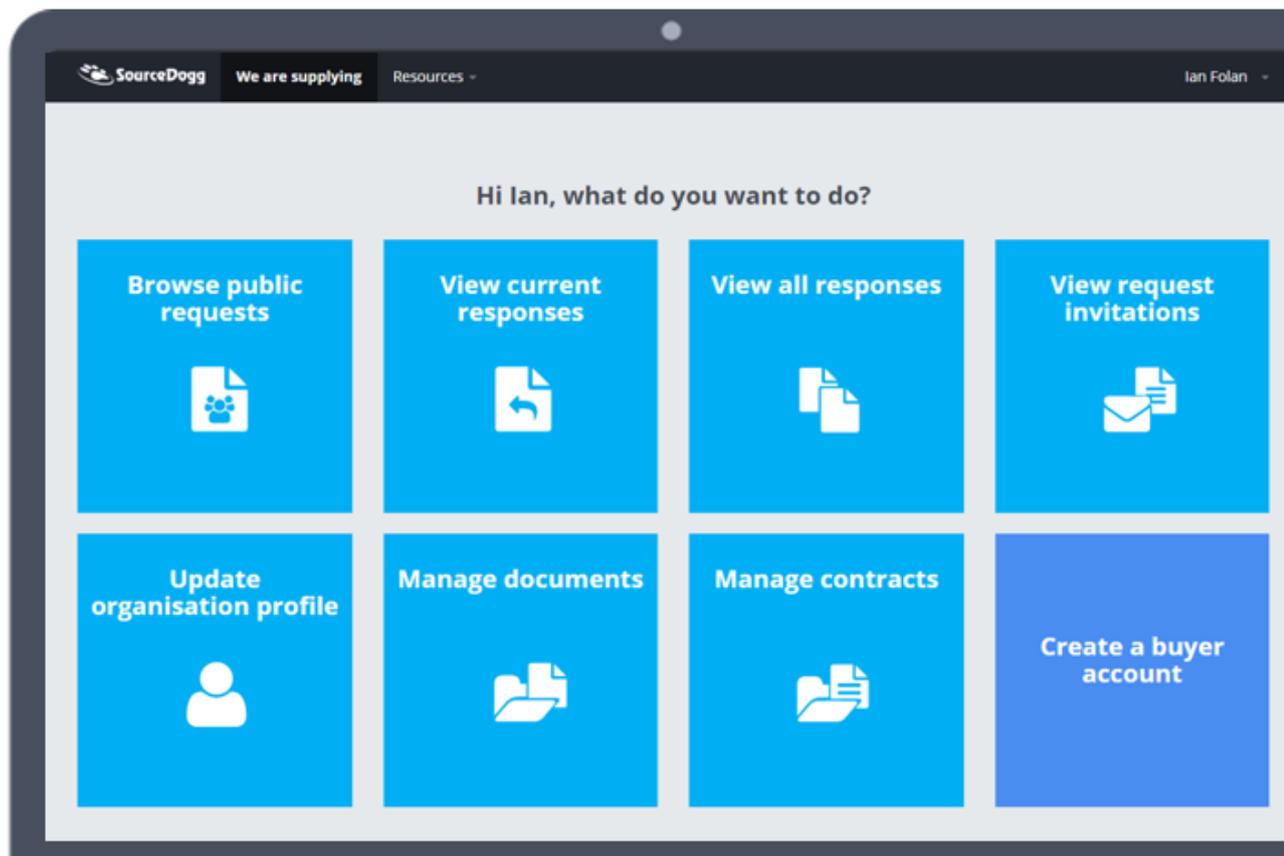




# SourceDogg

## Free SourceDogg Supplier Account Supplier Q&A

Date: May 2020



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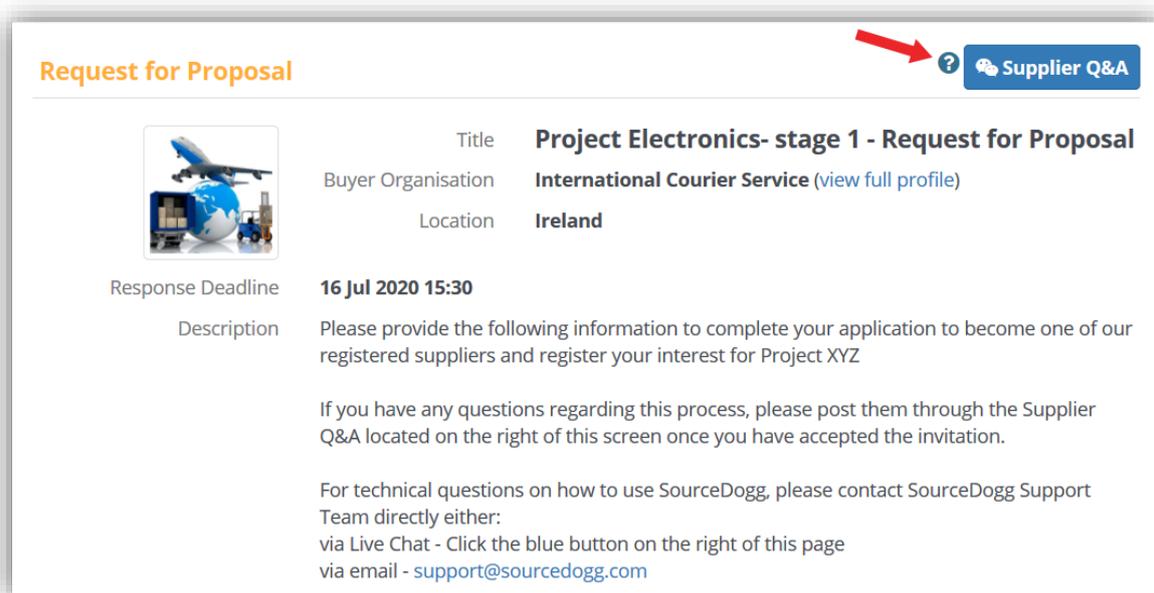
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## Private Q&A

**Supplier Q&A** is a section, within a Request, that is used to communicate with Buyer Organisation. Likewise, Buyer Organisations use this section to make announcements to Suppliers.

You can access Q&A section by entering a Request and clicking on a blue button '**Supplier Q&A**' just above the request title.

When new message is posted by a Buyer Organisation, a number appears on the Q&A section button indicating how many new posts are in there.



The screenshot shows a 'Request for Proposal' card. At the top right, a blue button labeled 'Supplier Q&A' is highlighted with a red arrow. The card contains the following information:

