Accessing Online Discussions

The Online Discussions feature is where suppliers can ask MNPS questions tied to a solicitation in order to receive a formal response from MNPS. These questions must be asked prior to the Inquiries deadline listed within the specific solicitation being viewed.

1. Login to iSupplier using the following link:
   https://r12.oci.nashville.org/OA_HTML/AppsLocalLogin.jsp

2. Your User Name is your email address. If you do not remember your password, you can reset it by clicking Login Assistance. If you are not sure who has an active user account on your profile, please email R12Purchasing@mnps.org.

3. Once logged in, click on “Metro iSupplier Portal Access” located under the Navigator section in the top-left of the screen. After expanding the folder contents below, click on the link for “Sourcing Home Page” as shown below.
4. After clicking “Sourcing Home Page,” you will be taken to a page with your Active and Draft Responses as well as your Open Invitations. To view all of the current invitations you have been invited to, click on the “Full List” button under the Open Invitations table, as shown below.

5. Once you see the solicitation you are interested in, click on the specific Negotiation Number link for it. For this example, we will use Negotiation Number 27016 for “Band Instruments.”
6. You will now be taken to the screen where you can view all the details of the solicitation. To access the Online Discussions feature, click the drop-down arrow next to **Actions** menu in the top left of the screen, select **Online Discussions**, and then click the **Go** button as shown below.

![Online Discussions feature](image)

7. To create a question to send to MNPS, click on the **New Message** button.

![New Message button](image)
8. In the “Send To” field, select **All Participants** to send your question(s) to everyone invited to the specific solicitation.

9. In the “Subject” field, insert a title for your question(s).

10. In the “Message” field, insert the question(s) you would like to ask.

11. You also have the option to add attachments with your submitted question(s) by clicking the **Add Attachment…** button and uploading your associated documents.

12. Should you run into any issues when trying to log into iSupplier or when trying to access the Online Discussions feature to an active solicitation, please contact **R12Purchasing@mnps.org** and copy the Contract Agent conducting the solicitation.