

Supplier User Guide

Registration/Onboarding Process/Send a reply to an RFQ

SUMMARY

1. INTRODUCTION	4
2. SUPPLIER’S REGISTRATION/ONBOARDING PROCESS	5
2.1 Registration and Account Activation	5
2.2 Introduce yourself as a Supplier (Self-Registration)	5
2.3 Forgot your password?	7
2.4 Registration Data	8
2.5 Access Details	8
2.6 Basic Profile Form	10
2.7 Basic Profile Form – General Data	10
2.8 Product Category Tree Selection	12
2.9 Onboarding Process Completion	13
3. PORTAL NAVIGATION	14
3.1 Supplier Home Page	14
3.2 Navigation menu	15
4. HOW TO REPLY TO A REQUEST FOR QUOTATION (RFQ)	17
4.1 RFQ details	17
4.2 Reply to the RFQ (1° round)	20
4.3 Reply to the RFQ (from 2° round onwards)	22
4.4 How to use the Message Area	24

1. Introduction

The purpose of this user guide is to help Suppliers familiarize with Jaggaer Advantage platform configured for SISAL. The Supplier User Guide contains information and instructions on how to register on the platform, how to complete the onboarding process and how to reply and send an offer related to a Request For Quotation (RFQ).

2. Supplier’s Registration/Onboarding Process

2.1 Registration and Account Activation

Suppliers wishing to apply to Sisal’s Procurement Platform must register on the system and enter all the mandatory information necessary to complete the onboarding process in order to be part of the Sisal’s Vendor List.

2.2 Introduce yourself as a Supplier (Self-Registration)

Access the platform home at the following link: <https://sisal-procurement.bravosolution.com/web-en/login.html>

From the Login Page, click on **Need Registration?**



Versione italiana

Welcome to Sisal Procurement Portal



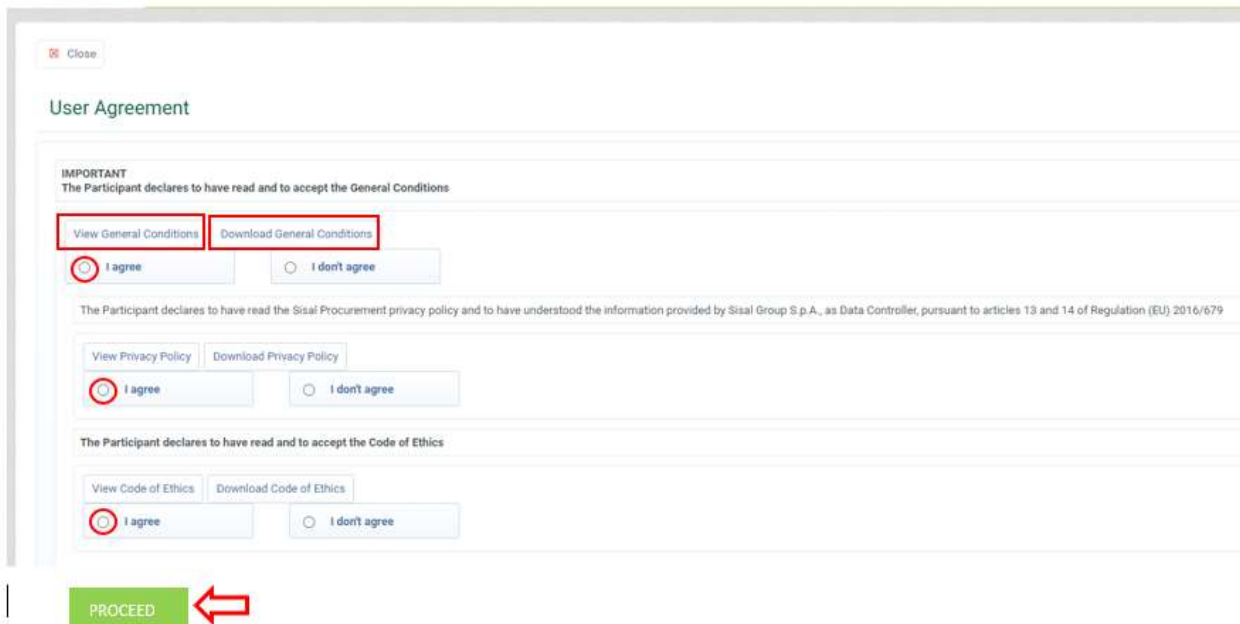
The portal represents the meeting point between Sisal and its suppliers, a reserved area that assures transparency in negotiations and permits collaboration and communication between the parties.

Reserved Area	Documents	Help desk
<p>Insert Username and Password to enter the Negotiation Area</p> <p>Username <input type="text" value="test01"/> Password <input type="password" value="*****"/></p> <p><input type="button" value="Enter"/></p> <p>Forgot your password? Need registration? ←</p>	<p>General Conditions</p> <p>Privacy Policy</p> <p>SISAL Spa Code of Ethics</p> <p>Web Privacy Policy & Cookies</p> <p>Navigation Manual</p>	<p>For further information, please contact our client service active Monday through Friday, from 9 am - 1 pm, and from 2pm - 6pm.</p> <p>Dedicated number: 02 266002 651 Toll-free number (from Italy): 800 090909</p> <p>Or send an email to: sisal-procurement@bravosolution.com</p>

After the login the system displays the User Agreement Page. To proceed with the registration process, you must read and accept the following documents:

- General Conditions
- Privacy Policy
- Code of Ethics

These documents can be either viewed (clicking on **View**) or downloaded (clicking on **Download**) in PDF. The documents must be accepted one by one clicking on **I agree** and on **Proceed**:



The screenshot shows a 'User Agreement' window with a 'Close' button in the top left. The main heading is 'User Agreement'. Below this, there are three sections, each starting with 'IMPORTANT' and a declaration statement. Each section contains two buttons: 'View' and 'Download', and two radio buttons: 'I agree' (which is selected) and 'I don't agree'. The sections are: 1. 'The Participant declares to have read and to accept the General Conditions' with buttons 'View General Conditions' and 'Download General Conditions'. 2. 'The Participant declares to have read the Sisal Procurement privacy policy and to have understood the information provided by Sisal Group S.p.A., as Data Controller, pursuant to articles 13 and 14 of Regulation (EU) 2016/679' with buttons 'View Privacy Policy' and 'Download Privacy Policy'. 3. 'The Participant declares to have read and to accept the Code of Ethics' with buttons 'View Code of Ethics' and 'Download Code of Ethics'. At the bottom left of the window, there is a green 'PROCEED' button with a red arrow pointing to it from the right.

2.3 Forgot your password?

If you have forgotten your password, you can set a new one by following the steps below:

1. Click on the link **Forgot your password?** from the Home Page.



Reserved Area

Insert Username and Password to enter the Negotiation Area

Username Password

test01

Enter

Forgot your password?
Need registration?

