

Introduction:

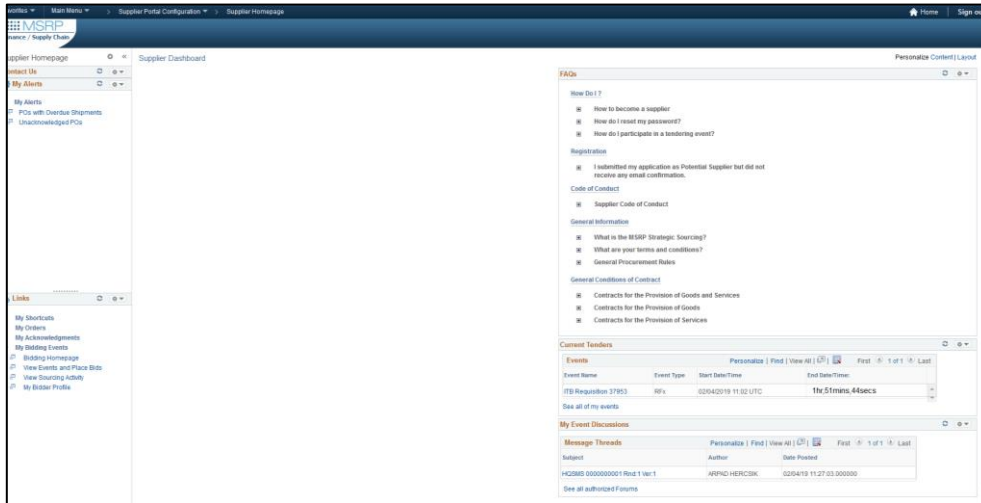
This guide will instruct users through the steps necessary to use the Event Discussion Forum's in UNHCR's Supplier Portal.

The Discussion Forum is to be used to ask general questions or clarification about the posted Events, all questions received by UNHCR related to an Event will be made public for all Potential Suppliers to view. Please do not include sensitive or identifiable information into the queries, UNHCR will only ever respond to the general theme of the query.

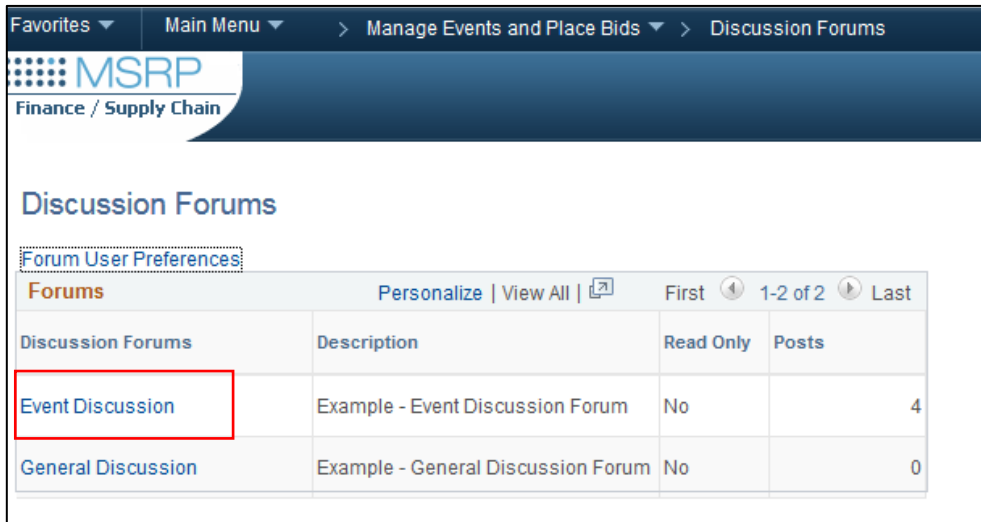
UNHCR will respond to questions via the Discussion Forum as soon as possible.

