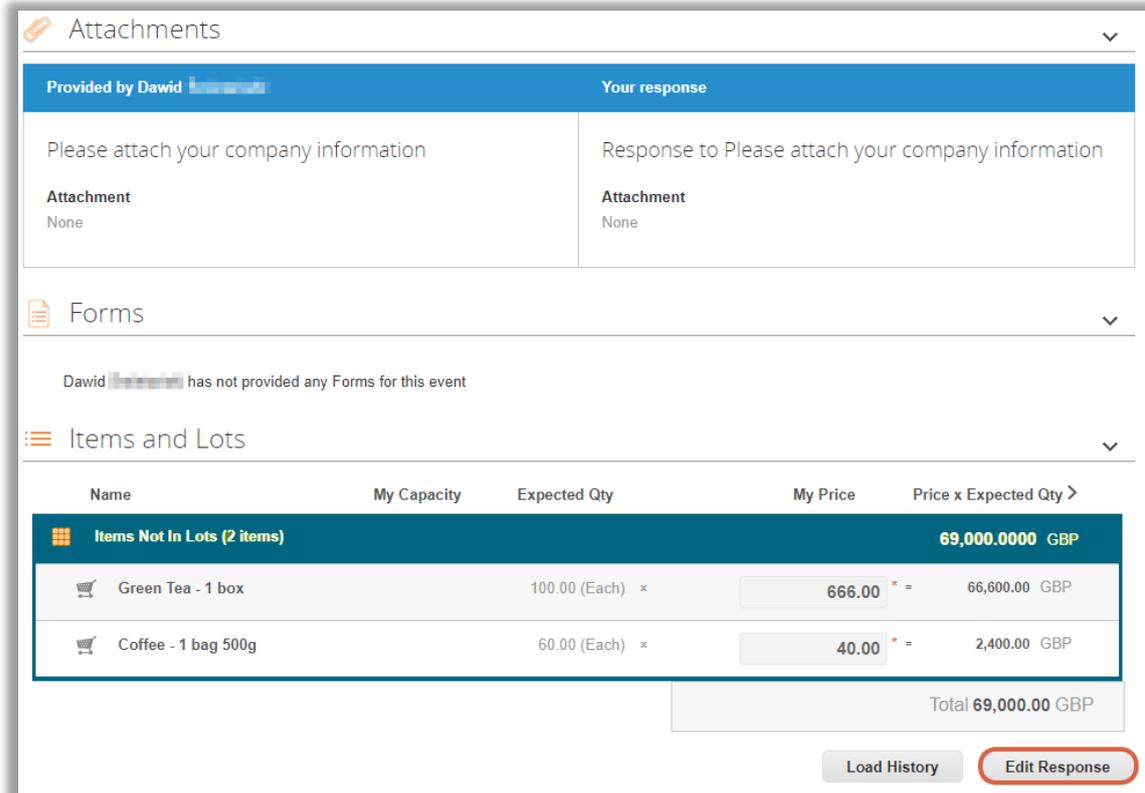


## How to contact Elekta buyer regarding a sourcing event

This instruction describes how to contact Elekta buyers using Messages in CSP. If you can't find it like in the pictures below, it means it's disabled or the event is not in progress. In such a case please send a standard email to a buyer.

**Note 1:** If you made a mistake in your offer, you can still edit your response (Note: You can correct the price lower or higher for RFx events, but for auctions you can only submit a lower bid).



The screenshot shows the 'Attachments' section with a table for 'Your response' and the 'Items and Lots' section with a table of items and their prices.

Name	My Capacity	Expected Qty	My Price	Price x Expected Qty >
<b>Items Not In Lots (2 items)</b>				<b>69,000.0000 GBP</b>
Green Tea - 1 box		100.00 (Each) x	666.00 * =	66,600.00 GBP
Coffee - 1 bag 500g		60.00 (Each) x	40.00 * =	2,400.00 GBP
				Total <b>69,000.00 GBP</b>

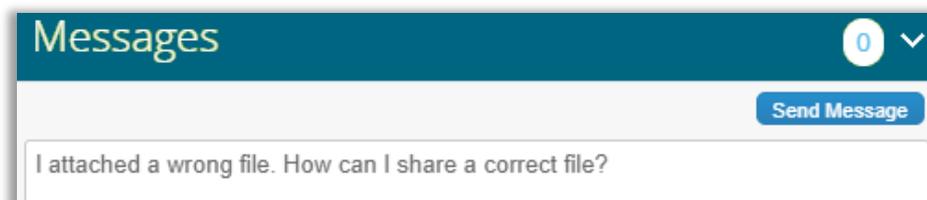
**Note 2:** This instruction describes how to contact Elekta buyers using **Messages** in CSP. If you can't find it like in the pictures below, it means it's disabled or the event is not in progress. In such a case please send a standard email to a buyer.

### STEPS

1. If you require support from Elekta buyer, you can use the built-in CSP messenger. When you open a sourcing event, you will find the **Messages** section in the lower left corner. Click on it to open it.

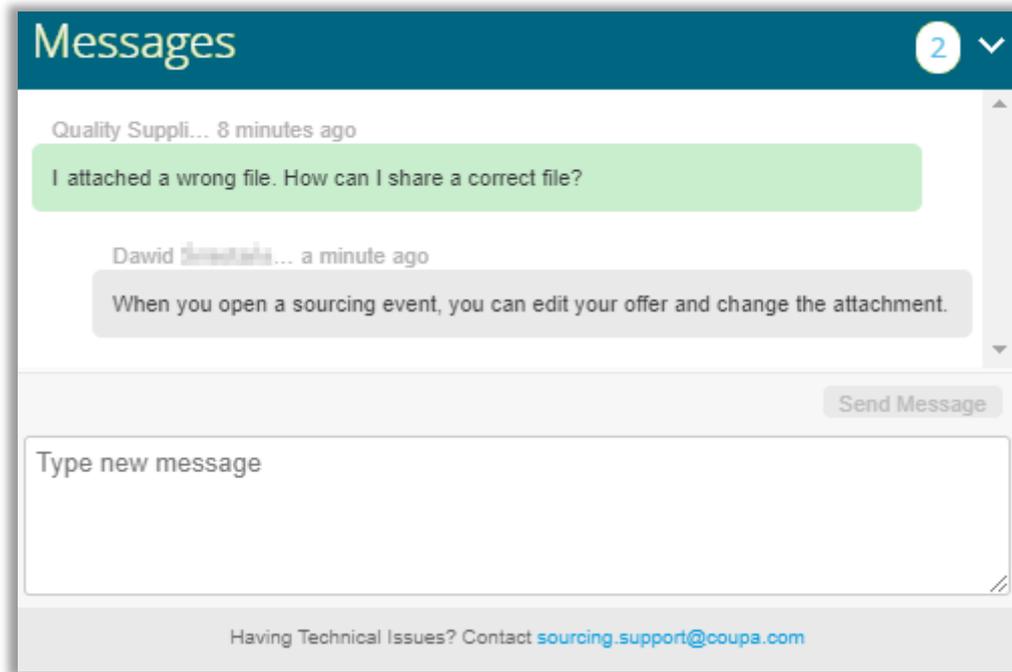


2. Write a message to be sent to the buyer. If the buyer has allowed suppliers to add attachments to comments, you will be able to add the file to your message.



The screenshot shows the 'Messages' input field with a text box containing the message: "I attached a wrong file. How can I share a correct file?". There is a 'Send Message' button and a notification icon with the number '0'.

- Your message will be sent to the buyer and you will receive an email notification after receiving the reply.



4.

Email notification:

