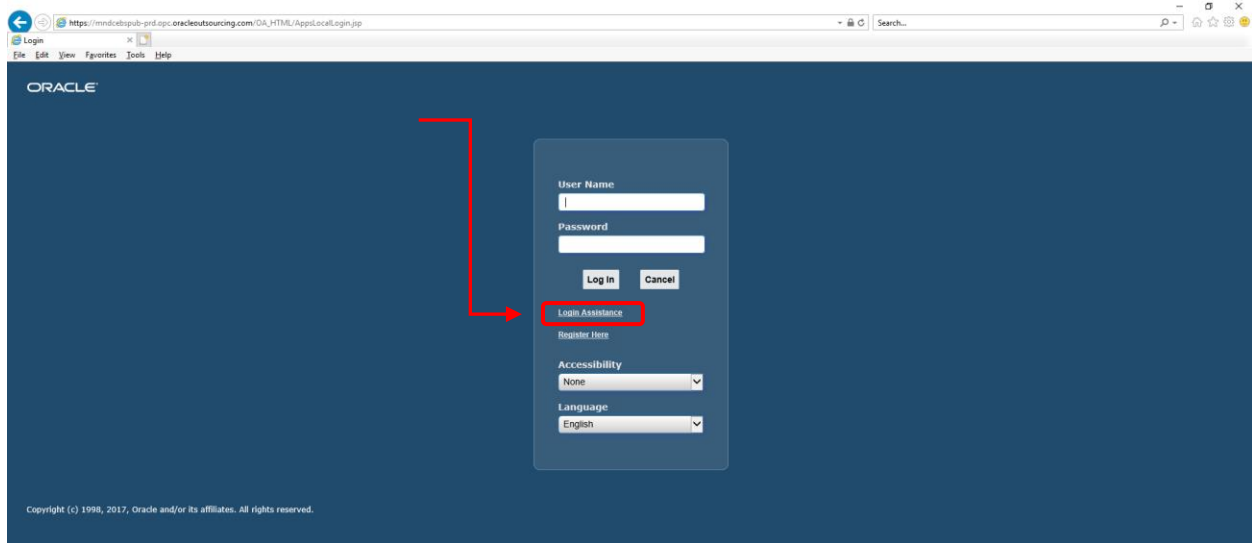


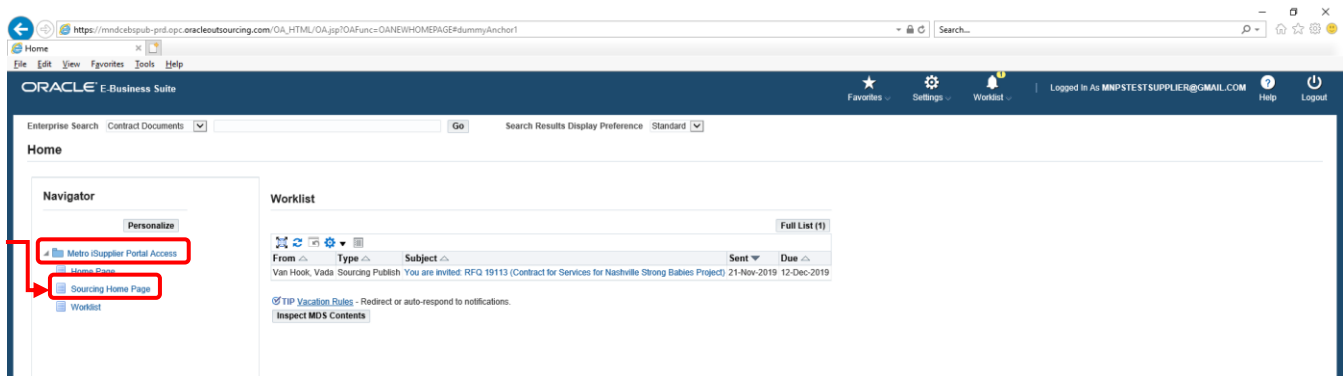
Accessing Online Discussions

The Online Discussions feature is where suppliers can ask MNPS questions tied to a solicitation in order to receive a formal response from MNPS. These questions must be asked prior to the Inquiries deadline listed within the specific solicitation being viewed.

