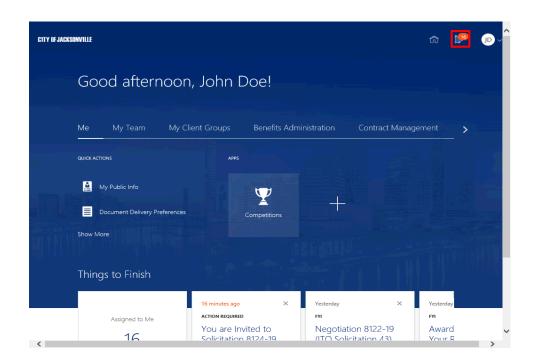


By completing this topic, you will be able to acknowledge solicitation participation as a Supplier.

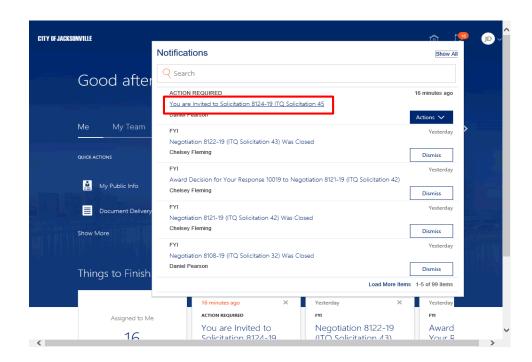




Step 1

Click the **Notifications** button.

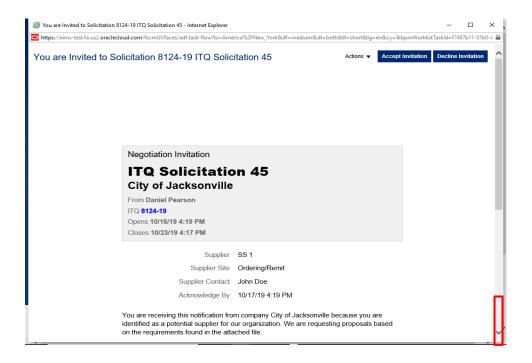




Step 2

Click the **You are Invited to Solicitation 8124-19 ITQ Solicitation 45** link.

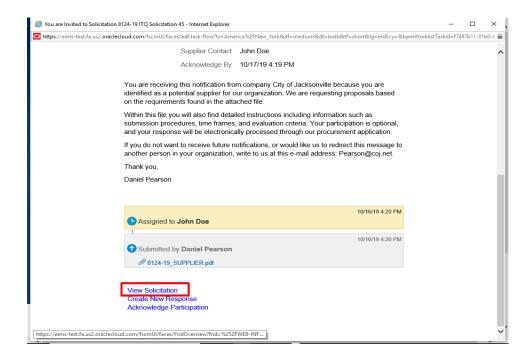




Step 3

Scroll down to locate the **View Solicitation** link.

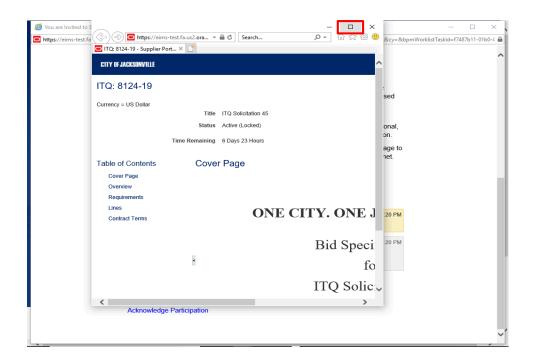




Step 4

Click the **View Solicitation** to view the all Solicitation details

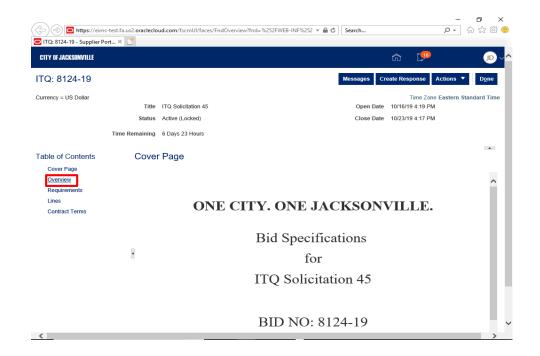




Step 5

Maximize the Screen.

