
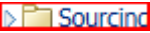
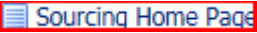

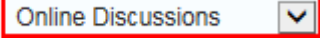
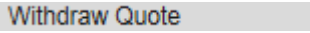

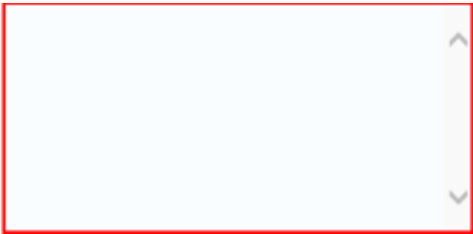


## Sourcing Withdrawal & Re-Submit

Step	Action
1.	Click the <b>HRSD Sourcing Supplier</b> responsibility. 
2.	Click the <b>Sourcing</b> link. 
3.	Click the <b>Sourcing Home Page</b> link. 
4.	The <i>Sourcing</i> home page displays  Listed are all the Active Responses. If the Response is not listed here or in the Full List, then the Solicitation may be closed and unable to be withdrawn.  Click the <b>Response Number 500053</b> link. 
5.	The Quote page is displayed.  Click the <b>Actions</b> list. Actions 
6.	Click the <b>Withdraw Quote</b> list item. 
7.	Click the <b>Go</b> button. 
8.	Note the Warning message that this Quote will be withdrawn.  Click in the <b>Withdrawal Reason</b> field. * Withdrawal Reason 
9.	Enter the desired information into the <b>Withdrawal Reason</b> field.  Enter a valid value e.g. " <b>Need to correct something</b> ".

	<p>* Withdrawal Reason</p> <div style="border: 1px solid red; height: 100px; width: 250px;"></div>
10.	<p>Click the <b>Submit</b> button.</p> <p><b>Submit</b></p>
11.	<p>A Confirmation message is displayed.</p> <p>Click the <b>Return to Previous page</b> link.</p> <p><b>Return to Previous page</b></p>
12.	<p>To enter a new Quote Response</p> <p>Click the <b>Actions</b> list.</p> <p>Actions <b>Online Discussions</b> ▼</p>
13.	<p>Click the <b>Create Response</b> list item.</p> <p><b>Create Response</b></p>
14.	<p>Click the <b>Go</b> button.</p> <p><b>Go</b></p>
15.	<p>Note the Information message that the original Quote values will default in for you to update.</p> <p>Update any of the Response values that are needed.</p> <p>Click the <b>Lines</b> link.</p> <p><b>Lines</b></p>
16.	<p>For example, the Response Price can be updated.</p> <p>Double-click in the <b>Response Price</b> field.</p> <p><b>Response Price</b></p> <p>2500</p>
17.	<p>Enter the desired information into the <b>Response Price</b> field.</p> <p>Enter a valid value e.g. "<b>2350</b>".</p> <p>2500 x</p>
18.	<p>Press [<b>Tab</b>].</p>
19.	<p>Click the <b>Continue</b> button.</p> <p><b>Continue</b></p>
20.	<p>Click the <b>Validate</b> button.</p> <p><b>Validate</b></p>
21.	<p>A Confirmation message that the quote has been validated is displayed.</p> <p>Click the <b>Submit</b> button.</p> <p><b>Submit</b></p>

22.	<p>The new Response has been submitted.</p> <p>Click the <b>Return to Sourcing Home Page</b> link.</p> <p><a href="#">Return to Sourcing Home Page</a></p>
23.	<p><b>This topic covered:</b></p> <p>- Withdrawing a Response and entering a new one.</p> <p><b>End of Procedure.</b></p>