2. Fill in username and e-mail address linked to your account and click on **Submit**.



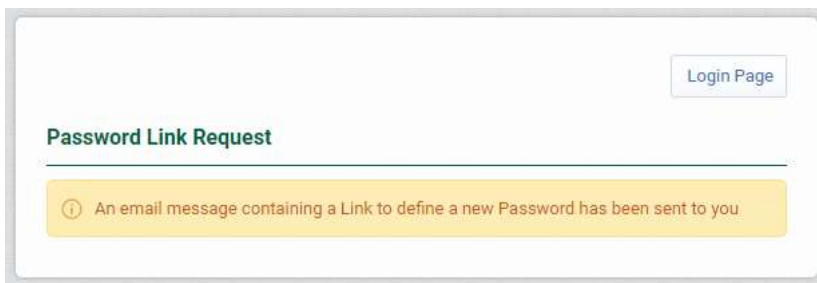
* Username

[Forgot Username](#)

* Email

Submit **Cancel**

3. The system sends an e-mail with a temporary link necessary to set a new password.



[Login Page](#)

Password Link Request

! An email message containing a Link to define a new Password has been sent to you

2.4 Registration Data

1. Complete all fields requested in the Registration Data Form. Fields marked with * are mandatory.



Registration Data

Save Close

Reset

Organisation Details

* Organisation Name	<input type="text"/>
* Country	UNITED KINGDOM
* Organisation Legal Structure	---
* VAT Number	<input type="text"/>
* Company Registration Number	<input type="text"/>
* Main Organisation Phone Number	<input type="text"/>
* Address (Administrative)	<input type="text"/>
* Postal Code (Administrative)	<input type="text"/>
* City (Administrative)	<input type="text"/>
* State/Country	---

User Details

* Last Name	<input type="text"/>
* First Name	<input type="text"/>
* Telephone	<input type="text"/>
* Username <small>(please do not forget your username)</small>	<input type="text"/>
* Preferred Language	---
* Time Zone	(GMT 0:00) Western Europe Time, London, Lisbon
* Email <small>IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ";" (semicolon) to separate multiple addresses.</small>	<input type="text"/>

2. Be sure that the e-mail address is correctly entered in order to receive confirmation of the registration process.
3. In order to save more than one e-mail address, use “;” to separate them.
4. Once you have finished with all mandatory fields, please click on **Save**.
5. An e-mail has been sent with username and temporary password.

2.5 Access Details

Once the registration data has been completed and saved, the platform will send an email to the address indicated during the registration process, containing the temporary password to access to the reserved area.

In order to access the platform, it is necessary to fill in:

- Username
- Password

From: sisal-procurement@bravosolution.com <prep.sisal-procurement@bravosolution.com>
Sent: 17 December 2020 12:59
To: |
Object: Registration on SISAL

Dear TEST VP03,

Welcome to SISAL

You have now successfully registered to use <https://sisal-procurement-prep.bravosolution.com>

Your Password is: 1226889190

The system asks to change the temporary password due to security reasons.

Specify a new Password in order to proceed

⚠ For reasons of security you are required to change your Password.
Please enter a new Password in the fields below, and click "Submit" to continue.

ⓘ Passwords must contain at least 8 characters
Password must be different from login
New password must be different from the previous 2 passwords
Passwords must contain both letters and numbers

New Password

Confirm Password

Once you have specified a new password, click on **Submit**.

An e-mail is sent to confirm this action.

2.6 Basic Profile Form

At the end of the Registration Data, you are directed to the Additional Registration Form (Basic Profile Forms).

It is necessary to complete all the mandatory information in order to complete the onboarding process. It is important to always keep the information updated. Fields marked with * are mandatory.

If some questions cannot be answered, write “NA”.



Basic Profile Form: REGISTERED OFFICE
Save & Continue ✕ Cancel

Registered Office	Label	Description	Response
Registered Office		* Do you have a registered office in Italy?	▼

Once you have completed all fields, click on **Save and Continue**.

2.7 Basic Profile Form – General Data

Upon completion of the Basic Profile Forms, you are directed to other additional Forms, conditionally opened thanks of some previous answers given within other Forms.

Fields marked with * are mandatory.

Basic Profile Details: QUALIFICA 9001
Save and Continue ✕ Cancel

ISO 9001

ISO 9001 Certification	* Please attach ISO 9001 certification	<input type="text" value="Click to attach file"/> Expiring on: <input type="text" value="dd/MM/yyyy"/>
------------------------	--	---

Basic Profile Form: ADDITIONAL INFORMATION
Save & Continue ✕ Cancel

Additional Information	Label	Description	Response
Chamber of Commerce - number of inscription		* Please insert your inscription number at your home state's Chamber of Commerce	Characters available: 2000
Year of foundation		* Year of company foundation	▼
Share capital		* Share capital	▼
Main clients' references (your 5 major clients)		* Please insert your 5 current major clients	Characters available: 2000
Main activities (description)		* Insert a description of your principal activities	Characters available: 2000

Economic Information

Label	Description
Total revenue in ITALY 2017	• Please insert the total amount of turnover generated by your Italian branches in 2017 (if present)
P/L 2017 (in case of loss please highlight it with minus "-")	• Please insert the net income of 2017 with minus sign before the eventual loss
Group global revenue of 2017 (if your company's part of a group)	• Insert the global value of sales generated by the entire group in 2017
Total revenue in ITALY 2018	• Please insert the total amount of turnover generated by your Italian branches in 2018 (if present)
P/L 2018 (in case of loss please highlight it with minus "-")	• Please insert the net income of 2018 with minus sign before the eventual loss
Group global revenue of 2018 (if your company's part of a group)	• Insert the global value of sales generated by the entire group in 2018
Total revenue in ITALY 2019	• Please insert the total amount of turnover generated by your Italian branches in 2019 (if present)
P/L 2019 (in case of loss please highlight it with minus "-")	• Please insert the net income of 2019 with minus sign before the eventual loss
Group global revenue of 2019 (if your company's part of a group)	• Insert the global value of sales generated by the entire group in 2019
% of revenue deriving from Sisal's purchases year 2019	• Please insert the percentage of sales (on the total turnover amount) coming from trade relations entertained with Sisal. Such is the weight of Sisal's purchases on the amount of your sales.

Average Company Personnel

Label	Description
Number of employees 2019	• Please insert the number of employees in 2019
Number of collaborators 2019	• Please insert the number of collaborators in 2019

Activity Breakdown

Label	Description
Activity 1	• Please insert Activity 1
% Activity 1	• Please insert the competence percentage of the activity
Activity 2	Please insert Activity 2
% Activity 2	Please insert the competence percentage of the activity
Activity 3	Please insert Activity 3
% Activity 3	Please insert the competence percentage of the activity
Activity 4	Please insert Activity 4
% Activity 4	Please insert the competence percentage of the activity

Company Additional Information

Label	Description
Belonging to a group	• Please indicate if the company is part of a group. If yes indicate which one.
Subsidiaries with majority	• Please provide a list of subsidiaries with related % of ownership
Geographical extension (countries in which you operate)	Please list all the countries where the company operates
Audit consensus	• Does the company allow SISAL, upon prior notification, to run Audit operations within the company's offices through their personnel (otherwise run by selected and authorized by Sisal third parties) to verify all the information you declare?

