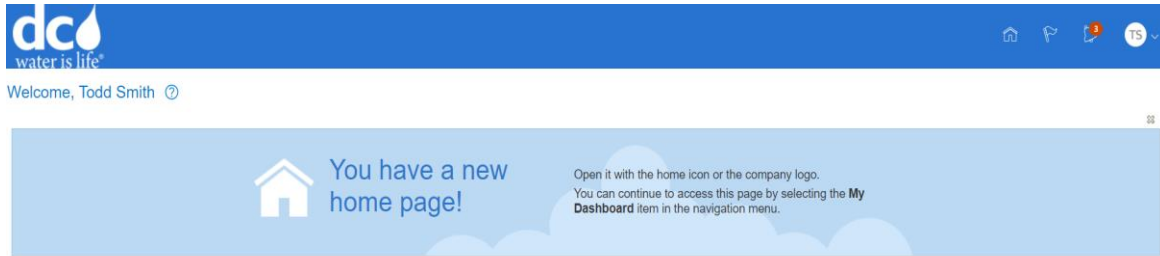


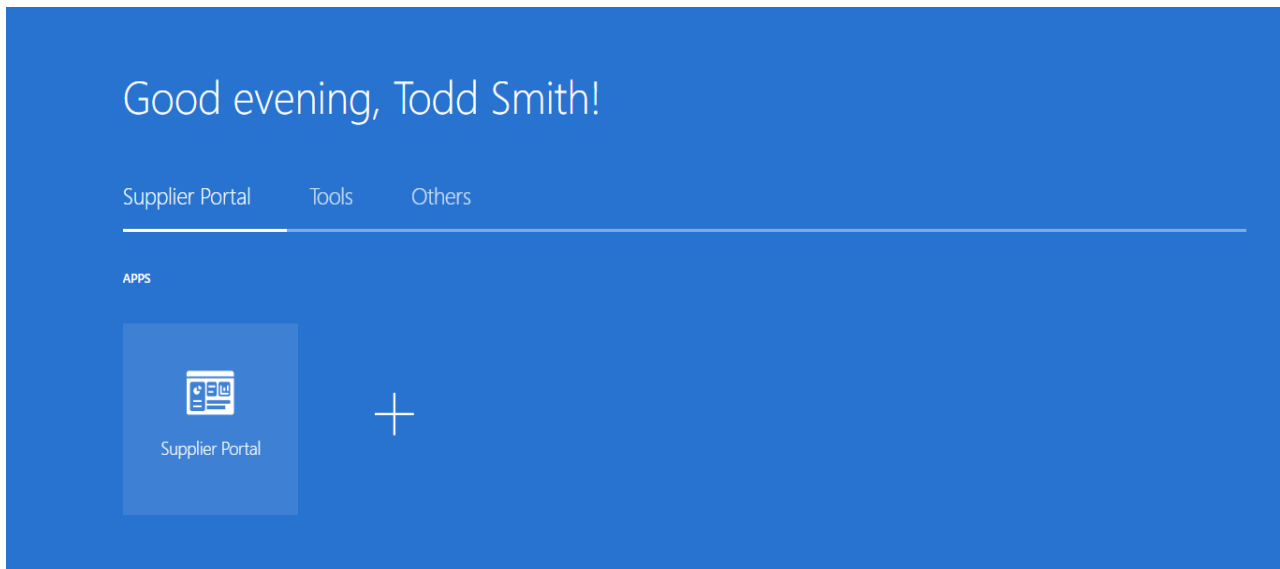
Supplier Solicitation Messaging Tutorial

Log into DC Water supplier Portal



Click on the HOME

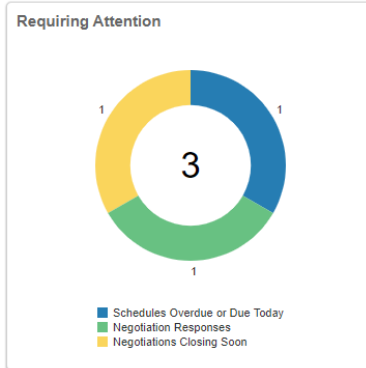
Click "Supplier Portal"



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



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

Search Results

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

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

Columns Hidden 4

Click "Messages"

[Messages](#) [Create Response](#)

X - Construction Management Services RC-B

Time:
Open Date: 3/25/21 6:02 PM
Close Date: 4/30/21 5:00 PM

18 Hours

**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 ▾ +  

Subject

- 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

Helvetica ▾ 2 ▾       

B *I* U S₂ S²         

* Message

Test 2 to DCW

Attachments None +

Send **Cancel**