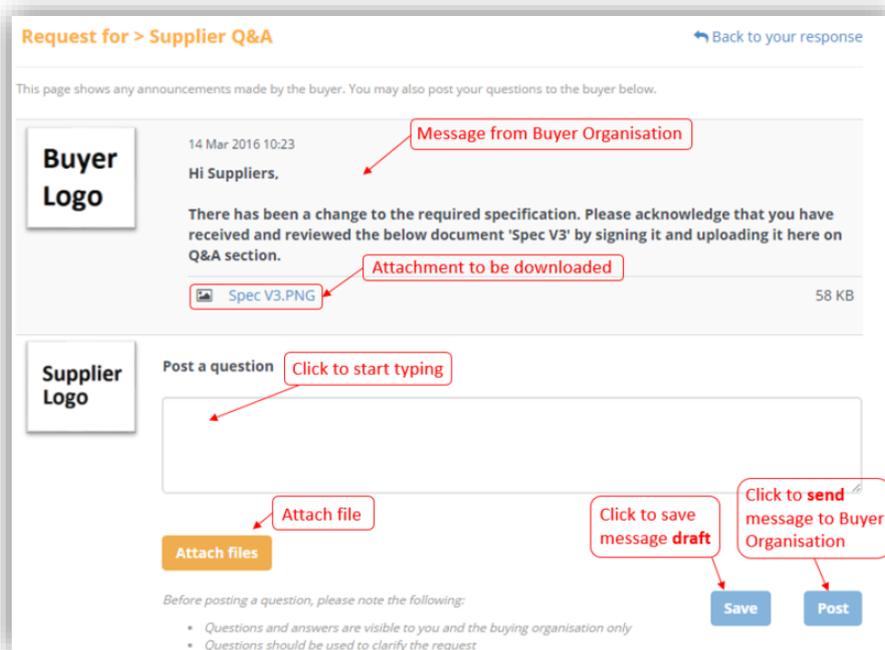
- Title:** Project Electronics- stage 1 - Request for Proposal
- Buyer Organisation:** International Courier Service (view full profile)
- Location:** Ireland
- Response Deadline:** 16 Jul 2020 15:30
- Description:** Please provide the following information to complete your application to become one of our registered suppliers and register your interest for Project XYZ. If you have any questions regarding this process, please post them through the Supplier Q&A located on the right of this screen once you have accepted the invitation. For technical questions on how to use SourceDogg, please contact SourceDogg Support Team directly either: via Live Chat - Click the blue button on the right of this page via email - [support@sourcedogg.com](mailto:support@sourcedogg.com)

Any time new post is published in Q&A section, you will receive an email notification about it.