Quality Management System (QMS)		
Label	Description	Response
Quality Management System (QMS) - ISO 9001 certification	Is your Quality Management System (QMS) certified according to UNI EN ISO 9001 series regulations?	No
Environmental Management System (EMS)		
Label	Description	Response
Environmental Management System (EMS) - ISO 14001 certification	Does the company own an Environmental Management System (EMS) compliant to CEE N. 761/2001 (EMAS) or other specific regulation (UNI EN ISO 14001) wholly operating?	No
Information Security Management System (ISMS)		
Label	Description	Response
Information Security Management System (ISMS)	Does the company own an Information Security Management System (ISMS) compliant to ISO 27001 regulation?	No
Occupational Health&Safety Management System (OH&S MS)		
Label	Description	Response
Occupational Health&Safety Management System - ISO 45001 Certification/OHSAS 18001	Does the company own an Occupational Health&Safety Management System (OH&S MS) compliant to OHSAS 180001 regulation?	
Corporate Social Responsibility Management (CSR)		
Label	Description	Response
Corporate Social Responsibility Management (CSR)	Does the company own a Corporate Social Responsibility Management System compliant to SA 8000 regulation?	
General Terms and Conditions of participation		
Label	Description	Response
NEW2020_CONFINT	Download the form in this section and attach it duly completed	<input type="button" value="+ Click to attach file"/> <input type="button" value="Download Template"/>

Once you have completed all fields, click on **Save and Continue**.

You can always save and re-enter to the system to complete the compilation. To have access again, you will need to re-enter your username and password in the Home Page.

2.8 Product Category Tree Selection

Once the additional forms have been filled in, you are directed to the last phase of the Onboarding process which involves the selection of at least one Product Category from those listed in the Sisal Classification Tree.



Category Selection Confirm Cancel

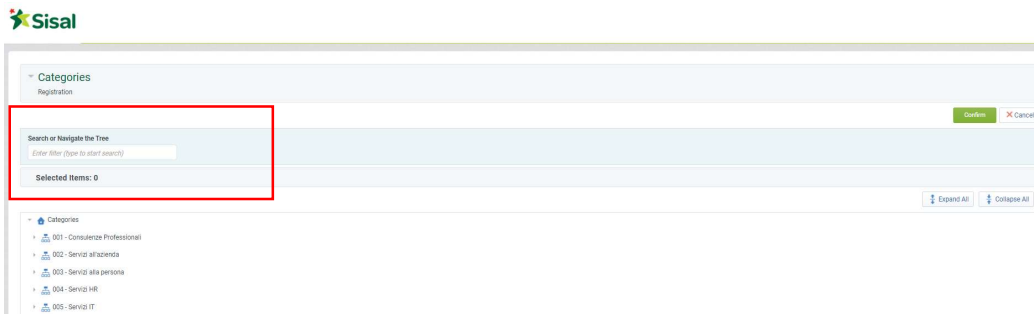
Search or Navigate the Tree

Enter filter (type to start search)

Selected Items: 0 Expand All Collapse All

- Categories
- 001 - Consulenze Professionali
- 002 - Servizi all'azienda
- 003 - Servizi alla persona
- 004 - Servizi HR
- 005 - Servizi IT
- 006 - Servizi per le TLC
- 007 - Fornitura, installazione e manutenzione hardware Centrali
- 008 - Fornitura, installazione e manutenzione hardware PDV

In order to position yourself correctly on the product category tree, you can use the search engine by entering a keyword. The system will highlight the categories that contain this word.



The screenshot shows the Sisal registration interface. At the top left is the Sisal logo. Below it is a header bar with the text "Categories" and "Registration". A search bar is present with the placeholder text "Search or Navigate the Tree" and "Enter filter (type to start search)". Below the search bar, it says "Selected Items: 0". On the right side of the header bar, there are "Confirm" and "Cancel" buttons. Below the search bar is a tree view of categories:

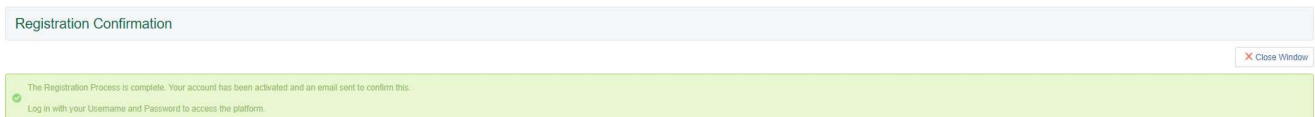
- Categories
 - 001 - Consulenze Professionali
 - 002 - Servizi affaristica
 - 003 - Servizi alla persona
 - 004 - Servizi HR
 - 005 - Servizi IT

At the bottom right of the tree view, there are "Expand All" and "Collapse All" buttons.

Once you have selected all the categories, click on **Continue**.

2.9 Onboarding Process Completion

Once the operation is completed, the Onboarding Process on the Sisal platform will be concluded, you see the following summary page.



The screenshot shows the "Registration Confirmation" page. At the top, it says "Registration Confirmation". Below that, there is a green message box with a checkmark icon and the text: "The Registration Process is complete. Your account has been activated and an email sent to confirm this. Log in with your Username and Password to access the platform." On the right side of the message box, there is a "Close Window" button.

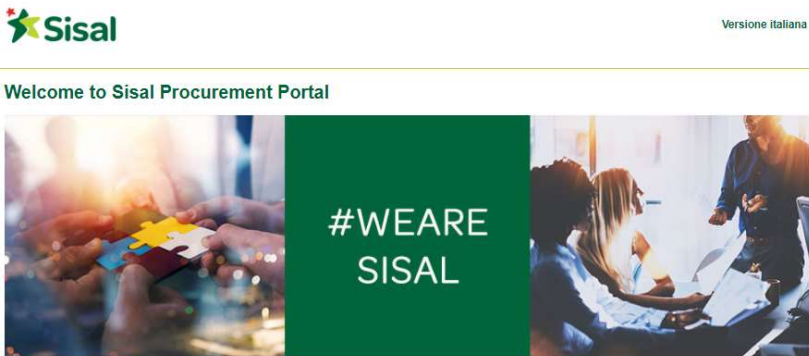
You can login to your reserved area by filling in the username and password <https://sisal-procurement.bravosolution.com/web/login.html>

In case you have a document with an expiring date, the platform will inform you that the document is approaching the expiring date.

3. Portal Navigation



3.1 Supplier Home Page

The Home Page is the default page displayed after login (entering credentials).

