

2019

# How To Use The Messaging Tool FutureBuy

DUBAI FUTURE FOUNDATION

## Supplier User Guide – How To Use The Messaging Tool

Dear Valued Supplier,

Welcome to “FutureBuy Procurement Portal” user guide.

This user guide will lead you through how to communicate with the Dubai Future Foundation Buyers via FutureBuy and will be delivered through a step-by-step approach.

If you are facing difficulties at any time during the registration process, you can email our help desk for assistance at [sourcingsupport@tejari.com](mailto:sourcingsupport@tejari.com).

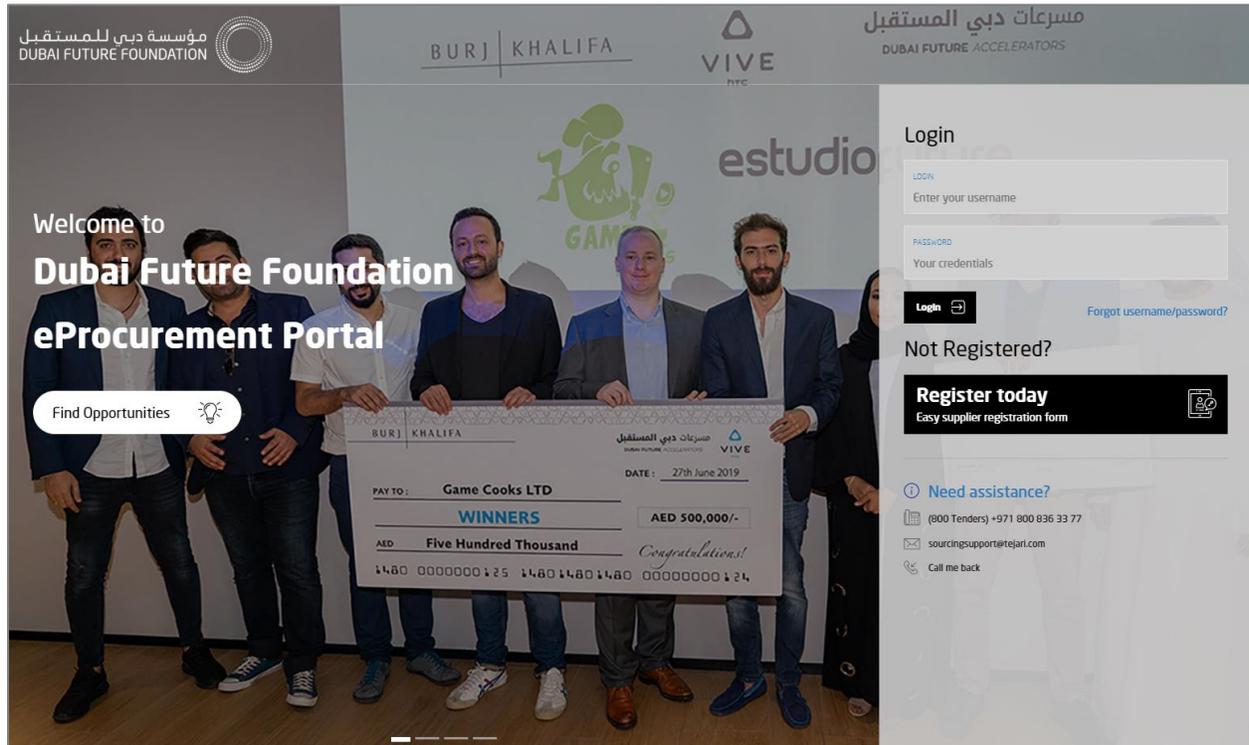
Alternatively, you can dial +971 800 8363377 (800 Tenders) for telephonic support from Sundays to Thursdays 8:00 AM – 5:00 PM (GMT + 4:00) Abu Dhabi, Muscat.

Sincerely,

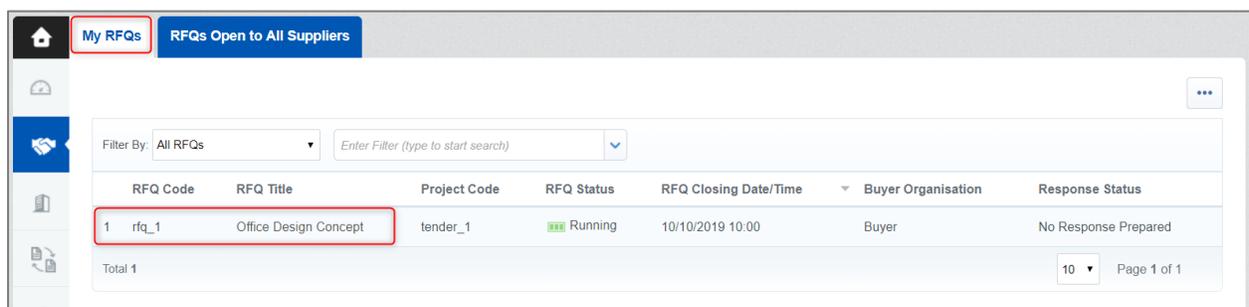
Dubai Future Foundation Team

**Step 1:** Access the FutureBuy link <https://www.futurebuy.ae/web/login.html>

Once you have accessed the URL, enter your username and password in order to gain access to the portal.



**Step 2:** From the list of available RFIs or RFQs, click on the required specific RFx:



**Step 3:** Once you have accessed the RFI/Q, click on the **Messages** tab.

You can either immediately click on **Create Message** to begin composing a message to **Buyer**, or click on **Received Messages** to view all messages received from **Buyer**. You can also view all your previously sent messages to **Buyer** from **Sent Messages** area.

Click on “Create Message” to begin composing your message:

▼ RFQ: rfq\_1 - Office Design Concept

Project tender\_1- ABC

Closing Date: 10/10/2019 10:00:00

Response Last Submitted On: Not Submitted Yet

●●● Running

RFQ Details

Messages (Unread 0)

Create Message

Received Messages

Sent Messages

Draft Messages

**Step 4:** Insert the title and body of the message. You can also attach multiple attachments to your message in the attachments area.

Please note that the message recipient is Buyer only. Other competitive suppliers cannot view your message, and you cannot view their messages too.

**Message**

**Subject**

**Message**

**Attachments** Attachments

Attachment Name	Attachment Description	Comments on Attachment
🔔 No Attachments		

**Step 5:** Once you have composed your message, click on “Send Message” icon:

Send Message
Save as Draft
Cancel

**Message**

**Subject**

**Message**

Please provide further clarifications on section 2, question 1.25

**Attachments** Attachments

Attachment Name	Attachment Description	Comments on Attachment
1  Dummy Document.pdf (80 KB)		

**Step 6:** Once sent, the message will be available in the “Sent Messages” tab:

RFQ Details
Messages (Unread 0)

Create Message
Received Messages
Sent Messages
Draft Messages

**Sent Messages** Create ...

Recipient	Date	Subject	Read by Recipient	Replies
1 Buyer	10/09/2019 15:30	Clarification	0	0

Please note that an email alert is generated to the Buyer when any message is sent.

Similarly, please note that you will receive an email alert when any communication is sent to you.

For further help and support, please contact our Helpdesk team on +971 800 8363377 (800 Tenders) for telephonic support or email [sourcingsupport@tejari.com](mailto:sourcingsupport@tejari.com) from Sundays to Thursdays 8:00 AM – 5:00 PM (GMT + 4:00) Abu Dhabi, Muscat.