

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 identifiably 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 PageMain Menu >> Manage Events and Place Bids >> Discussion Forum

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III MSRP nance / Supply Chain											
upplier Homepage	0 0		Supplier Dashboard						3	Personalize Co	lent Layout
intact Us O	0.4			FAQs							D 0-
By Alorta C	0.4			1000							
III ANS: Proyects December Streamers Disconsidered PCs Links Color By Stortune	0.*			Bangat Bagat Bagat B Code i B S Sener B B B B B B B B B B B B B B B B B B B	Hour to become a Hour to become a Hour do I rester my Hour do I participal tration I solenitad my ag receive any email of Conduct Suppler Code of Co al Idormation What is the ILSRP What is the ILSRP Contracts for the I Contracts for the I	supplier password? e in a tenderin dication an Pot confirmation. onduct Strategic Sour- te and condition and condi	event? ential Supplier but did not supp? esp? ds and Services ds Koes				
My Orders My Acknowledgments				Current 1	lenders						2 0 -
P Bidding Homepage				Events			Personalize	Find View All	(D) 🐼 - Fest 🕫 to	t & Last	
View Events and Place Bids Wew Sourcing Addivity				Event Res	me	Event Type	Start Dete/Time	t	nd Date/Time:		
P My Bidder Profile				ITB Req.	uisition 37953	RFx	02/04/2019 11:02 UTC		1hr,51mins,44secs	1	
				See all of	I my events					18	
				My Event	Discussions						C ++
				Messag	e Threads		Personalize Find	See All I CE I	First (A) 1 of 1 (A)	Last	
				Subject			Author	Date Post	ed.		
				HOSHS 0	1000000001 Rnd 1 W	et i	ARPID HERCSIK	02/04/19	1.27.03.000000		
				See all a	uthorized Forums						
											_

Step	Action
2.	Click on the Event Discussion option

Favorites 🔻	Main Menu 🔻	> Manage Events and Place Bids 🔻	> Discu	ssion Forums
Finance / Supp	RP Iy Chain			
Discussio Forum User Pi Forums	n Forums	Personalize View All [쾨	First 🕚	1-2 of 2 🕑 Last
Discussion Fo	rums	Description	Read Only	Posts
Event Discuss	ion	Example - Event Discussion Forum	No	4
General Discu	ssion	Example - General Discussion Forum	No	0

Step	Action
3.	Click on the Subject link.



Event Discussion							
Forums	Forums						
Search Forum		Search					
Message Threads	Personalize F	Find View All 🗖 👘 First 🕚	1 of 1 🕑 Last				
Subject	Author	Date Posted	Posts				
HQSMS 000000001 Rnd:1 /er:1	ARPAD HERCSIK	02/04/19 11:27:03.000000 UTC	1				

Step	Action
4.	Click on Event Discussion Folder.

Forums Event Discussion Message List Event Forum Topic ARPAD HERCSIK 04/02/2019 11:27 AM	Event Discussion	
Event Forum Topic <i>B</i> HQSMS 000000001 Rnd:1 Ver:1 ARPAD HERCSIK 04/02/2019 11:27 AM	Forums Event Discus	sion Message List
	Event Forum Topic	ARPAD HERCSIK 04/02/2019 11:27 AM

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

E	vent Disc	cussion	
Fo	rums	Event Discussion Message List	
E	Vent Forum HQSMS 000	Topic ARPAD HERCSIK 04/02/2019 11:27 AM	
	Event Di	scussion	×
	&Message	3	
	Author	ARPAD HERCSIK	
	Datetime:	04/02/2019 11:27 AM	
	Email	MSRPDBA@unhcr.org	
	Subject	HQSMS 000000001 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.	
	Rep Return to	y Message Thread	