If you have any issues or need assistance, please contact the Vendor Mangement Unit with Strategic Sourcing in the Email Subject Line. **VMCA Email Address.**

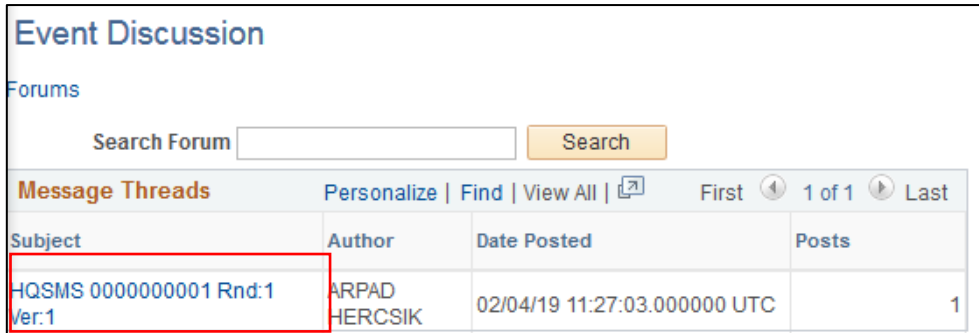
Step	Action
1.	Navigate to the Discussion Forum Page <i>Main Menu >> Manage Events and Place Bids >> Discussion Forum</i>



Step	Action
2.	Click on the Event Discussion option




Step	Action
3.	Click on the Subject link.



Event Discussion

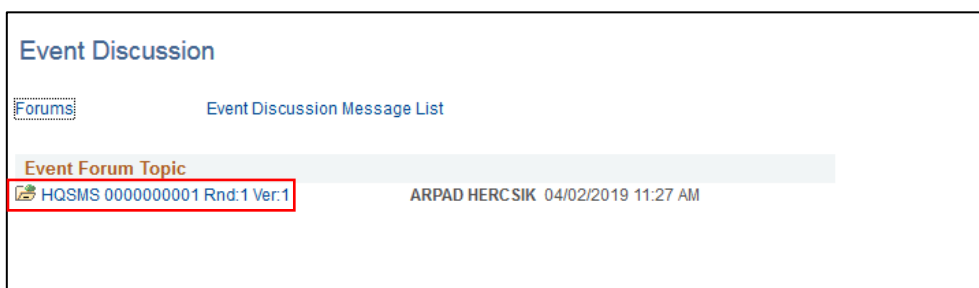
Forums

Search Forum

Message Threads Personalize | Find | View All |  First 1 of 1 Last

Subject	Author	Date Posted	Posts
HQSMS 0000000001 Rnd:1 Ver:1	ARPAD HERCSIK	02/04/19 11:27:03.000000 UTC	1


Step	Action
4.	Click on Event Discussion Folder .



