

View & Create Messages

Messaging allows messages to be sent between the buyer and the supplier affiliated with the event.

Steps

1. To send a message from within an event, click the **RFP Messages** link.
2. The **View by RFX** window will display all messages received. Click the **Create** button to create a message.
3. The **Create Message** window sends this message in the context of this RFP. Select the recipient that you are sending this message to. Unless told otherwise this should be to "All Hosts"
4. Type in the **Subject**, the **Message** and click the **Send** button.


Tips

It is **very important** that you are within the appropriate event before trying to send a message otherwise the message may not be received by the appropriate person.

Ensure when selecting who to send the message to that you can see the names of different HMRC staff and then send the message to "All hosts". This will ensure it send to all the appropriate staff within HMRC.

- The body of the message should not exceed 5000 characters.