



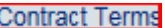


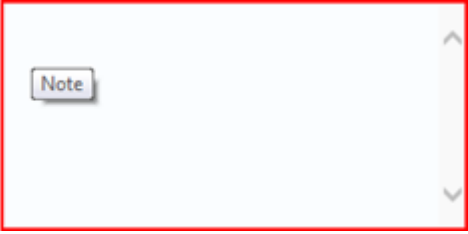
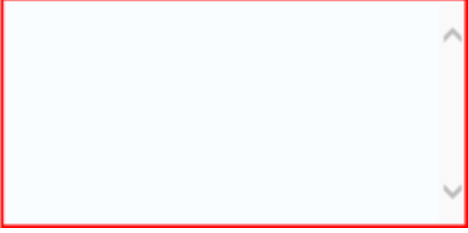


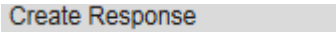


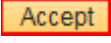

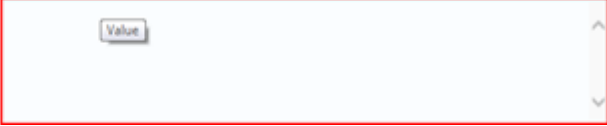





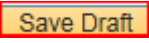
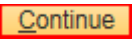
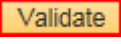
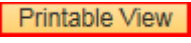
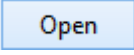


## Respond to Sourcing RFI/Pre-Qualification


Step	Action
1.	Click the <b>Expand</b> object. 
2.	Click the <b>Sourcing</b> list item. 
3.	Click the <b>Sourcing Home Page</b> link. 
4.	The <i>Sourcing Home Page</i> displays.  From this view you can optionally search by Title or Solicitation Number for any Active Solicitations that may not be displayed on your Sourcing Home Page.  You may also view any Draft Responses (if any available) you may have already started but have not submitted.
5.	You can view any open RFI that you have been invited to. Notice the Time Left for the Solicitation.  Click the <b>400192</b> link. 
6.	The <i>RFI: 400192</i> page is displayed.  Review the Header details. Note any additional Header Attributes or any Attachments at the bottom of the page.  Click the <b>Contract Terms</b> link. 
7.	Review and Contract Terms and Deliverables, if included in this section.  Click the <b>Header</b> link. 
8.	To record your intent, Select the <b>Acknowledge Participation</b> Action.  Click the <b>Go</b> button. 
9.	The <i>Acknowledge Participation</i> page is displayed.  Select <b>Yes</b> or <b>No</b> to indicate your intent. Note: the default is <b>Yes</b> .  Optionally, you may also add any Note to the Purchaser.  Click in the <b>Note to Purchaser</b> field.

	<p>Note to Purchaser</p> 
10.	<p>Enter the desired information into the <b>Note to Purchaser</b> field.</p> <p>Enter a valid value e.g. "<b>We do intend on participating</b>".</p> <p>Note to Purchaser</p> 
11.	<p>Click the <b>Apply</b> button.</p> 
12.	<p>You are returned to the <i>RFI: 400192</i> page.</p> <p>To begin your response, select the <b>Create Response</b> action.</p> <p>Click the <b>Actions</b> list.</p> <p>Actions </p>
13.	<p>Click the <b>Create Response</b> list item.</p> 
14.	<p>Click the <b>Go</b> button.</p> 
15.	<p>The Terms and Conditions page is displayed.</p> <p>Review the terms and conditions and then accept the terms and conditions.</p> <p>Click the <b>Scrollbar</b>.</p>
16.	<p>Click the <b>I have read and accepted the terms and conditions</b> option.</p> 
17.	<p>Click the <b>Accept</b> button.</p> 
18.	<p>A Response Number is now assigned.</p> <p>You may optionally enter a Supplier Reference Number.</p> <p>Click in the <b>Supplier Reference Number</b> field.</p> <p>Supplier Reference Number </p>
19.	<p>Enter the desired information into the <b>Supplier Reference Number</b> field.</p> <p>Enter a valid value e.g. "<b>XYZ789</b>".</p>

	Supplier Reference Number <input type="text"/>
20.	<p>Optionally, you may also enter a Note to Purchaser.</p> <p>Now, you must begin to respond to all Requirements. This is the main section of a Pre-Qualification. Note: Some fields are Numeric Only.</p> <p>Click in the <b>Response Value</b> field.</p> <input type="text"/> (Numeric Value only)
21.	<p>Enter the desired information into the <b>Response Value</b> field.</p> <p>Enter a valid value e.g. "<b>20</b>".</p> <input type="text"/> (Numeric Value only)
22.	<p>Click in the next <b>Response Value</b> field.</p> <input type="text"/> (Numeric Value only)
23.	<p>Enter the desired information into the <b>Response Value</b> field.</p> <p>Enter a valid value e.g. "<b>300</b>".</p> <input type="text"/> (Numeric Value only)
24.	<p>Click in the next <b>Response Value</b> field.</p> <input type="text"/> (Numeric Value only) <input type="button" value="V=1"/>
25.	<p>Enter the desired information into the <b>Response Value</b> field.</p> <p>Enter a valid value e.g. "<b>15</b>".</p> <input type="text"/> (Numeric Value only)
26.	<p>Click in the next <b>Response Value</b> field.</p> <input type="text"/> (Numeric Value only) <input type="button" value="Value"/>
27.	<p>Enter the desired information into the <b>Response Value</b> field.</p> <p>Enter a valid value e.g. "<b>5</b>".</p> <input type="text"/> (Numeric Value only)
28.	Click the <b>Scrollbar</b> to view more Requirements.
29.	<p>Click in the next <b>Response Value</b> field.</p> <input type="text"/> (Numeric Value only)
30.	<p>Enter the desired information into the <b>Response Value</b> field.</p> <p>Enter a valid value e.g. "<b>1</b>".</p> <input type="text"/> (Numeric Value only)