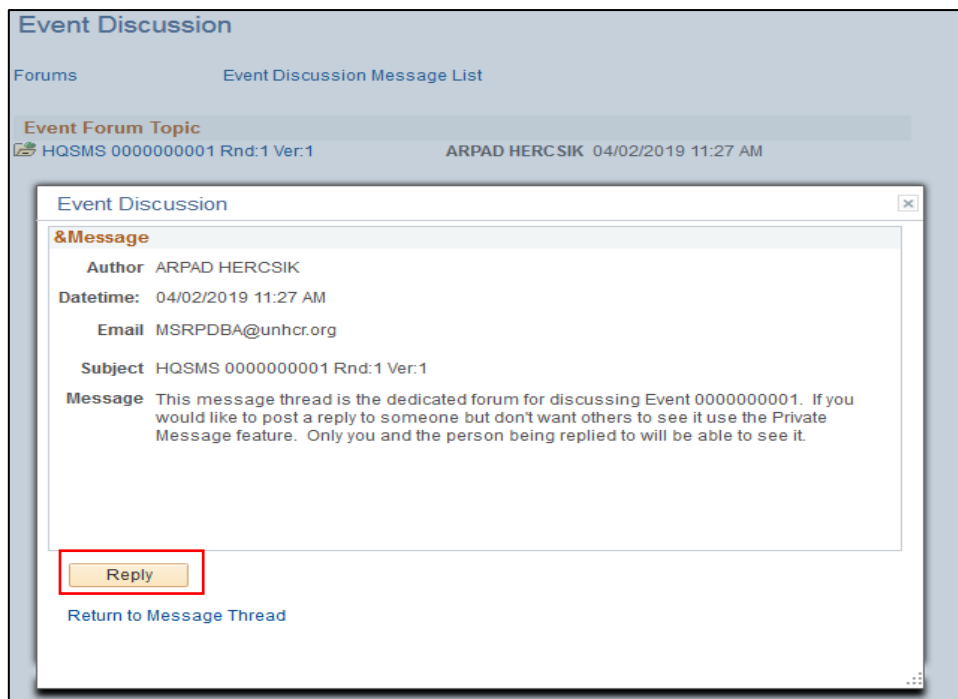
Event Discussion

Forums Event Discussion Message List

Event Forum Topic

 HQSMS 0000000001 Rnd:1 Ver:1 ARPAD HERCSIK 04/02/2019 11:27 AM


Step	Action
5.	The Event Discussion Box is displayed. Click Reply .



Event Discussion

Forums Event Discussion Message List

Event Forum Topic

 HQSMS 0000000001 Rnd:1 Ver:1 ARPAD HERCSIK 04/02/2019 11:27 AM

Event Discussion

&Message

Author ARPAD HERCSIK

Datetime: 04/02/2019 11:27 AM

Email MSRPDBA@unhcr.org

Subject HQSMS 0000000001 Rnd:1 Ver:1

Message This message thread is the dedicated forum for discussing Event 0000000001. If you would like to post a reply to someone but don't want others to see it use the Private Message feature. Only you and the person being replied to will be able to see it.

[Return to Message Thread](#)

Step	Action
6.	<p>Enter the Message to be sent to UNHCR.</p> <p>Note: All Discussions will be made public, please do not write sensitive or identifying information into the message.</p>

Event Discussion

Forums Event Discussion Message List

Event Forum Topic

HQSMS 0000000001 Rnd:1 Ver:1 ARPAD HERCSIK 04/02/2019 11:27 AM

Event Discussion

&Message

Author ARPAD HERCSIK

Datetime: 04/02/2019 11:27 AM

Email MSRPDBA@unhcr.org

Subject HQSMS 0000000001 Rnd:1 Ver:1

Message This message thread is the dedicated forum for discussing Event 0000000001. If you would like to post a reply to someone but don't want others to see it use the Private Message feature. Only you and the person being replied to will be able to see it.

Bidder

Author ESUPPLIERPASS3C@GMAIL ▾

Datetime: 04/02/2019 11:41 AM

Email ESUPPLIERPASS3C@GMAIL.COM

Subject RE: HQSMS 0000000001 Rnd:1 Ver:1

Message Any information shared in a Discussion with UNHCR will be publically published so that all bidders/ suppliers may view it.

Please do not share sensitive information or UNHCR will redact it during the publication of the Discussion.

Add Attachment

[Return to Message Thread](#)

Step	Action
7.	The Message is now listed under the Base Folder .

Event Discussion

Forums Event Discussion Message List

Event Forum Topic

HQSMS 0000000001 Rnd:1 Ver:1 ARPAD HERCSIK 04/02/2019 11:27 AM
 RE: HQSMS 0000000001 Rnd:1 Ver:1 ESUPPLIERPASS3C@GMAIL.COM 02/04/2019 11:41


Step	Action
8.	To review the Response from UNHCR please see the following steps. Click the Event Discussion link.

Favorites ▾ Main Menu ▾ > Manage Events and Place Bids ▾ > View Events and Place Bids > Discussion Forums

MSRP
Finance / Supply Chain

Discussion Forums

Forum User Preferences

Forums Personalize | View All |  First ◀ 1-2 of 2 ▶ Last


Discussion Forums	Description	Read Only	Posts
Event Discussion	Example - Event Discussion Forum	No	4
General Discussion	Example - General Discussion Forum	No	0

Step	Action
9.	Click on the Subject link.