1. Login to iSupplier using the following link:
https://r12.oci.nashville.org/OA_HTML/AppsLocalLogin.jsp
2. Your User Name is your email address. If you do not remember your password, you can reset it by clicking **Login Assistance**. If you are not sure who has an active user account on your profile, please email R12Purchasing@mnps.org.



3. Once logged in, click on “Metro iSupplier Portal Access” located under the Navigator section in the top-left of the screen. After expanding the folder contents below, click on the link for “Sourcing Home Page” as shown below.



- After clicking “Sourcing Home Page,” you will be taken to a page with your Active and Draft Responses as well as your Open Invitations. To view all of the current invitations you have been invited to, click on the “**Full List**” button under the Open Invitations table, as shown below.
- Once you see the solicitation you are interested in, click on the specific **Negotiation Number** link for it. For this example, we will use Negotiation Number 27016 for “Band Instruments.”

ORACLE Metro iSupplier Portal Access

[Home](#)
[Favorites](#)
[Settings](#)
[Worklist](#)
[Logout](#)

Welcome, NOT A REAL SUPPLIER JUST FOR MNPS TESTING.

Your Active and Draft Responses

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
16007	Draft		19113	Contract for Services for Nashville Strong Babies Project	RFQ	6 days		0
16008	Draft		25014	Charter Bus Services	RFQ	7 days		0
16009	Draft		21012	Provide New Cast Iron Sewer Boxes, Covers and Grates to Metro Water Services	RFQ	12 days		0
15006	Active		19091	Diploma Covers	RFQ	0 seconds		0

Negotiation has been amended and requires your action to be considered for award.

[Inspect MDS Contents](#)

Your Company's Open Invitations

Supplier Site	Negotiation Number	Title	Type	Time Left
	19113,1	Contract for Services for Nash...	RFQ	6 days
	19135	Dry Creek Road Water Main Repl...	RFQ	14 days
	27016	Band Instruments	RFQ	24 days 22 hours
	19153	Provision, Installation, and M...	RFQ	32 days
	8010,1	Metro Parks Project Management...	RFQ	33 days