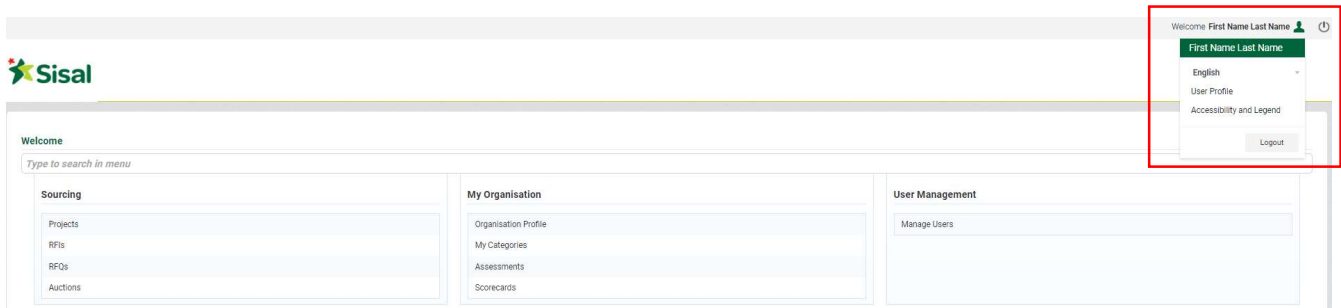


The portal represents the meeting point between Sisal and its suppliers, a reserved area that assures transparency in negotiations and permits collaboration and communication between the parties.

<p>Reserved Area</p> <p>Insert Username and Password to enter the Negotiation Area</p> <p>Username: <input type="text" value="test03"/> Password: <input type="password" value="*****"/></p> <p><input type="button" value="Enter"/></p> <p>Forgot your password? Need registration?</p>	<p>Documents</p> <p>General Conditions</p> <p>Privacy Policy</p> <p>SISAL Spa Code of Ethics</p> <p>Web Privacy Policy & Cookies</p> <p>Navigation Manual</p>	<p>Help desk</p> <p>For further information, please contact our client service active Monday through Friday, from 9 am - 1 pm, and from 2pm - 6pm.</p> <p>Dedicated number: 02 266002 651 Toll-free number (from Italy): 800 090909</p> <p>Or send an email to: sisal-procurement@bravosolution.com</p>
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Welcome First Name Last Name  

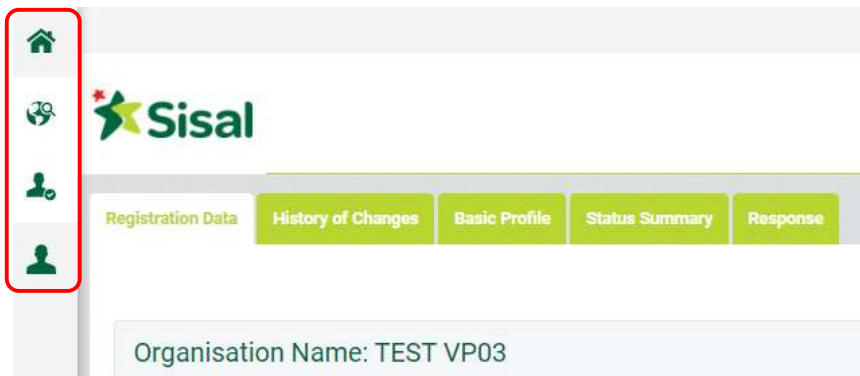
In the upper right corner of the page, you can find links to access your user profile or log out. Within the user profile, you can change the preferred language, user details and password.



The main area of the supplier’s home page contains links to all available modules, so you can use this page to reach any part of the platform.

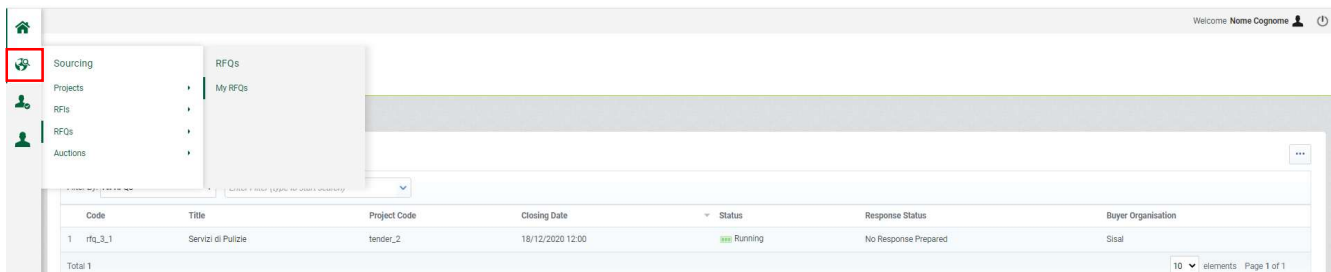
3.2 Navigation menu

The navigation menu is on the left side of each page and allows you to move from one module to another. To do this, click on a module icon to expand the menu and then select a link, to be directed to the page you want to access.



The following modules are available:

- **Sourcing** – The Sourcing module allows to access tenders and RFX.

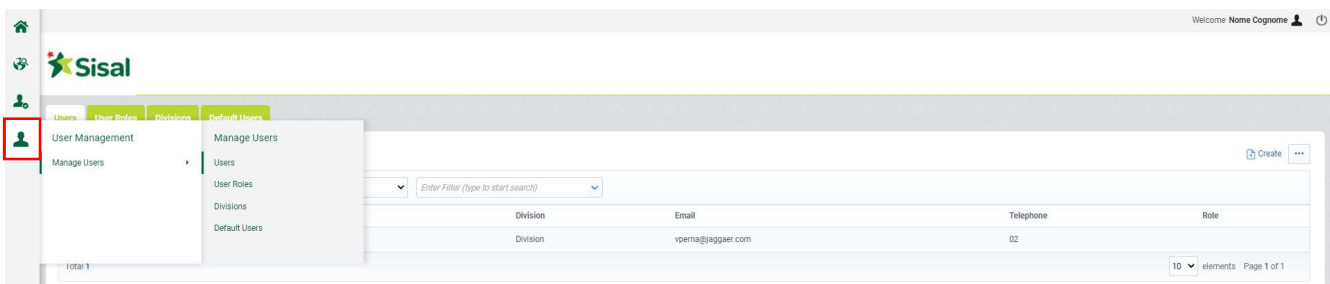


• **My Organization** – In this area you can view and manage your company's data, product categories and all the documentation necessary for the qualification process.



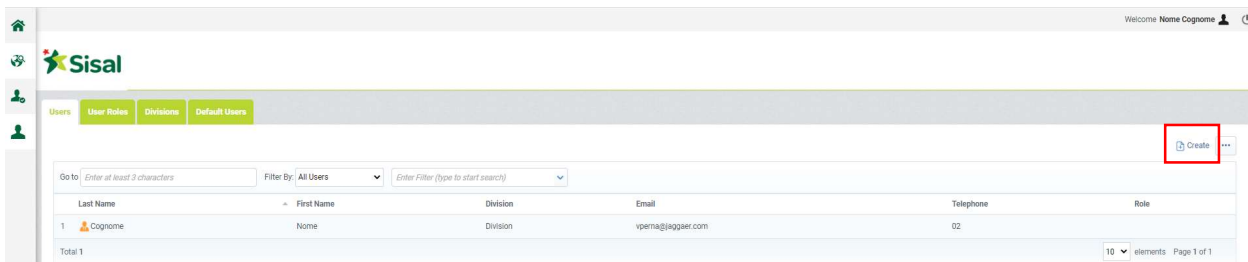
In this Area (**My Organization -> Organization Profile**) it is possible to access the onboarding forms filled in during the registration process. You can modify or update the information if necessary.

• **Manage Users** – This area is available only to users who have the right to manage other sub-users, roles and divisions of the Company.



Within the User Management area, you can create sub-users and assign user rights related to the configuration and administration of the supplier's user. User rights can be configured at user level.

Click on **Create** for new sub-user's account and assign rights.



4. How to reply to a Request for Quotation (RFQ)

4.1 RFQ details

You can access the details of the RFQ:

- through the **quick link** present in the RFQ invitation email and entering the login credentials (if not already logged in on the platform)

Dear Supplier,

Sisal invites you to participate in the following RFQ - Request for Quotation on SISAL:

Type: RFQ - Request for Quotation
Code: rfq_26
Title: Cleaning services
Project Code: tender_5
Project Title: test-01
Description:

IMPORTANT:
In order to participate in the RFQ - Request for Quotation you must now create and submit a response to the Buyer. Instructions are provided below. The deadline for submitting a response to the RFQ - Request for Quotation is:
Date: 25 Feb, 2021
Time: 18:00 (CET - Central Europe Time)

It is important that you comply with the above deadline as late submissions may not be accepted and you will risk exclusion from this RFQ - Request for Quotation.

To view the details of the RFQ - Request for Quotation please click the following link and enter your Username and Password:
<https://sisal-procurement-prep.bravosolution.com/esop/guest/login.do?quu=746538050177D9A4A4F0>

Or browse as follows:
- Connect to <https://sisal-procurement-prep.bravosolution.com>
- Enter your Username and Password
- Go to RFQ - Request for Quotations
- Click rfq_26 to view the details of the RFQ - Request for Quotation

To create and submit your response to the RFQ - Request for Quotation:
- Click 'Create Response' and proceed to complete all requested information in each Envelope by clicking the 'Edit response' buttons. Attach any appropriate documentation in the Envelopes if requested.
- Once you have completed your response, click 'Submit Response' to send the response to the Buyer.

If you require any clarification on this RFQ - Request for Quotation, please submit your query through the secure online messaging facility provided within the RFQ - Request for Quotation Messages function.
For further information, please contact our client service, active Monday to Friday, from 9 am - 1 pm, and from 2pm - 6pm.

Contacts:
Dedicated number: 02 266002 651
Toll – free number (from Italy): 800 090909
email: sisal-procurement@bravosolution.com

