

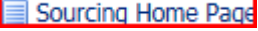

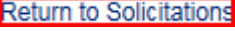








## View the Sourcing Home Page

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

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