

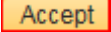




Respond to Sourcing IFB/RFQ

| 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.  |

| | |
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| 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. |

| | |
|-----|--|
| | <p>Enter a valid value e.g. "200".</p> <input type="text"/> |
| 34. | Press [Tab]. |
| 35. | <p>Click the Continue button.</p> <input type="button" value="Continue"/> |
| 36. | <p>Click the Validate button to verify all the response details have been entered.</p> <input type="button" value="Validate"/> |
| 37. | <p>A Confirmation Message is displayed indicating that the response is ready to submit.</p> <p>This validation is simply validating that all the required fields have been entered in the correct format.</p> <p>Click the Submit button.</p> <input type="button" value="Submit"/> |
| 38. | <p>Your Response has now been submitted to the Purchaser for this Solicitation.</p> <p>Click the Return to Sourcing Home Page link.</p> <input type="button" value="Return to Sourcing Home Page"/> |
| 39. | <p>This topic covered:</p> <ul style="list-style-type: none"> - Responding to a Solicitation <p>End of Procedure.</p> |