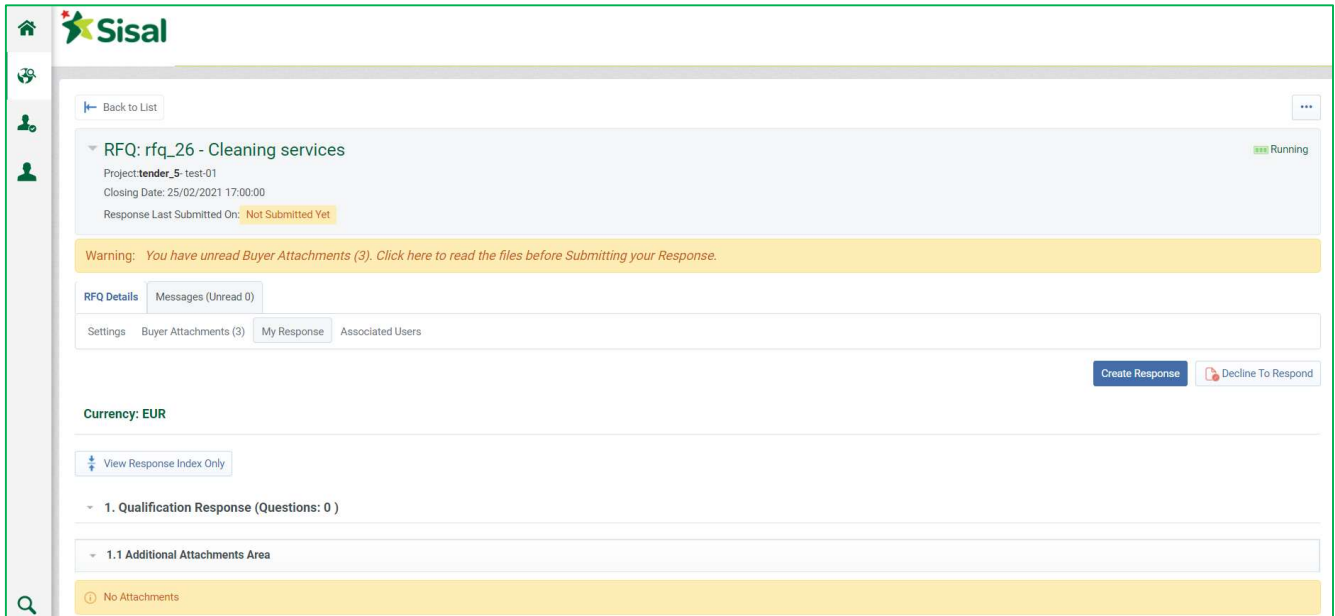
Best Regards
Procurement Sisal

Login Page

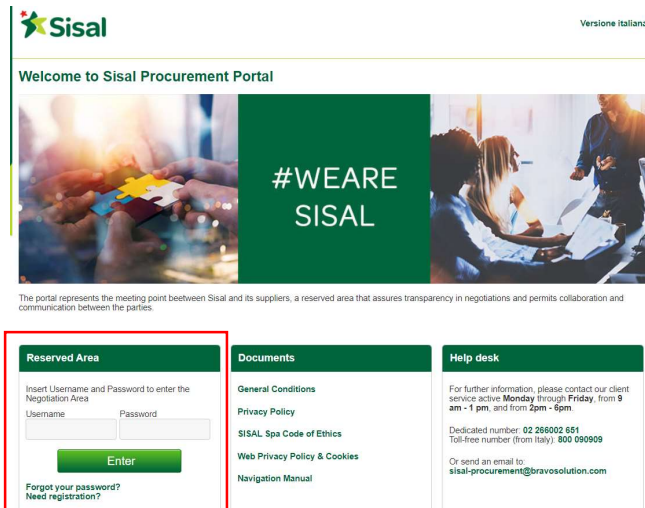
Username

Password

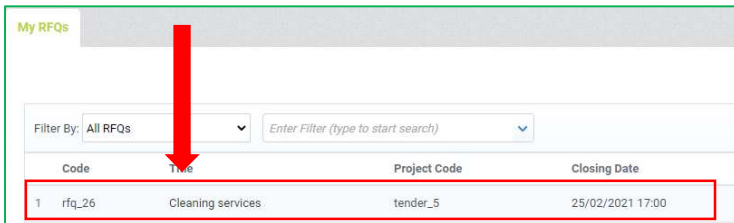
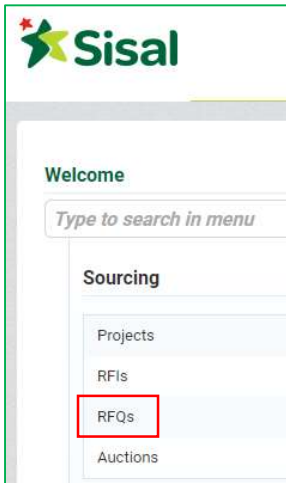
In this way you get directly into the RFQ, where you can start creating your response:



- or by connecting to the platform entering your credentials

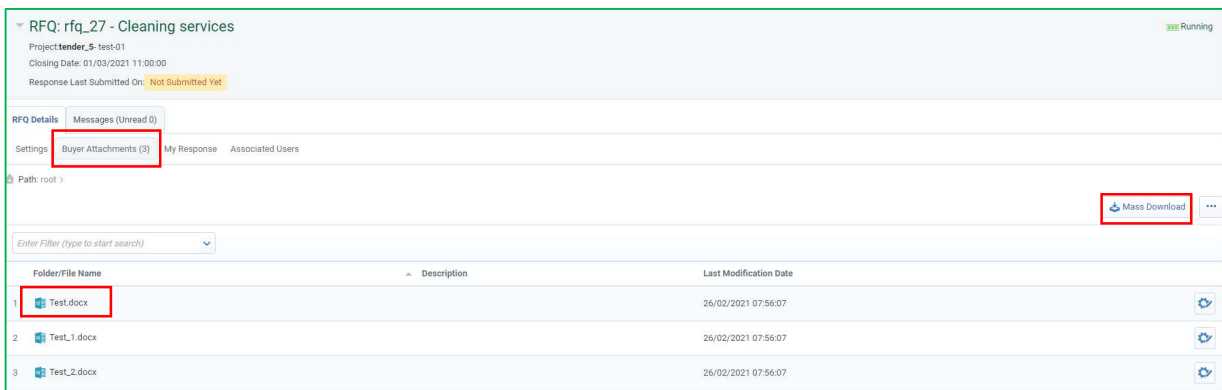


After the login, access to the Sourcing Area, click on “RFQs” and search for it.



Before you reply to the RFQ, we recommend you that you download and view the attached documents (if any).

Click on “Buyer Attachments” and download the documents by clicking on the file name. Click on “Mass Download” to save all documents at one time.



4.2 Reply to the RFQ (1° round)

Access “RFQ Details” Area of the RFQ → “My Response” and click on “Create Response”.

RFQ: rfq_27 - Cleaning services Running

Project: tender_5_1440-01
Closing Date: 01/03/2021 11:00:00
Response Last Submitted On: Not Submitted Yet

Warning: You have unread Buyer Attachments (3). Click here to read the files before Submitting your Response.

RFQ Details | Messages (Unread 0)

Settings | Buyer Attachments (3) | **My Response** | Associated Users

[Create Response](#) [Decline To Respond](#)

Currency: EUR

View Response Index Only

- 1. Qualification Response (Questions: 0)
 - 1.1 Additional Attachments Area
 - No Attachments
- 2. Technical Response (Questions: 0)
 - 2.1 Additional Attachments Area
 - No Attachments
- 3. Commercial Response (Items: 0, Questions: 0)
 - 3.1 Additional Attachments Area
 - No Attachments

Click on “Edit Response” of each envelope (qualification, technical, commercial).

RFQ: rfq_27 - Cleaning services Running

Project: tender_5_1440-01
Closing Date: 01/03/2021 11:00:00
Response Last Submitted On: Not Submitted Yet

Warning: You have unread Buyer Attachments (3). Click here to read the files before Submitting your Response.

RFQ Details | Messages (Unread 0)

Settings | Buyer Attachments (3) | My Response | Associated Users

Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

[Submit Response](#)

My Response Summary

1. Qualification Response	All questions answered No additional attachments	
2. Technical Response	All questions answered No additional attachments	
3. Commercial Response	All quoted items completed No additional attachments	Total Price (excluding optional sections) 0

Currency: EUR

View Response Index Only

- 1. Qualification Envelope (0 questions)
 - 1.1 Additional Attachments Area
 - No Attachments

[Edit Response](#)

Click on **“Add/View Attachments”** and on **“Upload New File”**.



Edit Mode

⚠ Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

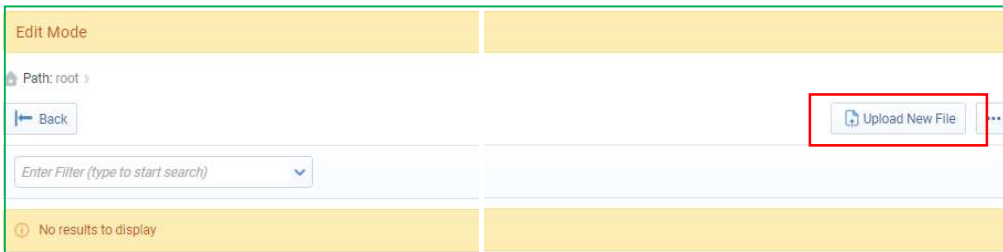
Save and Return Save and Continue Cancel Validate Response

1. Qualification Envelope (0 questions)

1.1 Additional Attachments Area

ⓘ No Attachments

Add/View Attachments



Edit Mode

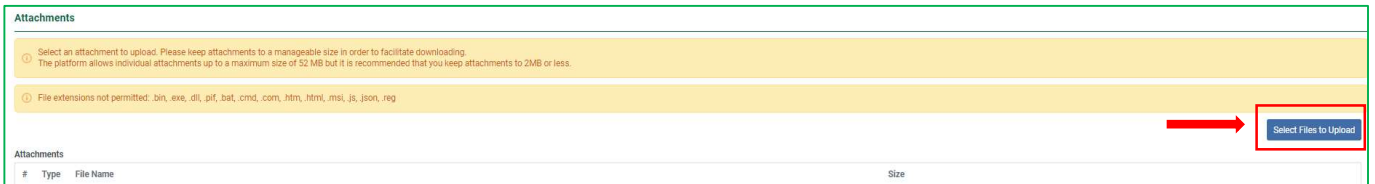
Path: root >

Back Upload New File

Enter Filter (type to start search)

ⓘ No results to display

Select the file you want to upload and click on **“Confirm”**.



