







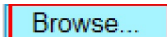
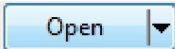


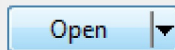





## Communicating with Procurement

Step	Action
1.	<p>To initiate an email to Procurement, click the appropriate Response Number under Your Active and Draft Responses.</p> <p>In this example, click Response Number <b>178320</b>.</p> 
2.	<p>Go to the Actions drop down list and select <b>Online Discussions</b>.</p> 
3.	<p>Click <b>Go</b>.</p> 
4.	<p>To initiate a message to Procurement, click <b>New Message</b>.</p> 
5.	<p>Enter a subject into the <b>Subject</b> field.</p> <p>For example, enter "<b>Requested Documents</b>".</p> <p>* Subject </p>
6.	<p>Enter a message into the <b>Message</b> field.</p> <p>For example, enter "<b>Attached please find the requested documents.</b>".</p> <p>* Message </p>
7.	<p>To add an attachment, click <b>Add Attachment...</b></p> 
8.	<p>Enter a title into the <b>Title</b> field.</p> <p>For example, enter "<b>W4</b>".</p> <p>Title </p>
9.	<p>To locate a file to attach, click <b>Browse...</b></p> 
10.	<p>Navigate to the appropriate location (drive, folder) and select the appropriate file.</p> <p>In this example, click <b>20160315 Payment (002).pdf</b>.</p>

Step	Action
11.	Click the <b>Open</b> object. 
12.	You are returned to the <i>Add Attachment</i> page. Here you can click <b>Apply</b> to add the attachment, or <b>Add Another</b> to add another attachment.  Click <b>Add Another</b> . 
13.	Click <b>Browse...</b> to locate the file on your computer. 
14.	Navigate to the appropriate location (file/folder) and select the file.  In this example, click <b>20160315 Payment (002).pdf</b> .
15.	Click <b>Open</b> to add the file to the email. 
16.	You are returned to the <i>Add Attachments</i> page.  Click <b>Apply</b> . 
17.	You are returned to the <i>Create New Message</i> page. The attachments are listed under the Attachments section.  Review the email and click <b>Send</b> . 
18.	You are returned to the <i>Online Discussions</i> page. You can send additional messages for this RFQ, or click Home to return to the <i>Oracle Home</i> page. Click the <b>Home</b> link. 
19.	This concludes the topic Communicating with Procurement. You now know how to communicate with a Buyer during a negotiation. <b>End of Procedure.</b>