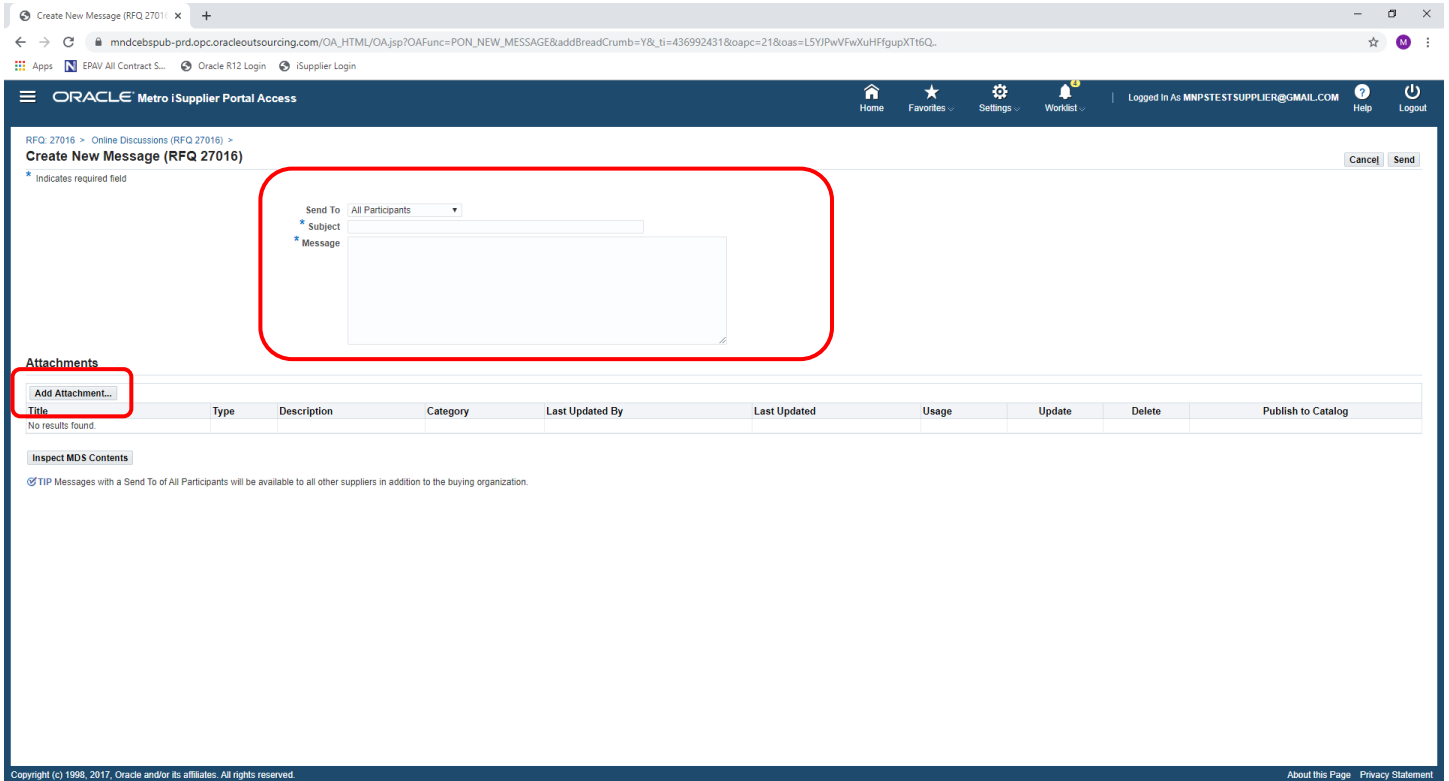
6. You will now be taken to the screen where you can view all the details of the solicitation. To access the Online Discussions feature, click the drop-down arrow next to **Actions** menu in the top left of the screen, select **Online Discussions**, and then click the **Go** button as shown below.

The screenshot shows the Oracle Metro iSupplier Portal interface for RFQ 27016. The top navigation bar includes 'Home', 'Favorites', 'Settings', 'Worklist', and 'Logged In As MNPTESTSUPPLIER@GMAIL.COM'. The main content area displays RFQ details: Title 'Band Instruments', Status 'Active (Locked)', Time Left '24 days 22 hours', Open Date '06-Dec-2019 10:14:22', and Close Date '31-Dec-2019 12:00:00'. The 'Actions' menu is highlighted with a red box, showing options: 'Acknowledge Participation', 'Acknowledge Participation', 'Create Quote', 'Online Discussions', 'View Quote History', 'Printable View', and 'Export to Spreadsheet'. The 'Go' button is also highlighted.

7. To create a question to send to MNPS, click on the **New Message** button.

The screenshot shows the 'Online Discussions (RFQ 27016)' screen. The top navigation bar is the same as the previous screenshot. The main content area displays the 'Online Discussions (RFQ 27016)' header with 'Cancel' and 'Printable Page' buttons. Below the header, the 'Messages' section is visible. The 'New Message' button is highlighted with a red box. The screen displays a table with columns: Message, Status, Sender, Date, and Reply. The 'New Message' button is located in the top left corner of the 'Messages' section.

8. In the “Send To” field, select **All Participants** to send your question(s) to everyone invited to the specific solicitation.
9. In the “Subject” field, insert a title for your question(s).
10. In the “Message” field, insert the question(s) you would like to ask.
11. You also have the option to add attachments with your submitted question(s) by clicking the **Add Attachment...** button and uploading your associated documents.



RFQ 27016 > Online Discussions (RFQ 27016) > Create New Message (RFQ 27016)

* Indicates required field

Send To: All Participants

* Subject

* Message

Attachments

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

Inspect MDS Contents

TIP Messages with a Send To of All Participants will be available to all other suppliers in addition to the buying organization.

12. Should you run into any issues when trying to log into iSupplier or when trying to access the Online Discussions feature to an active solicitation, please contact R12Purchasing@mnps.org and copy the Contract Agent conducting the solicitation.