



PetroSA

MESSAGE CENTRE COMMUNICATION TOOL

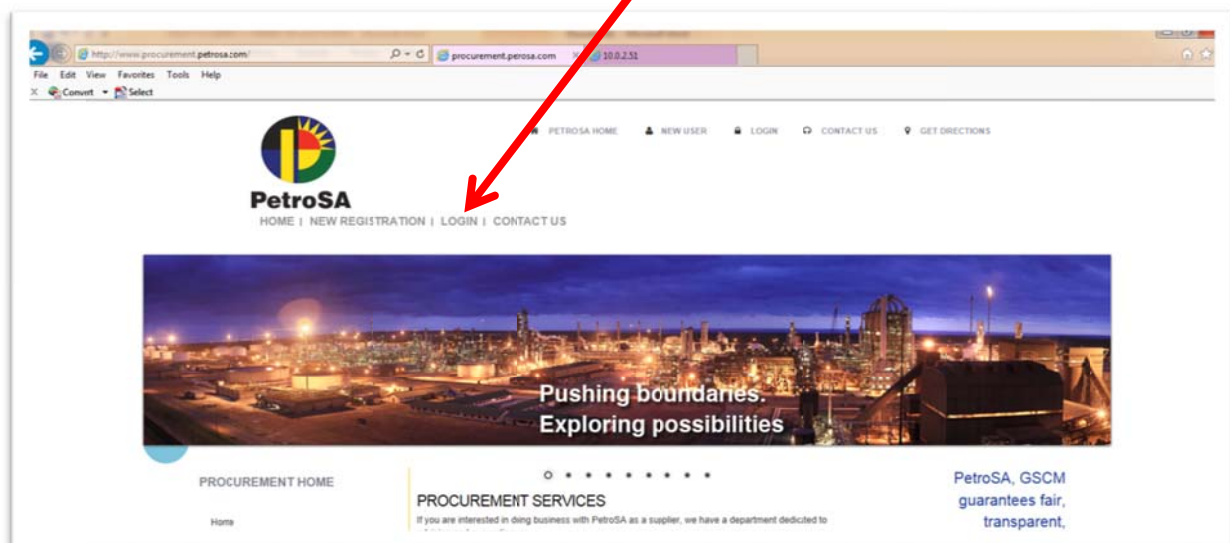
1. Introduction

Message Centre is a communication tool that is similar to Microsoft Outlook. It is used by Procurement Consultants mainly to send tender bulletins or any other information relating to the tender/Request for Quotation.

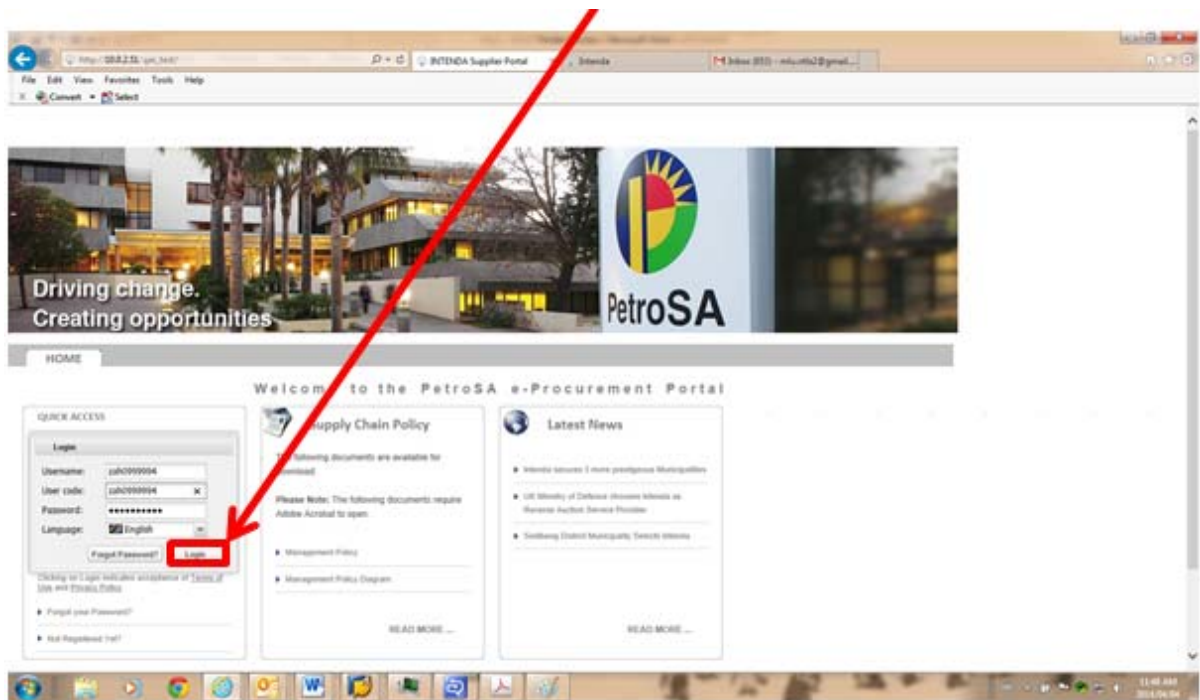
When a message is sent to suppliers via Message Centre, suppliers will receive email notifications in their email inbox to say that there is a message on Message Centre. Suppliers will then have to login on the e-Procurement to see their messages. Message Centre will also be used to communicate with suppliers on database issues.