31.	<p>Click in the <b>Addresses of these service locations if applicable</b> field.</p> <p>Addresses of these service locations if applicable (type here or attach a copy of the address list to this solicitation)</p> 
32.	<p>Enter the desired information into the <b>Addresses of these service locations if applicable</b> field.</p> <p>Enter a valid value e.g. "<b>4789 Virginia Street</b>".</p> <p>Addresses of these service locations if applicable (type here or attach a copy of the address list to this solicitation)</p> 
33.	<p>Press <b>[Enter]</b>.</p>
34.	<p>Enter the desired information into the <b>Addresses of these service locations if applicable</b> field.</p> <p>Enter a valid value e.g. "<b>Newport News, VA</b>".</p> <p>Addresses of these service locations if applicable (type here or attach a copy of the address list to this solicitation)</p> 
35.	<p>Click in the <b>Have you worked on the below Sharples/Alfa Laval Centrifuge models?</b> field.</p> <p>Have you worked on the below Sharples/Alfa Laval Centrifuge models? a. DS706 b. PM75000 c. PM76000 D. P5400</p> 
36.	<p>Enter the desired information into the <b>Have you worked on the below Sharples/Alfa Laval Centrifuge models?</b> field.</p> <p>Enter a valid value e.g. "<b>Yes. We have serviced each of these models listed.</b>".</p> <p>Have you worked on the below Sharples/Alfa Laval Centrifuge models? a. DS706 b. PM75000 c. PM76000 D. P5400</p> 
37.	<p>Click in the <b>How do you determine when a part is worn and requires replacement?</b> field.</p> <p>How do you determine when a part is worn and requires replacement? Provide detailed information as an attachment.</p> 
38.	<p>Enter the desired information into the <b>How do you determine when a part is worn and requires replacement?</b> field.</p> <p>Enter a valid value e.g. "<b>Visual inspection as well as identifying the age of the part and its useful life.</b>".</p> <p>How do you determine when a part is worn and requires replacement? Provide detailed information as an attachment.</p> 
39.	<p>Click in the <b>Do you plan to provide remanufactured parts?</b> field.</p>

	<p>Do you plan to provide remanufactured parts in the repair of centrifuges? If so, how do you plan to support the part are equal to the original equipment manufacturer's parts?</p> <p>Provide detailed information as an attachment?</p> 
40.	<p>Enter the desired information into the <b>Do you plan to provide remanufactured parts?</b> field.</p> <p>Enter a valid value e.g. <b>"We will provide remanufactured parts for the repairs. These parts are certified for use by the original manufacturer."</b></p> <p>Do you plan to provide remanufactured parts in the repair of centrifuges? If so, how do you plan to support the part are equal to the original equipment manufacturer's parts?</p> <p>Provide detailed information as an attachment?</p> 
41.	Click the <b>Scrollbar</b> to see additional Requirements.
42.	<p>Some Requirements may not be applicable specifically to your company.</p> <p>Click the <b>Save Draft</b> button.</p> 
43.	<p>The <i>Create Response: 500063</i> page is displayed.</p> <p>Note: A Confirmation message is displayed.</p> <p>Click the <b>Continue</b> button.</p> 
44.	<p>In order to continue, you must validate your responses to ensure there are no problems or missing data to complete.</p> <p>Click the <b>Validate</b> button.</p> 
45.	<p>A new Confirmation message displays indicating that your response has no validation errors.</p> <p>You can now review your response before submitting,</p> <p>Click the <b>Printable View</b> button.</p> 
46.	<p>Click the <b>Open</b> button.</p> 
47.	<p>An Adobe Acrobat pdf version of the Response is displayed.</p> <p>Click the <b>Close</b> button.</p> 
48.	<p>At this point you can either save your work (Save as Draft) to resume later, or, you can submit your response now.</p> <p>Click the <b>Submit</b> button.</p> 
49.	A Confirmation message is displayed indicating that your Response has been successfully submitted.

	<p>Click the <b>Return to Sourcing Home Page</b> link.</p> <p><a href="#">Return to Sourcing Home Page</a></p>
50.	<p>The response will be displayed with a Response Status of "Active" in the Your Active and Draft Responses section.</p> <p>Your response is now complete. Monitor the Solicitation Home Page as needed.</p> <p>Click the <b>Home</b> button.</p> <p></p>
51.	<p><b>This topic covered:</b></p> <p>- How to respond to Sourcing RFI or Pre-Qualification</p> <p><b>End of Procedure.</b></p>