## Acknowledge Participation in Solicitation

Step	Action
1.	To Acknowledge Participation via the Worklist Notification or email,
	Click the You are invited: Solicitation 400173 (Burner Furnish & Install) link. You are invited: Solicitation 400173 (Burner Furnish & Install)
2.	Review the Solicitation then click the Yes button.
	HRSD has now been updated with your Participation response.
	The Solicitation only needs to be acknowledged once. However, if you do not have a Worklist Notification or want to acknowledge from within the Solicitation, you can use the next method.
	Click the Yes button.
3.	Click the <b>Expand</b> button on the Sourcing Supplier Responsibility.
4.	Click the <b>Expand</b> button.
5.	Click the Sourcing Home Page link.
6	Sourcing Home Page
0.	Click the <b>Solicitation 400169</b> link.
7.	The Solicitation page displays
	Click the Actions list.
	Actions Acknowledge Participation
8.	Click the Acknowledge Participation list item. Acknowledge Participation
9.	Click the <b>Go</b> button.
10.	Select Yes or No
	Click the <b>Apply</b> button.
	Apply
11.	Click the <b>Solicitations</b> link to return to the Sourcing Home Page.
	The acknowledgement is complete.
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	See the next steps only to verify if your participation has already been acknowledged.
	Solicitations
12.	To verify if you have already acknowledged this solicitation, try to Acknowledge again and a message will display if it has already been recorded.
	Click the Acknowledge Participation list item.
	Acknowledge Participation
13.	Click the <b>Go</b> button.
	Go
14.	A message is displayed if participation has already been recorded.
	Click the <b>Cancel</b> button.
	Cancel
15.	This topic covered:
	- Acknowledging Participation in a Solicitation via the Worklist Notification
	- Acknowledging Participation in a Solicitation via the Solicitation. <b>End of Procedure.</b>