

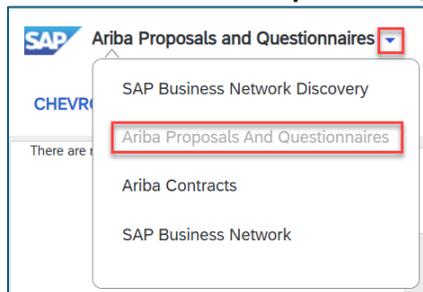
REPLY TO AND COMPOSE NEW EVENT MESSAGES

All communications related to a CPChem Event must be conducted through Ariba Messenger. Notifications from the Event Owner are sent via Ariba Messenger. The recipient of the message will automatically receive an email notification with the message details.

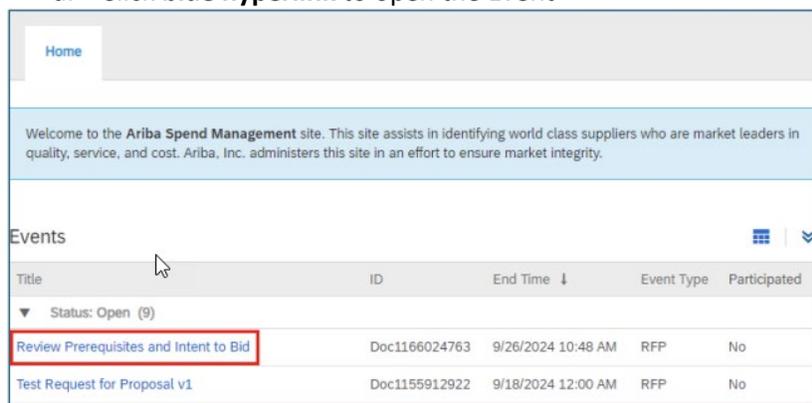
Participants are required to [reply](#) to messages using Ariba Messenger. Additionally, any [new messages](#) intended for the Event Owner must also be sent through Ariba Messenger.

Navigate to Event Messages

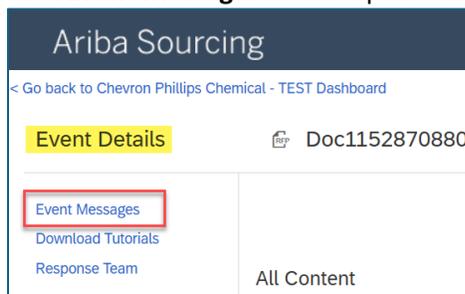
1. Click on **Business Network** next to the SAP logo in the top left corner
 - a. Select **Ariba Proposals & Questionnaires**



2. Within the Events section, locate Event on the Home page
 - a. Click **blue hyperlink** to open the Event



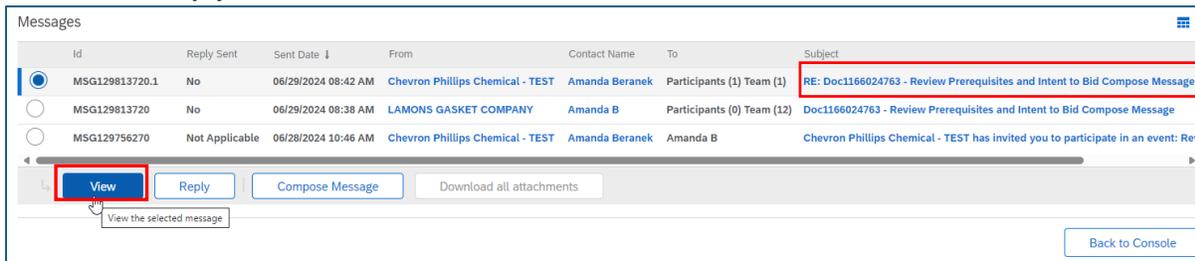
3. Click **Event Messages** in the top left-hand corner of the Console



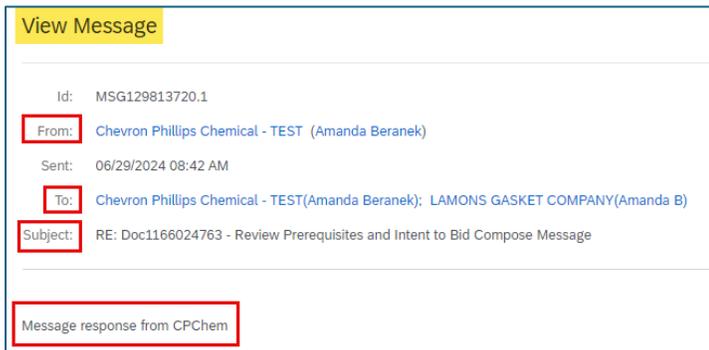
Reply to Event Messages

There are two ways to Reply to a Message:

1. Reply directly from the Event Messages page
 - a. Click **Message radial** next to **Message**
 - b. Click **Reply**



2. View Message and Reply from View Message page
 - a. Click **Subject line hyperlink** or click **Message radial**
 - b. Click **View**
 - c. Message displays within **View Message** window



- d. Click **Reply** in right-hand corner of the **View Message** window



3. On the Respond to Message page,
 - a. [OPTIONAL] Edit **Subject**
 - Message auto-defaults with Event document number and Event title
 - b. [OPTIONAL] Click **Attach a file** to upload Attachments

c. Enter **Reply Text**

4. To return to the Event from **Event Messages** page,

- a. Click **Done** at the top or bottom right corner of the Event Message page

Compose New Event Message

- 1. Click **Compose Message** at bottom of Message panel

- 2. From the **Compose Message** page,

- a. [OPTIONAL] Edit **Subject**
 - Message auto-defaults with Event document number and Event title
- b. [OPTIONAL] Click **Attach a file** to upload Attachments
- c. Enter **Message Text**

- d. Click **Send**