

User Guide

View Notifications on My Dashboard

The following steps illustrate how to view notifications on the Dashboard.

1. Upon logging in to your account, your personal Dashboard is displayed.

Note: You will be able to see all the items highlighted as shown if you have a bidding account. If you have a non-bidding account, you will only have access to post-award information.

My Dashboard

Invitations	Responses	GeBIZ Mall
12 Invited Opportunities	3 Saved Responses	1 Offers Pending for Acceptance
Invoices	Credit Notes	Bills
1 Failed Invoices	0 Failed Credit Notes	2 Pending Bills

New Messages (1)
Interchangeable lens for X-123123 series
[View all messages](#)

2. See the number of invitations you have to business opportunities.

Note: To view the pending items within the box, click on the quick link (i.e. the number inside the box).

My Dashboard

Invitations	Responses	GeBIZ Mall
12 Invited Opportunities	3 Saved Responses	1 Offers Pending for Acceptance
Invoices	Credit Notes	Bills
1 Failed Invoices	0 Failed Credit Notes	2 Pending Bills

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3. This indicates the number of saved responses that you have not submitted yet.

Note: To view the pending items within the box, click on the quick link (i.e. the number inside the box).

The screenshot shows a dashboard titled "My Dashboard" with a grid of six widgets and a messages sidebar. The widgets are: Invitations (12 Invited Opportunities), Responses (3 Saved Responses), GeBIZ Mall (1 Offers Pending for Acceptance), Invoices (1 Failed Invoices), Credit Notes (0 Failed Credit Notes), and Bills (2 Pending Bills). The "Responses" widget is highlighted with a red border. The sidebar shows "New Messages (1)" with a message about an interchangeable lens for X-123123 series and a "View all messages" link.

Invitations	Responses	GeBIZ Mall
12 Invited Opportunities	3 Saved Responses	1 Offers Pending for Acceptance
Invoices	Credit Notes	Bills
1 Failed Invoices	0 Failed Credit Notes	2 Pending Bills

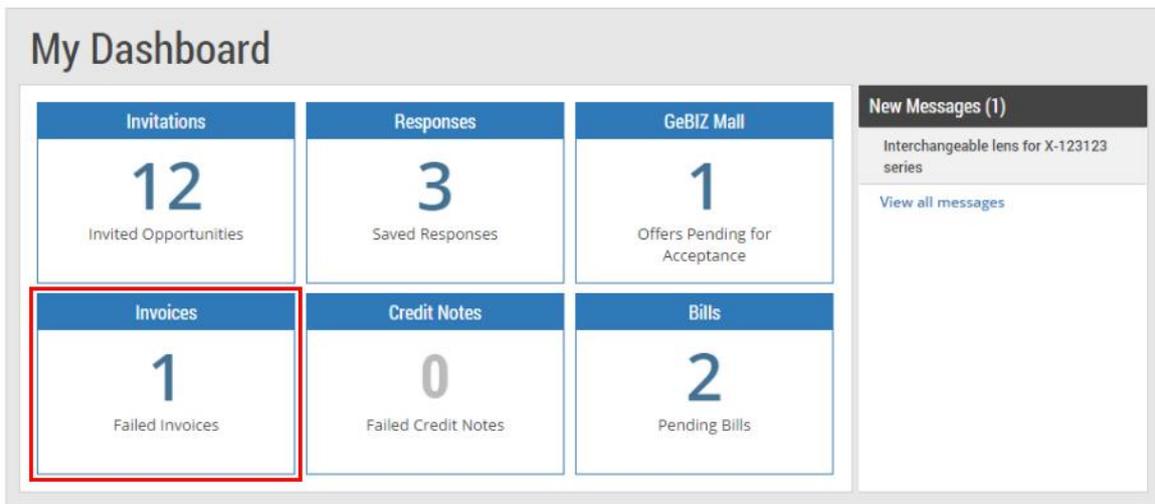
4. This shows the number of GeBIZ Mall offers pending for your acceptance.

The screenshot shows a dashboard titled "My Dashboard" with a grid of six widgets and a messages sidebar. The widgets are: Invitations (12 Invited Opportunities), Responses (3 Saved Responses), GeBIZ Mall (1 Offers Pending for Acceptance), Invoices (1 Failed Invoices), Credit Notes (0 Failed Credit Notes), and Bills (2 Pending Bills). The "GeBIZ Mall" widget is highlighted with a red border. The sidebar shows "New Messages (1)" with a message about an interchangeable lens for X-123123 series and a "View all messages" link.

Invitations	Responses	GeBIZ Mall
12 Invited Opportunities	3 Saved Responses	1 Offers Pending for Acceptance
Invoices	Credit Notes	Bills
1 Failed Invoices	0 Failed Credit Notes	2 Pending Bills

5. This tells you the number of failed invoices you have.

Note: To view the pending items within the box, click on the quick link (i.e. the number inside the box).



6. This shows the number of failed credit notes you have.

Note: To view the pending items within the box, click on the quick link (i.e. the number inside the box).



7. This shows the number of pending bills you have which are not paid yet.

Note: To view the pending items within the box, click on the quick link (i.e. the number inside the box).

My Dashboard

Invitations 12 Invited Opportunities	Responses 3 Saved Responses	GeBIZ Mail 1 Offers Pending for Acceptance
Invoices 1 Failed Invoices	Credit Notes 0 Failed Credit Notes	Bills 2 Pending Bills

New Messages (1)
Interchangeable lens for X-123123 series
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8. This panel gives access to the inbuilt messaging system for communication between a buyer and supplier regarding the contracting instruments existing between them.

Note: For details on using the GeBIZ Message Inbox, go to Administer > My Dashboard > e-tutorial "Use the Message Inbox".

My Dashboard

Invitations 12 Invited Opportunities	Responses 3 Saved Responses	GeBIZ Mail 1 Offers Pending for Acceptance
Invoices 1 Failed Invoices	Credit Notes 0 Failed Credit Notes	Bills 2 Pending Bills

New Messages (1)
Interchangeable lens for X-123123 series
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