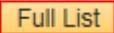
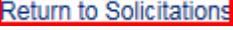
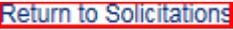


## View the Sourcing Home Page

| Step | Action   |
|------|--|
| 1.   | Click the <b>Expand</b> object.<br>   |
| 2.   | Click the <b>Expand</b> button.<br>   |
| 3.   | Click the <b>Sourcing Home Page</b> link.<br>   |
| 4.   | The <i>Solicitations</i> page is displayed.<br><br>Click the <b>Full List</b> button to see more history than the most recent five Responses.<br><br>   |
| 5.   | The <i>Active and Draft Responses</i> page is displayed.<br><br>Review any of the Active or Draft Responses<br><br>Click the <b>Return to Solicitations</b> link.<br>   |
| 6.   | Click the <b>Full List</b> button to see more history than the most recent five Open Invitations.<br>   |
| 7.   | The <i>Open Invitations</i> page is displayed.<br><br>Click the <b>Return to Solicitations</b> link.<br>  |
| 8.   | To Search for an Active Solicitation that you may want to participate in, but have not been invited to<br><br>Click the <b>Search Open Solicitations</b> list.<br><br>Solicitations can be searched by Title or Number.<br>Search Open Solicitations                  |
| 9.   | Click in the <b>Search Open Solicitations</b> field.<br>Search Open Solicitations   Title     |
| 10.  | Enter the desired information into the <b>Search Open Solicitations</b> field.<br><br>Enter a valid value e.g. " <b>Copier Purchase</b> ".<br>Search Open Solicitations   Title   |
| 11.  | Click the <b>Go</b> button.<br>   |
| 12.  | The <i>Active Solicitations</i> page is displayed.   |

|     |  |
|-----|--|
|     | Click the Solicitation Number <b>400123</b> link.<br><a href="#">400123</a>  |
| 13. | The <i>Solicitation: 400123</i> page is displayed.<br><br>To review the item level detail of the solicitation,<br><br>Click the <b>Lines</b> tab.<br><a href="#">Lines</a>                             |
| 14. | To review the specific contract terms for the solicitation,<br><br>Click the <b>Contract Terms</b> tab.<br><a href="#">Contract Terms</a>  |
| 15. | Click the <b>Return to Active Solicitations</b> link.<br><a href="#">Return to Active Solicitations</a>  |
| 16. | From this page, you can view other Active Solicitations that you may want to participate in.   |
| 17. | Click the <b>Return to Solicitations</b> link.<br><a href="#">Return to Solicitations</a>  |
| 18. | <b>This topic covered:</b><br><br>- Viewing All Solicitations and Responses on the Sourcing Home Page<br>- Searching for a Solicitation that you have not been invited to.<br><b>End of Procedure.</b> |