2. To access PetroSA e-Procurement portal please visit

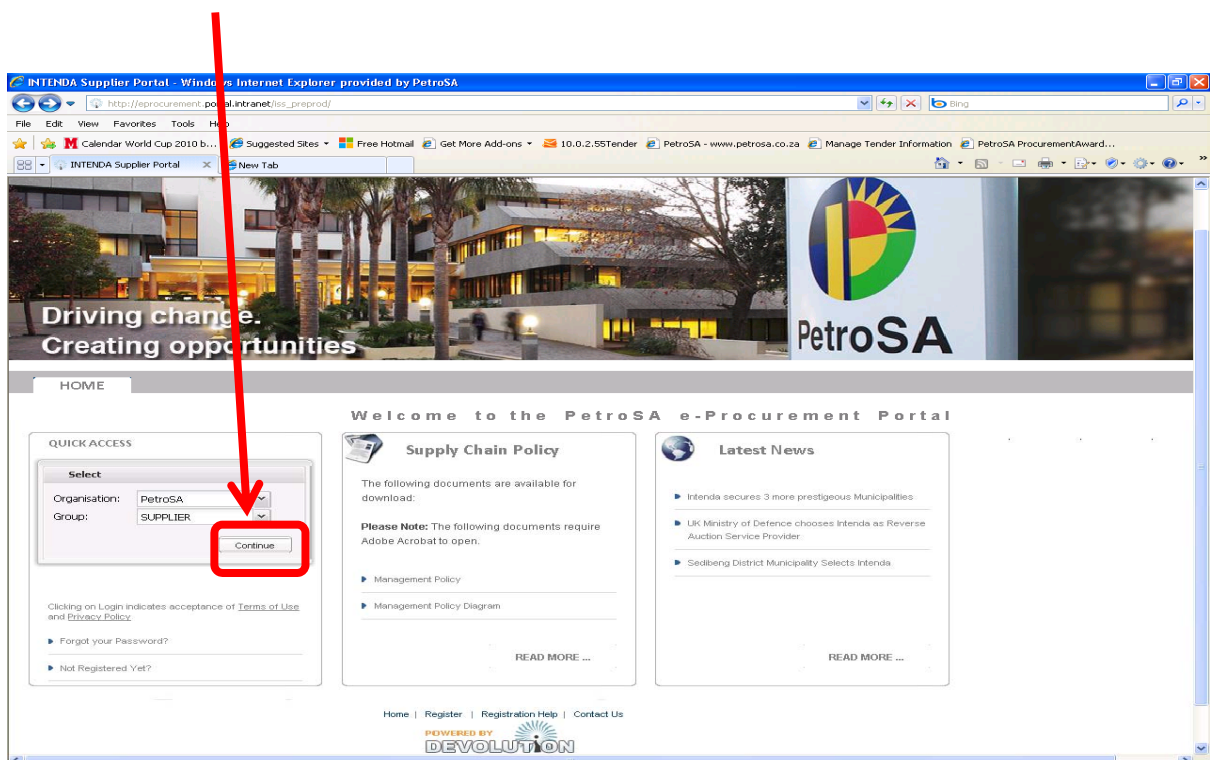
www.procurement.petrosa.com then click on "Login"



