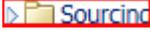
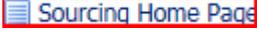
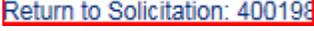
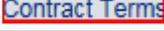
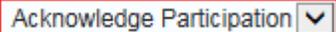
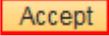
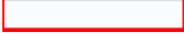
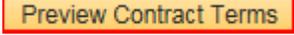
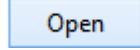
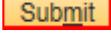


Respond to Sourcing RFP

Step	Action
1.	Click the HRSD Sourcing Supplier Responsibility. 
2.	Click the Sourcing link. 
3.	Click the Sourcing Home Page link. 
4.	The <i>Sourcing home page</i> displays. Find the Solicitation Number to respond to . Click the 400198 link. 
5.	Click the Lines tab. 
6.	Review the Line details Click the line detail for Migrate HRSD from Share... link. 
7.	Click the Return to Solicitation: 400198 link. 
8.	Click the Contract Terms tab. 
9.	Review any Terms and Deliverables. Click the Return to Solicitations link. 
10.	To record your intent, Select Acknowledge Participation and click the Go button. 
11.	Select Yes or No to indicate your Intent to Participate. Click the Apply button. 
12.	Click the Actions list. Actions 
13.	Click the Create Response list item. 

14.	<p>Click the Go button.</p> <p></p>
15.	<p>First, you must Review and Accept the Terms and Conditions.</p> <p>Click the I have read and accepted the terms and conditions option.</p> <p><input checked="" type="checkbox"/> I have read and accepted the terms and conditions</p>
16.	<p>Click the Accept button.</p> <p></p>
17.	<p>Click in the Supplier Reference Number field.</p> <p>Supplier Reference Number <input type="text"/></p>
18.	<p>Enter the desired information into the Supplier Reference Number field.</p> <p>Note: This is NOT a required field.</p> <p>Enter a valid value e.g. "Ref 123".</p> <p>Supplier Reference Number <input type="text"/></p>
19.	<p>Press [Tab].</p>
20.	<p>Enter the desired information into the Note to Purchaser field.</p> <p>Note: This field should not be used to ask a question about the solicitation. You must submit questions through the online discussion option.</p> <p>Enter a valid value e.g. "Enter optional Note here".</p> <p>Note to Purchaser <input type="text"/></p>
21.	<p>Attachments could be added here as well.</p> <p>For this example, we will not be adding any attachments.</p> <p>Press [Tab].</p>
22.	<p>Press [Page Down].</p>
23.	<p>Now complete the Requirements section. These will vary for each Solicitation.</p> <p>Click in the 1 - Name of Firm Value field.</p> <p></p>
24.	<p>Enter the desired information into the 1 - Name of Firm field.</p> <p>Enter a valid value e.g. "ABC Co".</p> <p></p>
25.	<p>For this example we will only complete answering one Requirement question.</p> <p>Normally, you would repeat the steps for all requirements specific to each Solicitation.</p>

	Press [Tab] .
26.	Press [Page Down] .
27.	The Solicitation Header details are now complete. Click the Lines tab. 
28.	The <i>Solicitation Lines</i> page displays Click in the Response Price field. 
29.	Enter the desired information into the Response Price field. Enter a valid value e.g. " 51000 ". 
30.	Press [Tab] .
31.	Click the Continue button. 
32.	Click the Preview Contract Terms button. 
33.	Click the Open button. 
34.	The PDF of the full Contract Terms and Conditions displays. Press [Page Down] to review.
35.	Press [Page Down] .
36.	Press [Page Down] .
37.	Press [Page Down] .
38.	Click the Close button. 
39.	Once the Contract Terms have been reviewed, Requirement questions have been answered and the Response price has been entered, the response is now ready to be submitted. Click the Submit button. 
40.	The Solicitation Response has been submitted. Click the Return to Sourcing Home Page link. Return to Sourcing Home Page
41.	This topic covered: - Responding to a Sourcing RFP (Request for Proposal) End of Procedure.