

Event Messages function in an RFP

To view notifications or messages, or to communicate with the Procurement representative managing the tender event, navigate to the **Sourcing Event** homepage and select **Event Messages** to access the message board, or choose **Compose Message** to create a new message directly.

The screenshot displays the 'Event Messages' interface. On the left sidebar, the 'Event Messages' link is highlighted with a red box. Below it is 'Response History'. A 'Checklist' section contains three items: '1. Review Event Details', '2. Review and Accept Prerequisites', and '3. Submit Response'. Under 'Event Contents', 'All Content' is selected, and '1 Invitation' is listed below it. The main area features a 'Primary' tab and a table titled 'All Content' with a 'Name ↑' header. The table lists four items: '1 Invitation', '2 Bid Response Items', '3 Form of Agreement', and '4 Addenda'. A note below the table states '(*) indicates a required field'. At the bottom, a row of buttons includes 'Submit Entire Response', 'Update Totals', 'Save draft', 'Compose Message' (highlighted with a red box), and 'Excel Import'.

Name ↑
▶ 1 Invitation
▶ 2 Bid Response Items
▶ 3 Form of Agreement
▶ 4 Addenda

(*) indicates a required field

Buttons: Submit Entire Response, Update Totals, Save draft, **Compose Message**, Excel Import

To compose a new message, the system will create a new message addressed to the “Project Team.” This represents the internal team Metro Trains Melbourne responsible for the tender event

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To respond to an event message, **select** the message and click **Reply** to open it and enter your response. Once you've entered your response, click **Send**.

Event Messages - RFQ427-test

Done

Pending Selection

Messages

	Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
☐	MSG330198839	No	08/07/2025 23:59	Metro Trains Melbourne Pty Ltd - TEST			Event RFQ427-test is no longer accepting responses.
☒	MSG328795604	Not Applicable	01/07/2025 14:29	Metro Trains Melbourne Pty Ltd - TEST			Metro Trains Melbourne Pty Ltd - TEST has invited you to participate in an event: RFQ427-test.

View

Reply

Compose Message

Download all attachments

Respond to Message

Send

Cancel

From:

MTM Test Full Supplier 01 - Punchout Supplier

To:

Metro Trains Melbourne Pty Ltd - TEST

Subject:

RE: Event RFQ427-test is no longer accepting responses.

Attachments:

Attach a file

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Id: MSG330198839

Sent: 08/07/2025 23:59

Subject: Event RFQ427-test is no longer accepting responses.

Thank you for participating in the Aniba event Doc2621896817 RFQ427-test.
The event RFQ427-test is now in Pending Selection and is no longer accepting responses. We will analyze the responses and notify you of the outcome of the event.

Thank you,

Metro Trains Melbourne Pty Ltd - TEST

Send

Cancel