Manager/Contributor: Q&A Forum: How to Respond to a Post

This document provides the Program Office/client managers with the steps necessary to respond to vendor questions posted online in the Q&A Forum. This document was created using Beeline Classic, non-client-specific configuration. Your specific setup is based on your company's configuration/visibility and may vary slightly from what is explained here.

To respond to vendor questions in the Q&A Forum:

1. Log in to Beeline Enterprise using your *user name* and *password*. Your Home screen appears.
2. In the My To Do quadrant, click the *number* link located within the alert sentence, “You have # Unanswered Competitive Bid Question tasks awaiting action”. A Review Alerts dialog window with a list of Unanswered Competitive Bid Questions appears.
3. Click the **Action** drop-down arrow of the specific Competitive Bid with the open question.
4. Select the **View Details** option. You are redirected to the Q&A Forum tab on the selected Competitive Bid.

Option 1: respond to the question yourself:

- Complete steps 1 through 4 as described above.

5. Click **Answer** to post your response to the question(s). A text box displays.
6. Enter your response.
7. Click Save.
8. Click **return** next to “more actions” to exit the ribbon view and return to the Competitive Bid profile screen.
9. Click **Return** to exit the Competitive Bid profile and return to your Home screen.

Option 2: delegate to, or seek assistance from, other Contributor(s):

- Complete steps 1 through 4 as described above.

5. Expand **more actions** in the Competitive Bid header bar and select **Send Quick Note**. A Send Quick Note dialog box appears with a list of all active Contributors.
6. Select the check box to indicate which contributor(s) should receive your note. Multiple names can be selected. There is also a check box to send a copy to yourself.
7. Enter your note in the **Comments** box, then click **Send**. The note is sent to all selected persons and includes a link to the Competitive Bid record. The subject line is pre-populated to identify the Competitive Bid along with its current status.

8. Click **return** next to “more actions” to exit the ribbon view and return to the Competitive Bid profile screen.
9. Click **Return** to exit the Competitive Bid profile and return to your Home screen.

The Contributor clicks the link in their Quick Note email and then follows the process described above to respond to the vendor’s question(s).