Sourcing Withdrawal & Re-Submit

Step	Action
1.	Click the **HRSD Sourcing Supplier** responsibility. ▷ 📁 HRSD Sourcing Supplier
2.	Click the **Sourcing** link. ▷ 📁 Sourcing
3.	Click the **Sourcing Home Page** link. ▤ Sourcing Home Page
4.	The *Sourcing* home page displays Listed are all the Active Responses. If the Response is not listed here or in the Full List, then the Solicitation may be closed and unable to be withdrawn. Click the **Response Number 500053** link. 500053
5.	The Quote page is displayed. Click the **Actions** list. Actions Online Discussions ⌄
6.	Click the **Withdraw Quote** list item. Withdraw Quote
7.	Click the **Go** button. Go
8.	Note the Warning message that this Quote will be withdrawn. Click in the **Withdrawal Reason** field. * Withdrawal Reason
9.	Enter the desired information into the **Withdrawal Reason** field. Enter a valid value e.g. "**Need to correct something**".
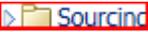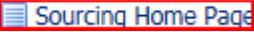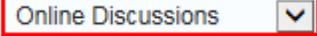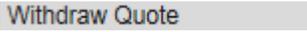
	* Withdrawal Reason
10.	Click the **Submit** button. Submit
11.	A Confirmation message is displayed. Click the **Return to Previous page** link. Return to Previous page
12.	To enter a new Quote Response Click the **Actions** list. Actions Online Discussions ∨
13.	Click the **Create Response** list item. Create Response
14.	Click the **Go** button. Go
15.	Note the Information message that the original Quote values will default in for you to update. Update any of the Response values that are needed. Click the **Lines** link. Lines
16.	For example, the Response Price can be updated. Double-click in the **Response Price** field. Response Price 2500
17.	Enter the desired information into the **Response Price** field. Enter a valid value e.g. "**2350**". 2500 ×
18.	Press **[Tab]**.
19.	Click the **Continue** button. Continue
20.	Click the **Validate** button. Validate
21.	A Confirmation message that the quote has been validated is displayed. Click the **Submit** button. Submit

22.	The new Response has been submitted.
	Click the **Return to Sourcing Home Page** link.
	Return to Sourcing Home Page
23.	**This topic covered:**
	- Withdrawing a Response and entering a new one.
	End of Procedure.