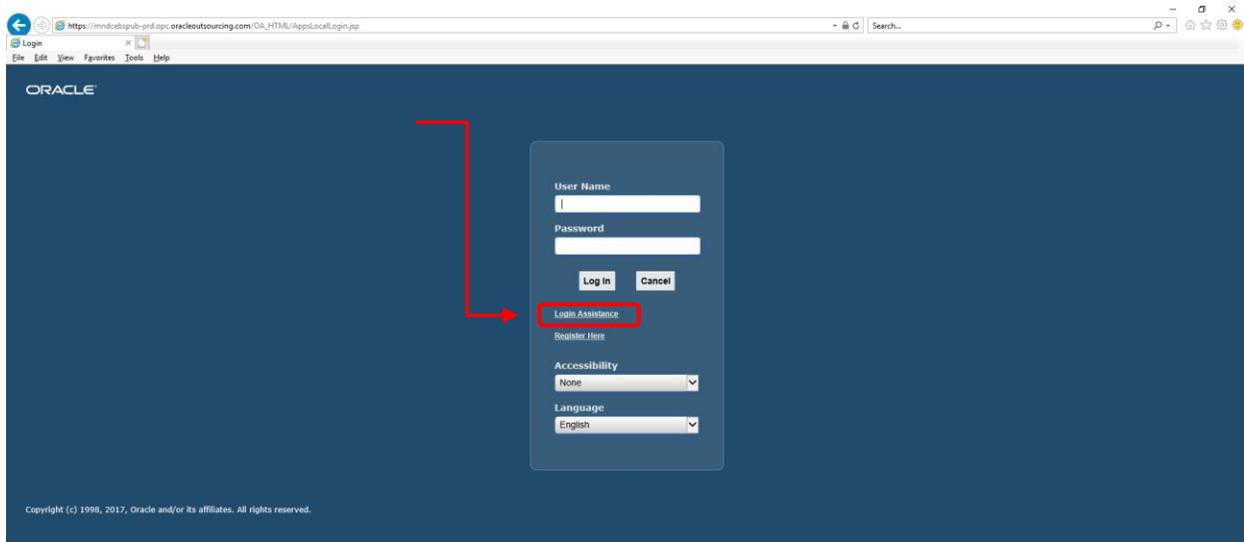


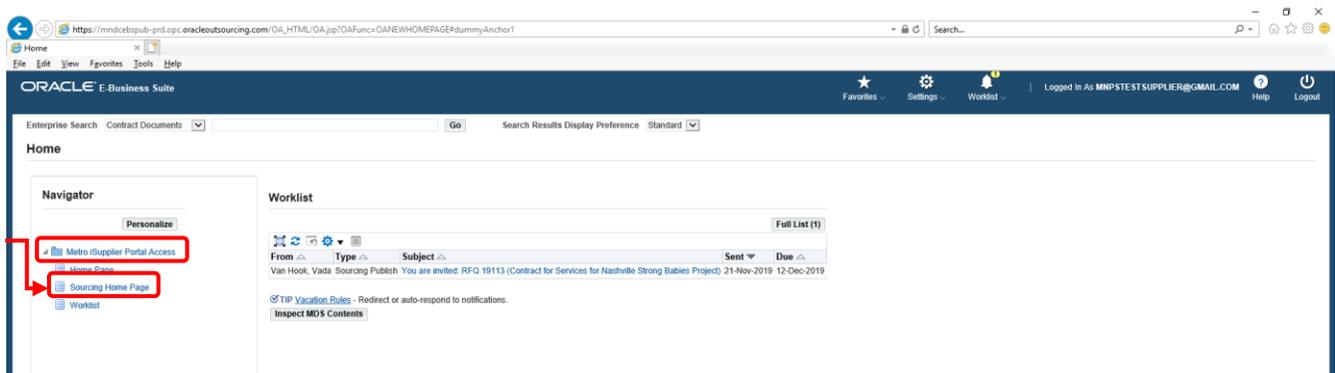
Accessing Online Discussions

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

Search Open Negotiations Title Go

Welcome, NOT A REAL SUPPLIER JUST FOR MNPS TESTING.

Your Active and Draft Responses

Press Full List to view all your company's responses. [Full List](#)

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 [Full List](#)

