


Respond to Sourcing Amendment

Step	Action
1.	Click the Acknowledgement Required: Amendment 4 to RFQ 400173 (Burner Furni link. Acknowledgement Required: Amendment 4 to RFQ 400173 (Burner Furnish & Install)
2.	The <i>Acknowledgement Required</i> page is displayed. Click the Review Changes link. Review Changes
3.	A Warning message is displayed. Click the View Amendment History link. View Amendment History
4.	Click the Select to show information button. 
5.	View the Amendment Description and dates. Click the Acknowledge Amendments button. Acknowledge Amendments
6.	Click the I accept the terms and conditions option. <input type="checkbox"/> I accept the terms and conditions of the Solicitation and also acknowledge the changes made to the Solicitation amendment document 400173.4.
7.	Click the Acknowledge button. Acknowledge
8.	A Confirmation message is displayed. Click the Yes button. Yes
9.	Review the Header details for any changes.
10.	Click the Lines tab. Lines
11.	Line 4 for Training Services has been added as the Amendment. Click in the Response Price for Amended Line 4 . Sealed (Formal) <input type="text"/>
12.	Enter the desired information into the Response Price field. Enter a valid value e.g. " 750 ".

	Sealed (Formal) <input type="text"/>
13.	Press [Tab].
14.	Click the Continue button. <input type="button" value="Continue"/>
15.	Click the Submit button. <input type="button" value="Submit"/>
16.	The amendment has now been acknowledged and the updated response is complete. Click the Return to Sourcing Home Page link. Return to Sourcing Home Page
17.	This topic covered: - How to Acknowledge and Respond to a Solicitation Amendment. End of Procedure.