Attachments

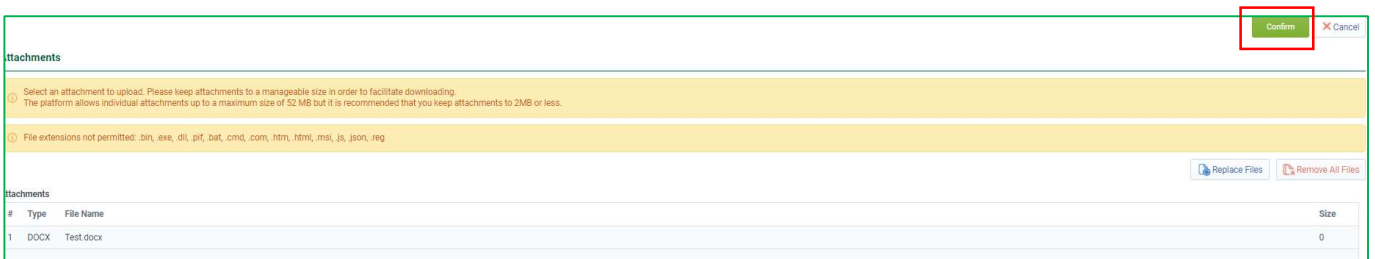
ⓘ Select an attachment to upload. Please keep attachments to a manageable size in order to facilitate downloading. The platform allows individual attachments up to a maximum size of 52 MB but it is recommended that you keep attachments to 2MB or less.

ⓘ File extensions not permitted: .bin, .exe, .dll, .gif, .bat, .cmd, .com, .htm, .html, .msi, .js, .json, .reg

Attachments

#	Type	File Name	Size

Select Files to Upload



Confirm X Cancel

Attachments

ⓘ Select an attachment to upload. Please keep attachments to a manageable size in order to facilitate downloading. The platform allows individual attachments up to a maximum size of 52 MB but it is recommended that you keep attachments to 2MB or less.

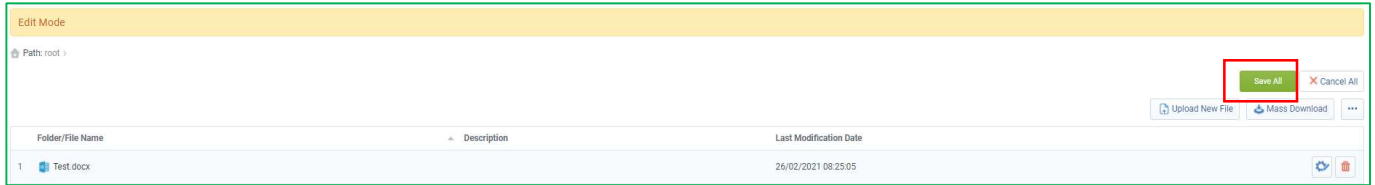
ⓘ File extensions not permitted: .bin, .exe, .dll, .gif, .bat, .cmd, .com, .htm, .html, .msi, .js, .json, .reg

Attachments

#	Type	File Name	Size
1	DOCX	Test.docx	0

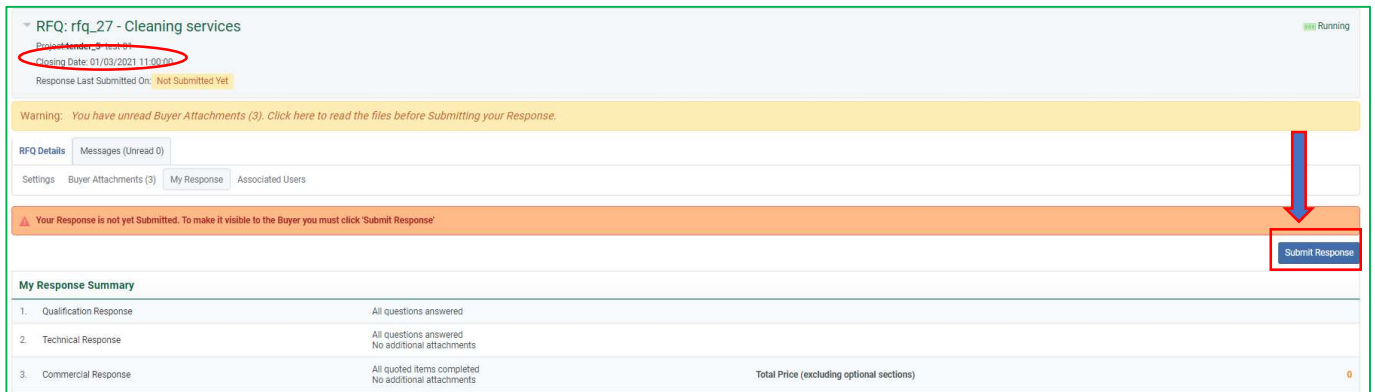
Replace Files Remove All Files

When you have finished uploading all your files, click on **“Save All”**.



Please Note: Repeat this action for all envelopes of the RFQ!

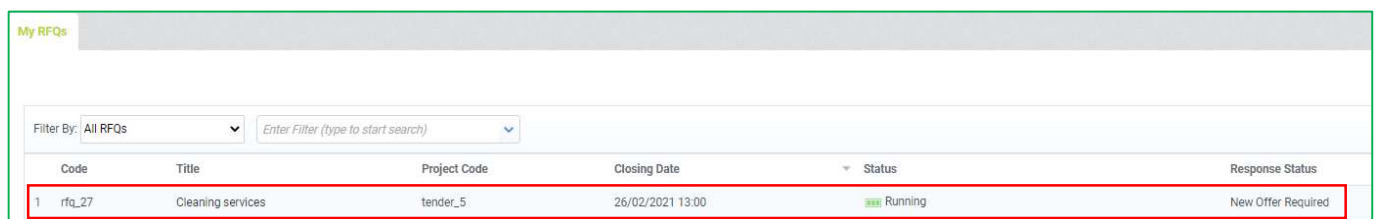
Once all files have been uploaded within all the envelopes, it is important to remember to click on **“Submit Response”** before the RFQ’s closing date (date and time are visible at the top of the page).



4.3 Reply to the RFQ (from 2° round onwards)

Follow steps at 4.1.

Click on the RFQ code and access **“RFQ Details”** → **“My Response”** and click on **“Edit Reply”** for each envelope (qualification/technical/commercial).



RFQ: rfq_27 - Cleaning services Running

Project tender_5_test-01
Closing Date: 26/02/2021 13:00:00
Response Last Submitted On: 26/02/2021 08:55:52

Warning: You have unread Buyer Attachments (3). Click here to read the files before Submitting your Response.

