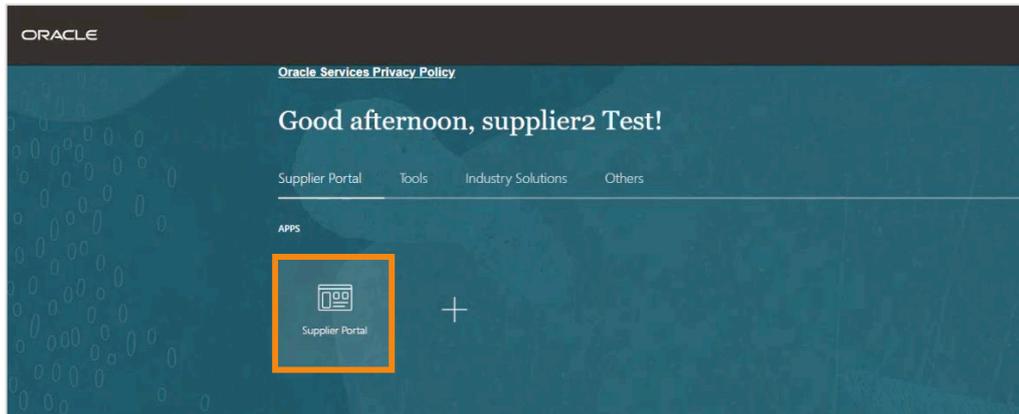


Skanska UK supplier portal QRG: messaging the procurement lead during a negotiation.docx
Version: 2

Skanska UK supplier portal – quick reference guide: Messaging the procurement lead during a negotiation

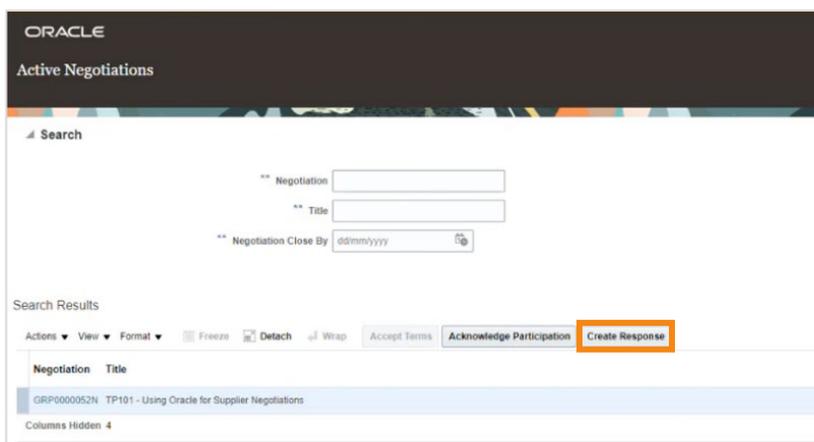
1. From the Oracle home screen, select the **'Supplier Portal'** icon.



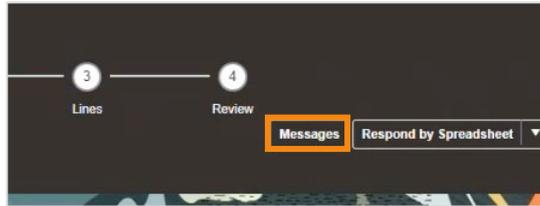
2. Select **'View Active Negotiations'** from the left menu.



3. Select the negotiation that you wish to contact the procurement lead about, then select **'Create Response'**.



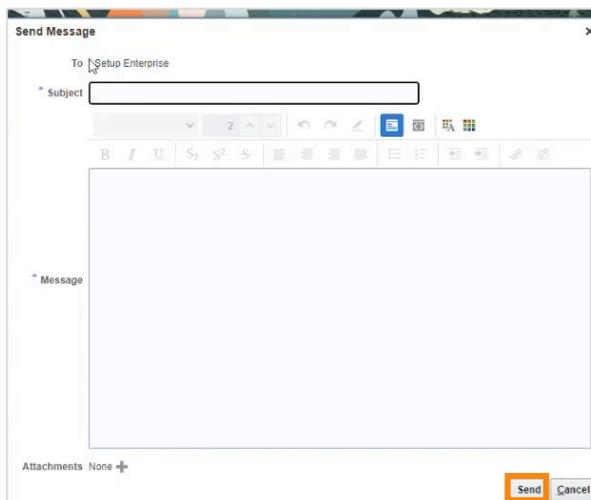
4. Select **'Messages'** in the top right corner of the screen.



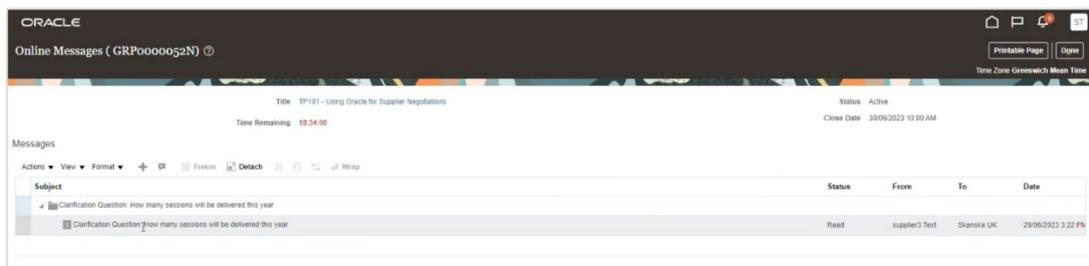
5. Select the **'+'** button to create a new message.



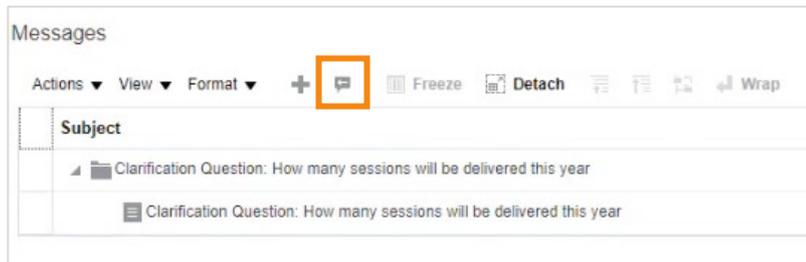
6. Enter the subject and your message, then select **'Send'**.



7. Any messages sent through the supplier portal will be visible from within the **'Messages'** section. Messages can only be seen by you and the procurement lead – no other parties will be able to see them.



8. If you receive a message from the procurement lead, you can reply using the **'Reply'** icon in the **'Messages'** section.



Note: If a procurement lead sends you a message in the supplier portal, you will also receive an email notifying you that you've received a new message.