You can respond to a Post by a Buyer or post your own question.

The 'Attach files' button allows you to attach any file into the post. Files can either be taken from SourceDogg document Library or your Computer.

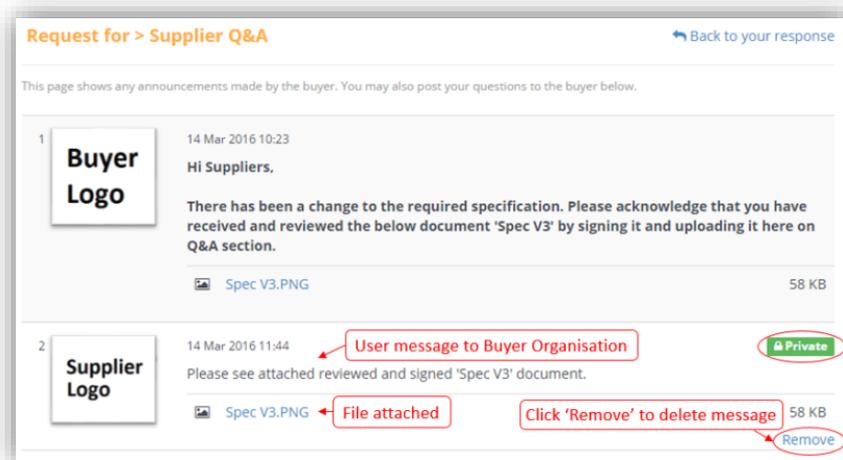
You can '**save**' message as draft, before it is sent to Buyer Organisation, or you can send it to the Buyer Organisation straight away by clicking '**post**'.



Your posts are private in the Private Q&A, which means that only the Buyer has visibility of the post. The green indicator 'Private' appears on the right-hand side of the message once posted.

Once message has been posted, it is Time & User Stamped.

You can remove message at any time if wish so. The message is then removed from your account and from Buyer account. To do so, simply click on '**Remove**' at the bottom right corner of the message.



## Public Q&A

If the Buyer activates the Public Q&A, this will change some of the features of the message board. The information that you post WILL be visible to all other suppliers invited to the RFX event, however your company details, such as company logo, company name and contact name will be anonymised.

It is important to remember that any text you post will be visible to other suppliers and therefore you should be carefully considering the information you post.

When Public Q&A is activated, this information will be displayed to you on the Q&A page in a form of warning and also a pop up window when you are about to post a new message.

**Post a question**

Attach files

*Before posting a question, please note the following:*

- Questions and answers are visible to all other suppliers and buying organisation*
- Questions should be used to clarify the request*
- Any question will be anonymised, the company name and your contact name will not be visible to other suppliers. However they will see the full content of the message.*

Save
Post

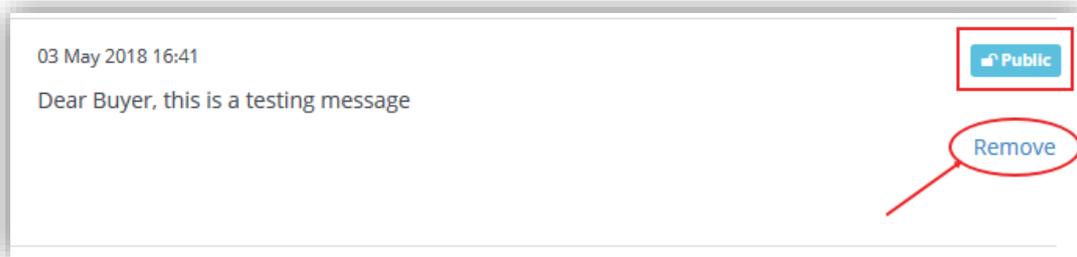
**Please note:**

Any message posted in this message board will be visible to all other suppliers invited to this Request.

The name of your company, your company logo and your contact name will be anonymised, however the content of your message will be fully visible to all.

Cancel
Post

The status of your message will be displayed as “Public”. You can delete the message at any stage by clicking on the “Remove” button.



When the buyer replies to your message, you will receive an email notification from SourceDogg. Using the link in the email will bring you directly to the Q&A board. The content of the message from Buyer will be visible to all suppliers participating in the RFX event.

