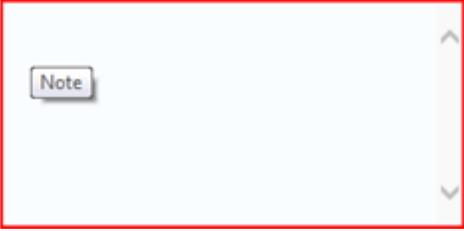
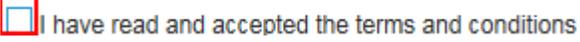
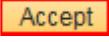


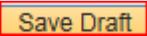
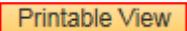
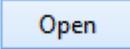
Respond to Sourcing RFI/Pre-Qualification

Step	Action
1.	Click the Expand object. 
2.	Click the Sourcing list item. 
3.	Click the Sourcing Home Page 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 400192 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 Contract Terms link. 
7.	Review and Contract Terms and Deliverables, if included in this section. Click the Header link. 
8.	To record your intent, Select the Acknowledge Participation Action. Click the Go button. 
9.	The <i>Acknowledge Participation</i> page is displayed. Select Yes or No to indicate your intent. Note: the default is Yes . Optionally, you may also add any Note to the Purchaser. Click in the Note to Purchaser field.

	<p>Note to Purchaser</p> 
10.	<p>Enter the desired information into the Note to Purchaser field.</p> <p>Enter a valid value e.g. "We do intend on participating".</p> <p>Note to Purchaser</p> 
11.	<p>Click the Apply button.</p> 
12.	<p>You are returned to the <i>RFI: 400192</i> page.</p> <p>To begin your response, select the Create Response action.</p> <p>Click the Actions list.</p> <p>Actions </p>
13.	<p>Click the Create Response list item.</p> 
14.	<p>Click the Go 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 Scrollbar.</p>
16.	<p>Click the I have read and accepted the terms and conditions option.</p> 
17.	<p>Click the Accept 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 Supplier Reference Number field.</p> <p>Supplier Reference Number </p>
19.	<p>Enter the desired information into the Supplier Reference Number field.</p> <p>Enter a valid value e.g. "XYZ789".</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 Response Value field.</p> <input type="text"/> (Numeric Value only)
21.	<p>Enter the desired information into the Response Value field.</p> <p>Enter a valid value e.g. "20".</p> <input type="text"/> (Numeric Value only)
22.	<p>Click in the next Response Value field.</p> <input type="text"/> (Numeric Value only)
23.	<p>Enter the desired information into the Response Value field.</p> <p>Enter a valid value e.g. "300".</p> <input type="text"/> (Numeric Value only)
24.	<p>Click in the next Response Value field.</p> <input type="text"/> (Numeric Value only) <input type="button" value="V=1"/>
25.	<p>Enter the desired information into the Response Value field.</p> <p>Enter a valid value e.g. "15".</p> <input type="text"/> (Numeric Value only)
26.	<p>Click in the next Response Value field.</p> <input type="text"/> (Numeric Value only) <input type="button" value="Value"/>
27.	<p>Enter the desired information into the Response Value field.</p> <p>Enter a valid value e.g. "5".</p> <input type="text"/> (Numeric Value only)
28.	Click the Scrollbar to view more Requirements.
29.	<p>Click in the next Response Value field.</p> <input type="text"/> (Numeric Value only)
30.	<p>Enter the desired information into the Response Value field.</p> <p>Enter a valid value e.g. "1".</p> <input type="text"/> (Numeric Value only)

31.	<p>Click in the Addresses of these service locations if applicable 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 Addresses of these service locations if applicable field.</p> <p>Enter a valid value e.g. "4789 Virginia Street".</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 [Enter].</p>
34.	<p>Enter the desired information into the Addresses of these service locations if applicable field.</p> <p>Enter a valid value e.g. "Newport News, VA".</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 Have you worked on the below Sharples/Alfa Laval Centrifuge models? 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 Have you worked on the below Sharples/Alfa Laval Centrifuge models? field.</p> <p>Enter a valid value e.g. "Yes. We have serviced each of these models listed.".</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 How do you determine when a part is worn and requires replacement? 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 How do you determine when a part is worn and requires replacement? field.</p> <p>Enter a valid value e.g. "Visual inspection as well as identifying the age of the part and its useful life.".</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 Do you plan to provide remanufactured parts? 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 Do you plan to provide remanufactured parts? field.</p> <p>Enter a valid value e.g. "We will provide remanufactured parts for the repairs. These parts are certified for use by the original manufacturer.".</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 Scrollbar to see additional Requirements.
42.	<p>Some Requirements may not be applicable specifically to your company.</p> <p>Click the Save Draft 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 Continue 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 Validate 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 Printable View button.</p> 
46.	<p>Click the Open button.</p> 
47.	<p>An Adobe Acrobat pdf version of the Response is displayed.</p> <p>Click the Close 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 Submit button.</p> 
49.	A Confirmation message is displayed indicating that your Response has been successfully submitted.

	<p>Click the Return to Sourcing Home Page link.</p> <p>Return to Sourcing Home Page</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 Home button.</p> <p></p>
51.	<p>This topic covered:</p> <p>- How to respond to Sourcing RFI or Pre-Qualification</p> <p>End of Procedure.</p>