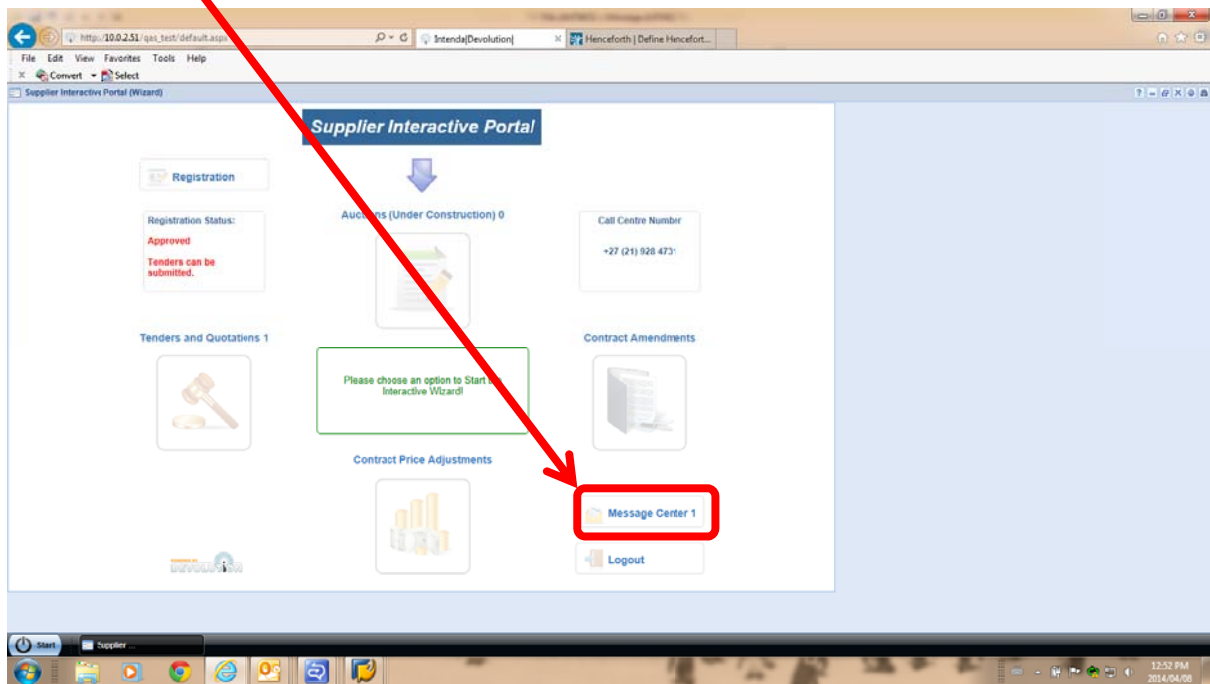
3. Please enter your login details (username, user code and password) and click on “**Logon**” button to proceed.



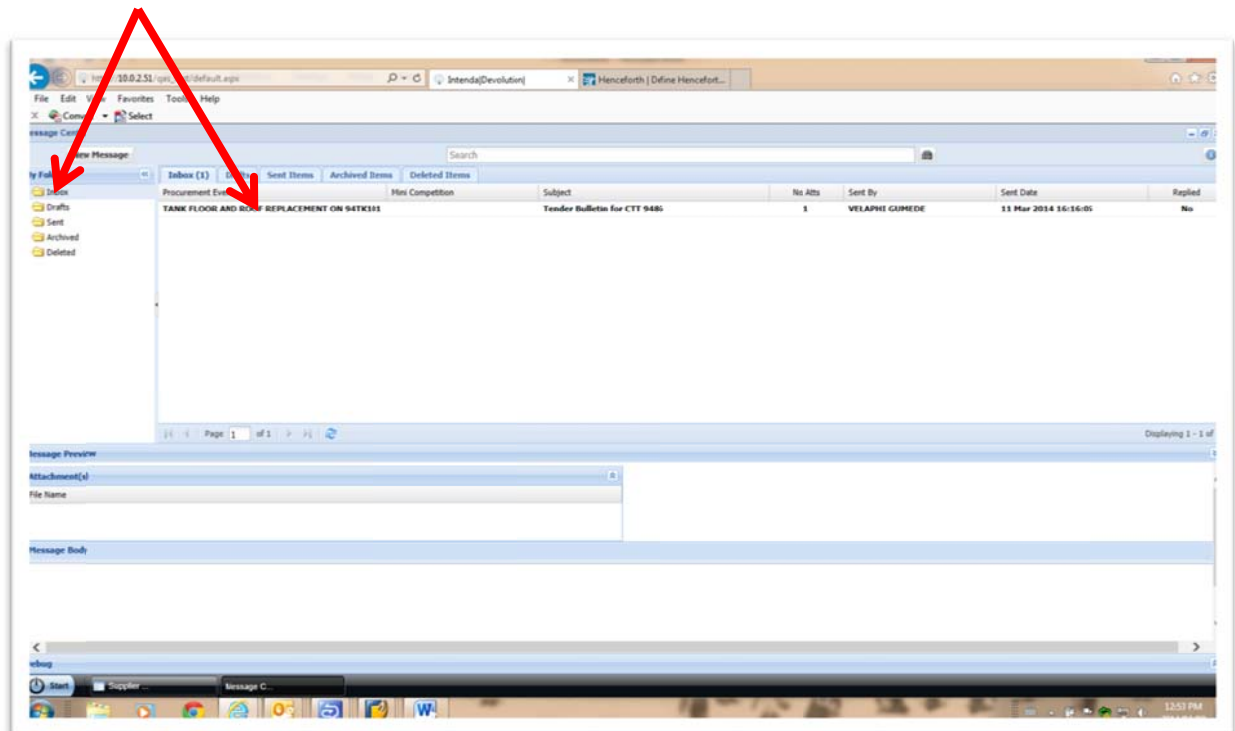
4. Please click on “**Continue**” button.



