More Information

Use the Message Inbox

The following steps illustrate how to reply to a message using the Message Inbox.

1. From the "Messages" page, click on the message that you wish to delete.

Note: You may also delete a message by checking the box beside the message and then clicking the "Trash" button.

Messages that have been in the Trash for more than 30 days will be automatically deleted.							
		Search Messages	Subject, Content, I	Document No., Doc	ument Description Search		
GeBIZ (2)			NextGen GeBIZ (0)				
Messages (2)	Trash (0)				Sort by Received *		
All Unread							
		Messages			Date		
		John Ng Kok Ming Interchangeable lens for X-123123 series ALA000ECO15000001 Purchase of Mirrorless Inter	changeable-Lens Camera		03 Mar 2015 02:00:57 PM		
		Beth Lim Wei Ling Attachments ALA000ECO15000001 Purchase of Mirrorless Inter-	changeable-Lens Camera		01 Mar 2015 12:04:01 AM		

2. Then click on the "Trash" button as shown.



3. The message you just deleted will now be displayed under the "Trash" tab.

Messa	ges that have beer	n in the Trash for more than 30 days will be aut Search Messages	tomatically deleted. Subject, Content, Document No., Doc	ument Description Search
GeBIZ (2)		GeBIZ (2)	NextGen GeBIZ (0)	
Message	es (1) Trash (1)			Sort by Received -
All Un	read			
		Messages		Date
		John Ng Kok Ming Interchangeable lens for X-123123 series ALA000ECO15000001 Purchase of Mirrorless Inter	changeable-Lens Camera	03 Mar 2015 02:00:57 PM
l.	Delete Restor	e Mark as Unread		
Showing	g 1-2 of 2 records.			

4. To delete this message permanently, check the box beside the message and click "Delete".

Note: Messages that have been in the "Trash" tab for more than 30 days will be deleted automatically.

GeBIZ (2)		NextGen GeBIZ (0)	
Messages (1) Tr	ash (1)	Sort by Received *	
All Unread			
	Messages	Date	
	John Ng Kok Ming Interchangeable lens for X-123123 series ALA000ECO15000001 Purchase of Mirrorless Interchangeab	03 Mar 2015 02:00:57 PM	
b Delete	Restore Mark as Unread		
Showing 1-2 of 2 reco	rds.		
First Previous	Next Last	Records Per Page: 10	