith

3/29/21 9:36 PM

s being created

Send Message

To District of Columbia Water and Sewer Authority

* Subject

Test 2

Helvetica

2