Event Discussion

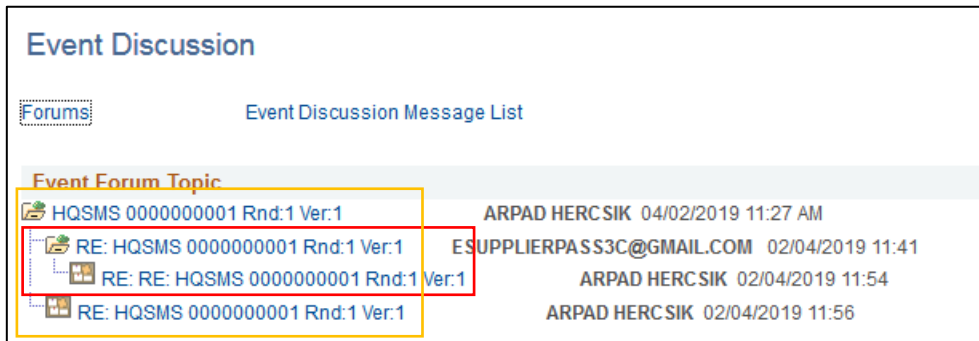
Forums

Search Forum Search

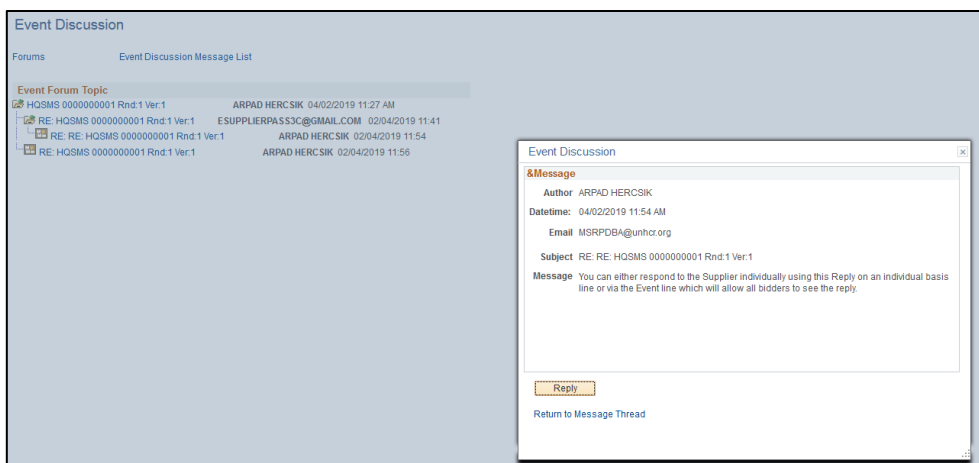
Message Threads Personalize | Find | View All |  First ◀ 1 of 1 ▶ Last

Subject	Author	Date Posted	Posts
HQSMS 0000000001 Rnd:1 Ver:1	ARPAD HERCSIK	02/04/19 11:27:03.000000 UTC	4

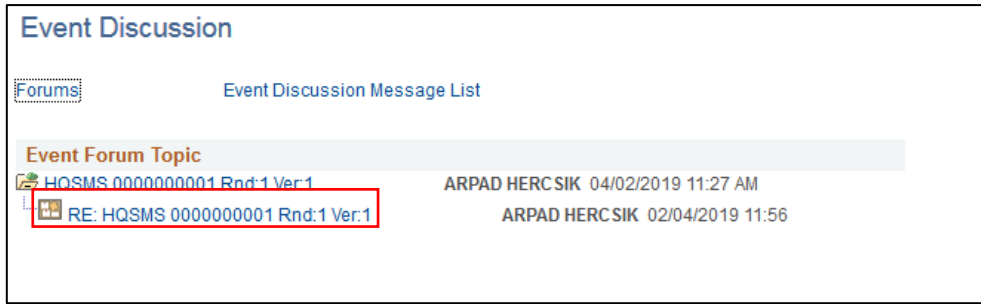
Step	Action
10.	<p>Please note the two replies below:</p> <p>Orange Box = Responses that are Public and all Bidders can access. Red Box = Response from a direct Discussion that only the specific Bidder can access.</p>



Step	Action
11.	Clicking on the links will open up the response from UNHCR.



Step	Action
12.	<p>Below is the view from a 3rd Bidder that is reviewing the response made public by UNHCR.</p> <p>Click the link.</p>



Step	Action
13.	<p>The Bidder can now review the Public response by UNHCR.</p> <p>If the Bidder would like to respond, Click Reply and follow the previous instructions.</p> <p>Training Complete.</p>

