

Acknowledge Participation in Solicitation

Step	Action
1.	<p>To Acknowledge Participation via the Worklist Notification or email,</p> <p>Click the You are invited: Solicitation 400173 (Burner Furnish & Install) link.</p> <p>You are invited: Solicitation 400173 (Burner Furnish & Install)</p>
2.	<p>Review the Solicitation then click the Yes button.</p> <p>HRSD has now been updated with your Participation response.</p> <p>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.</p> <p>Click the Yes button.</p> <p>Yes</p>
3.	<p>Click the Expand button on the Sourcing Supplier Responsibility.</p> <p>Expand</p>
4.	<p>Click the Expand button.</p> <p>Expand</p>
5.	<p>Click the Sourcing Home Page link.</p> <p>Sourcing Home Page</p>
6.	<p>The <i>Sourcing Home</i> Page displays.</p> <p>Click the Solicitation 400169 link.</p> <p>400169</p>
7.	<p>The <i>Solicitation</i> page displays</p> <p>Click the Actions list.</p> <p>Actions Acknowledge Participation</p>
8.	<p>Click the Acknowledge Participation list item.</p> <p>Acknowledge Participation</p>
9.	<p>Click the Go button.</p> <p>Go</p>
10.	<p>Select Yes or No</p> <p>Click the Apply button.</p> <p>Apply</p>
11.	<p>Click the Solicitations link to return to the Sourcing Home Page.</p> <p>The acknowledgement is complete.</p>

	<p>See the next steps only to verify if your participation has already been acknowledged.</p> <p>Solicitations</p>
12.	<p>To verify if you have already acknowledged this solicitation, try to Acknowledge again and a message will display if it has already been recorded.</p> <p>Click the Acknowledge Participation list item.</p> <p>Acknowledge Participation</p>
13.	<p>Click the Go button.</p> <p>Go</p>
14.	<p>A message is displayed if participation has already been recorded.</p> <p>Click the Cancel button.</p> <p>Cancel</p>
15.	<p>This topic covered:</p> <ul style="list-style-type: none"> - Acknowledging Participation in a Solicitation via the Worklist Notification - Acknowledging Participation in a Solicitation via the Solicitation. <p>End of Procedure.</p>