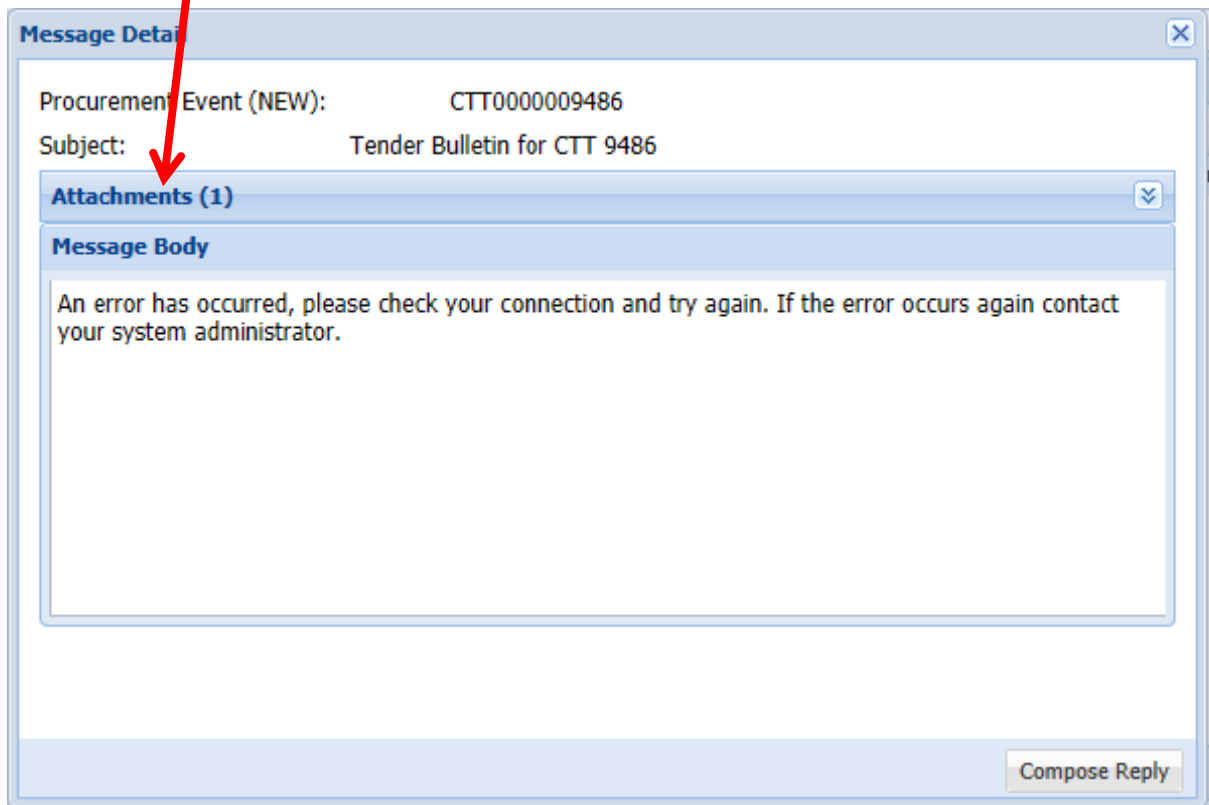
5. Please click on "Message Centre"



6. Please highlight inbox to see the message on the right hand screen then double click on the message to view it.



7. Please click on the attachment bar to see the attached file.



8. Double click on the file to open it.

