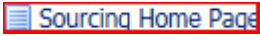


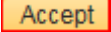




Respond to Sourcing IFB/RFQ

Step	Action
1.	Click the Expand button. 
2.	Click the Sourcing list item. 
3.	Click the Sourcing Home Page link. 
4.	View any open Solicitations that you have been invited to. Notice the Time Left for the Solicitation Click the Solicitation 400169 link. 
5.	The <i>Solicitation</i> page displays Review the Header details. Note any Additional Header Attributes and Attachments, if any, at the bottom of the page. Click the Lines tab. 
6.	Click the Purchase and install th... link to view the line detail. 
7.	View any additional Line details
8.	Click the Return to Solicitation: 400169 link. 
9.	Click the Contract Terms tab, 
10.	Review any Contract Terms or Deliverables
11.	Now to Create the Response, Click the Actions list. Actions 
12.	Click the Create Response list item. 
13.	Click the Go button. 
14.	Review and accept the General Terms and Conditions.
15.	Click the I have read and accepted the terms and conditions option. 

16.	Click the Accept button. 
17.	Click in the Supplier Reference Number field. Supplier Reference Number <input type="text"/>
18.	Enter your own reference number, if you have one, in the Supplier Reference Number field. Enter a valid value e.g. "Ref 123". Supplier Reference Number <input type="text"/>
19.	Press [Tab] .
20.	Press [Page Down] .
21.	The Requirements Section will be a series of Questions to answer specific to each solicitation. Click in the General Information Question 1 field. <input type="text"/>
22.	Enter the desired information into the General Information Question 1 field. Enter a valid value e.g. "10". <input type="text"/>
23.	Press [Tab] .
24.	Enter the desired information into the General Information Question 2 field. Enter a valid value e.g. "100". <input type="text"/>
25.	Press [Tab] .
26.	Enter the desired information into the General Information Question 3 field. Enter a valid value e.g. "6". <input type="text"/>
27.	For this example, the other Requirements have been previously updated. Press [Tab] .
28.	Click the Save Draft button. 
29.	Click the Lines link. 
30.	Enter the desired information into the Response Price field. Enter a valid value e.g. "2500". <input type="text"/>
31.	Press [Tab] .
32.	Click in the Response Price field. <input type="text"/>
33.	Enter the desired information into the Response Price field.

	Enter a valid value e.g. " 200 ". <input type="text"/>
34.	Press [Tab].
35.	Click the Continue button. <input type="button" value="Continue"/>
36.	Click the Validate button to verify all the response details have been entered. <input type="button" value="Validate"/>
37.	A Confirmation Message is displayed indicating that the response is ready to submit. This validation is simply validating that all the required fields have been entered in the correct format. Click the Submit button. <input type="button" value="Submit"/>
38.	Your Response has now been submitted to the Purchaser for this Solicitation. Click the Return to Sourcing Home Page link. Return to Sourcing Home Page
39.	This topic covered: - Responding to a Solicitation End of Procedure.