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

Event Dis	scussion	
Forums	Event Discussion Message List	
Event Foru	n Tonic	
HQSMS 00	00000001 Rnd:1 Ver:1 ARPAD HERC SIK 04/02/2019 11:27 AM	
Event D	liceussion	
& Mossar	10	
Autho	or ARPAD HERCSIK	ы
Datetime	: 04/02/2019 11:27 AM	11
Ema	il MSRPDBA@unhcr.org	11
Subje	ct HQSMS 000000001 Rnd:1 Ver:1	11
Messag	e This message thread is the dedicated forum for discussing Event 000000001. 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		l
Autho	r ESUPPLIERPASS3C@GMAIL ▼	
Datetime	2: 04/02/2019 11:41 AM	
Ema	II ESUPPLIERPASS3C@GMAIL.COM	
Subjec	2t RE: HQSMS 000000001 Rnd:1 Ver:1	
Messag	e 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	4
Sub	mit	
Return	o Message Thread	



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

Event Discussi	ion	
Forums	Event Discussion Mes	sage List
Event Forum Topic		
A HQSMS 00000000	01 Rnd:1 Ver:1	ARPAD HERC SIK 04/02/2019 11:27 AM
E: HQSMS 000	0000001 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 E	Events and Place E
Finance / Supp	RP oly Chain			
	on Forums			
Forums	relefences	Personalize View All 🔄	First 🕙 1	I-2 of 2 🕑 Last
Discussion Fo	rums	Description	Read Only	Posts
Event Discuss	ion	Example - Event Discussion Forum	No	4
General Discu	ssion	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 000000001 Rnd:1 Ver:1	ARPAD HERCSIK	02/04/19 11:27:03.000000 UTC	4



Step	Action
10.	Please note the two replies below:
	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.

Event Discussion	
Forums Event Discussion Me	essage List
Event Forum Topic	
/ HQSMS 000000001 Rnd:1 Ver:1	ARPAD HERC SIK 04/02/2019 11:27 AM
*** 😂 RE: HQSMS 000000001 Rnd:1 Ver:1	ESUPPLIERPASS3C@GMAIL.COM 02/04/2019 11:41
RE: RE: HQSMS 000000001 Rnd:1	Ver:1 ARPAD HERC SIK 02/04/2019 11:54
RE: HQSMS 000000001 Rnd:1 Ver:1	ARPAD HERCSIK 02/04/2019 11:56

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

Event Discussion	
Forums Event Discussion Message List	
Event Forum Topic ARPAD HERCSIK 04/02/2019 11:27 AM GB HG3MS 000000001 Rhd1 Ver1 ARPAD HERCSIK 04/02/2019 11:27 AM CB RE: RE: HG3MS 000000001 Rhd1 Ver1 ARPAD HERCSIK 02/04/2019 11:41	Ford Research
RE: HQSMS 000000001 Rh0:1 Ver1 ARPAD HERCSIK 02/04/2019 11:56	
	&Message
	Datatime: 04/02/2019 11:54 AM
	Email MSRPDBA@unhcroro
	Subject DE DE LIQUID 000000000 Dedid Verd
	Subject RE. RE. HUSH'S 000000001 Rild. I ver. I
	line or via the Event line which will allow all bidders to see the reply.
	Reply
	Return to Message Thread

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



Event Discussion		
Forums Event Discussion Mess	age List	
Event Forum Topic		
B HQSMS 000000001 Rnd:1 Ver:1	ARPAD HERC SIK 04/02/2019 11:27 AM	
E: HQSMS 000000001 Rnd:1 Ver:1	ARPAD HERC SIK 02/04/2019 11:56	

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

Event Discussion	
Forums Event Discussion Message List	
Event Forum Topic	
ACTION ARPAD HERCSIK 04/02/2019 11:27 AM L THE RE: HQSMS 000000001 Rnd:1 Ver.1 ARPAD HERCSIK 02/04/2019 11:27 AM	
	Event Discussion
	&Message
	Author ARPAD HERCSIK
	Datetime: 04/02/2019 11:56 AM
	Email MSRPDBA@unhcr.org
	Subject RE: HQSMS 000000001 Rnd:1 Ver:1
	Message Using this link, the response will be displayed publically on the Supplier Portal, please ensure there is no sensitive information shared through this post.
	Return to Message Thread