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

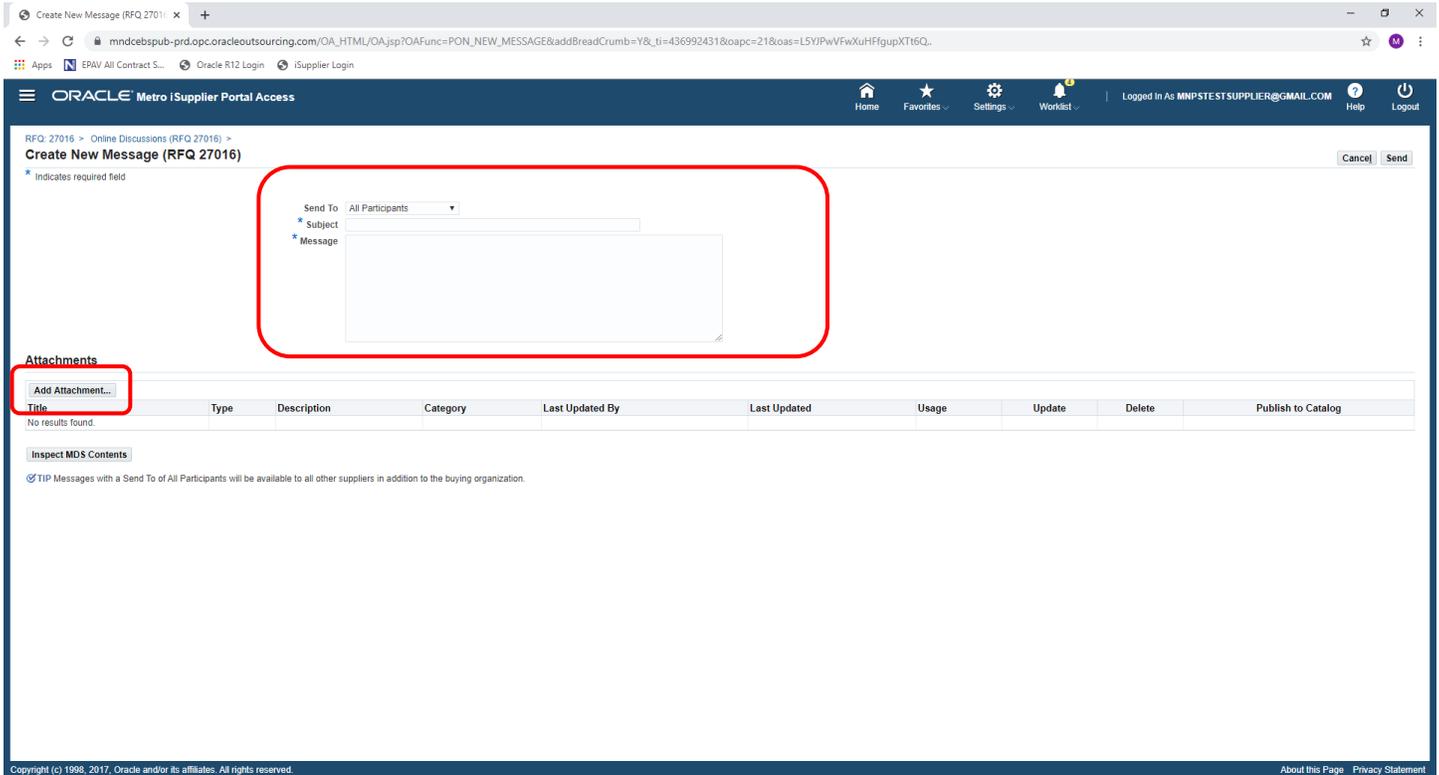
6. You will now be taken to the screen where you can view all the details of the solicitation. To access the Online Discussions feature, click the drop-down arrow next to **Actions** menu in the top left of the screen, select **Online Discussions**, and then click the **Go** button as shown below.

The screenshot shows the Oracle Metro Supplier Portal interface for RFQ 27016. The page title is "RFQ: 27016". The main content area displays details for the RFQ, including 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 Buyer is Edwards, Kevin, and the Quote Style is Sealed. The Description is Various Band Instruments. The Terms section shows Effective Start Date, Effective End Date, Bill-To Address (003 MNPS Purchasing), Ship-To Address (003 MNPS Purchasing), and FOB (INSIDE DELIVERY). The Currency is USD. The Requirements section shows RFQ Currency (USD) and Price Precision (Any). In the top right corner, the "Actions" menu is open, showing options: Acknowledge Participation, Acknowledge Participation, Create Quote, Online Discussions (highlighted), View Quote History, Printable View, and Export to Spreadsheet. A "Go" button is visible next to the "Online Discussions" option.

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

The screenshot shows the Oracle Metro Supplier Portal interface for "Online Discussions (RFQ 27016)". The page title is "Online Discussions (RFQ 27016)". The main content area displays details for the RFQ, including 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 Buyer is Edwards, Kevin, and the Quote Style is Sealed. The Description is Various Band Instruments. The Terms section shows Effective Start Date, Effective End Date, Bill-To Address (003 MNPS Purchasing), Ship-To Address (003 MNPS Purchasing), and FOB (INSIDE DELIVERY). The Currency is USD. The Requirements section shows RFQ Currency (USD) and Price Precision (Any). In the top left corner, the "New Message" button is highlighted with a red box. Below the "New Message" button, there is a table with columns: Message, Status, Sender, Date, and Reply. The table is currently empty, with the text "No results found." below it. There is also an "Inspect MDS Contents" button at the bottom left.

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.



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.