RFQ Details | Messages (Unread 0)

Settings | Buyer Attachments (3) | My Response | Associated Users

My Response Summary

1. Qualification Response	All questions answered	
2. Technical Response	All questions answered No additional attachments	
3. Commercial Response	All quoted items completed No additional attachments	Total Price (excluding optional sections) 0

Currency: EUR

View Response Details

- 1. Qualification Envelope (0 questions)
 - 1.1 Additional Attachments Area
 - 2. Technical Envelope (0 questions)
 - 2.1 Additional Attachments Area
 - No Attachments
 - 3. Commercial Envelope (Line Items: 0, Questions: 0)
 - 3.1 Additional Attachments Area

[Edit Response](#)
[Edit Response](#)
[Edit Response](#)

If you want to make some changes on the list of documents sent in round 1, click on **“Add/View Attachments”**:

- To delete a document, click on the icon “bucket”
- To add a new document, click on “upload new file”

Edit Mode

[Keep Changes](#) [Discard Changes](#)
[Validate Response](#)

1. Qualification Envelope (0 questions)

1.1 Additional Attachments Area

[Add/View Attachments](#)

1	Test.docx (0 KB)	26/02/2021 08:25

Click on **“Save All”** and on **“Keep Changes”**

Edit Mode

Path: root >

[Save All](#) [Cancel All](#)
[Upload New File](#) [Mass Download](#) ...

Folder/File Name	Description	Last Modification Date
1	Autorizzazione 1.docx	26/02/2021 11:14:14

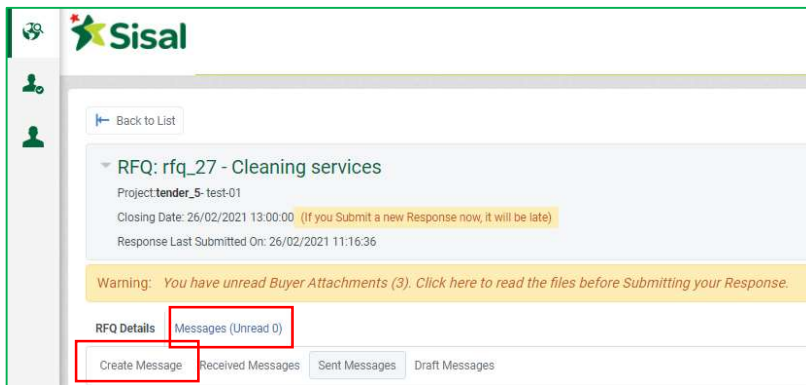
At the end of this process, remember to click on **“Submit Changes”**.

4.4 How to use the Message Area

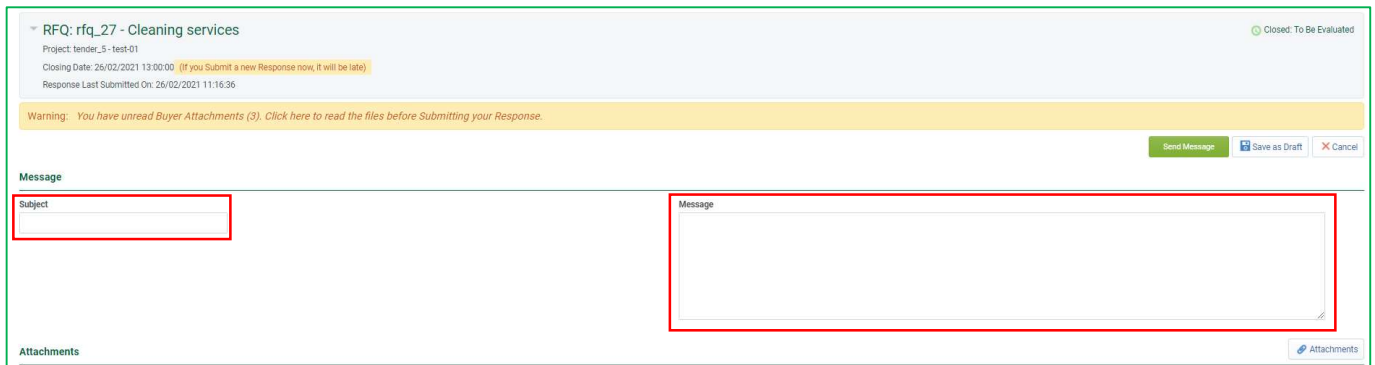
Within each RFQ there is a dedicated Message Area available that can be used to exchange clarification messages and/or requests with SISAL. This area is always active, even after the deadline of the RFQ.

Send a new message to SISAL:

- Access the Message Area of the RFQ and click on “Create Message”.



- Write the **subject** and the **message**.



- Click on “Attachments” if you want to upload documents.
- Click on “Upload New File” to select, one by one, the documents you want to upload.

RFQ: rfq_27 - Cleaning services Closed: To Be Evaluated

Project: tender_5 - test-01
 Closing Date: 26/02/2021 13:00:00 (If you Submit a new Response now, it will be late)
 Response Last Submitted On: 26/02/2021 11:16:36

Warning: You have unread Buyer Attachments (3). Click here to read the files before Submitting your Response.

Send Message Save as Draft Cancel

Message

Subject

Message

Attachments Attachments

Path: (root)

Back Upload New File ...

Enter Filter (type to start search)

- Once your message is ready and complete, click on **“Send Message”** to send it to SISAL.

Send Message Save as Draft Cancel

Message

Subject Message

Read and reply to a message received from SISAL:

- Access the Message Area of the RFQ and click on **“Received Messages”**.

RFQ: rfq_27 - Cleaning services Closed: To Be Evaluated

Project: tender_5 - test-01
 Closing Date: 26/02/2021 13:00:00 (If you Submit a new Response now, it will be late)
 Response Last Submitted On: 26/02/2021 11:16:36

Warning: You have unread Buyer Attachments (3). Click here to read the files before Submitting your Response.

RFQ Details Messages (Unread 1)

Create Message Received Messages Sent Messages Draft Messages

Received Messages Create ...

Enter Filter (type to start search)

Sender	Date	Subject	Opened by Me	Opened	Replied
1 Sisal	16/03/2021 15:38	Technical Offer			

- To read the message click on it.

RFQ: rfq_27 - Cleaning services Closed: To Be Evaluated

Project: tender_5_test-01
Closing Date: 26/02/2021 13:00:00 (If you Submit a new Response now, it will be late)
Response Last Submitted On: 26/02/2021 11:16:36

Warning: You have unread Buyer Attachments (3). Click here to read the files before Submitting your Response.

RFQ Details | Messages (Unread 1)

Create Message | Received Messages | Sent Messages | Draft Messages

Received Messages Create ...

Enter Filter (type to start search)

Sender	Date	Subject	Opened by Me	Opened	Replied
Sisal	16/03/2021 15:38	Technical Offer			

- You can **reply** or **print** the message by clicking on the right button.

RFQ Details | Messages (Unread 0)

Create Message | Received Messages | Sent Messages | Draft Messages

Received Messages Reply Print

Back

Message

Date 16/03/2021 15:38	Sent by Sisal
Subject Technical Offer	Message please specify which are your tech specs of Item 2