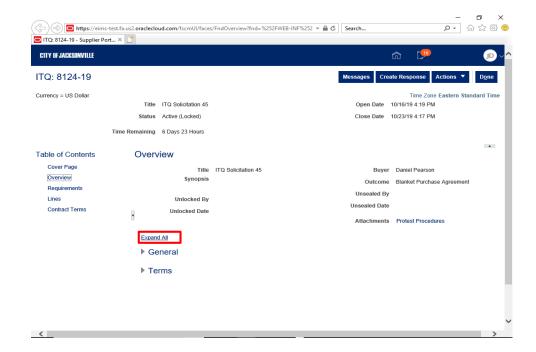




Step 6

Click the **Overview** section.

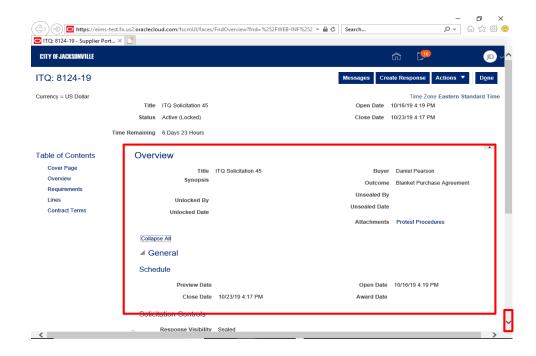




Step 7

Click the **Expand All** link to view the **General** and **Terms** sections.



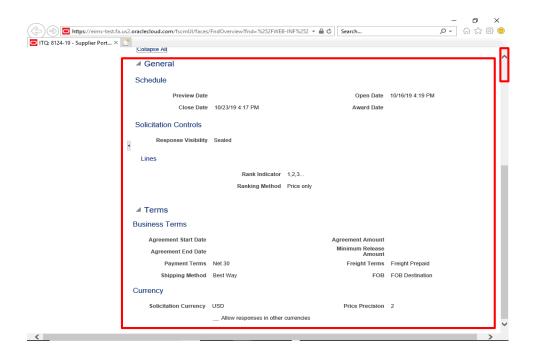


Step 8

Review the sections.

Scroll down to continue reviewing.



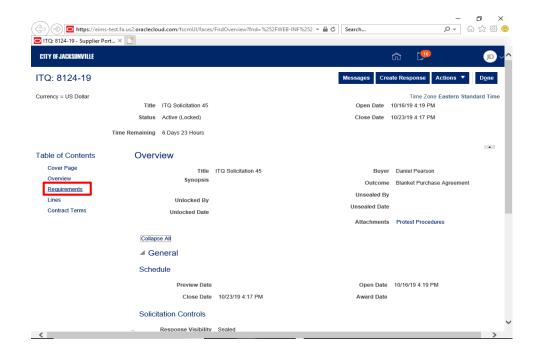


Step 9

Review the sections.

Scroll to the top of the page.

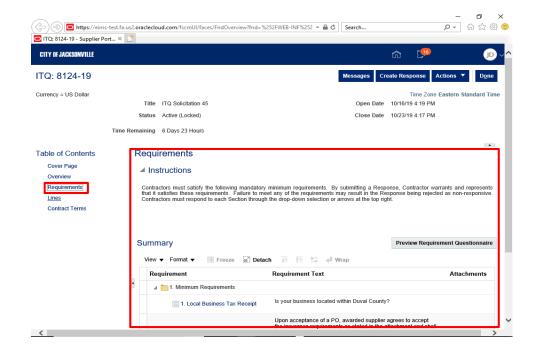




Step 10

Click the **Requirements** link.



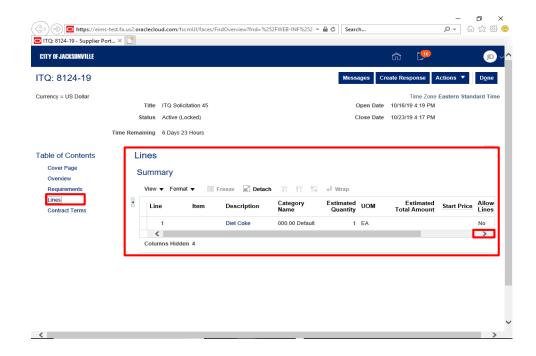


Step 11

Review the **Requirements** section.

Click the **Lines** link.



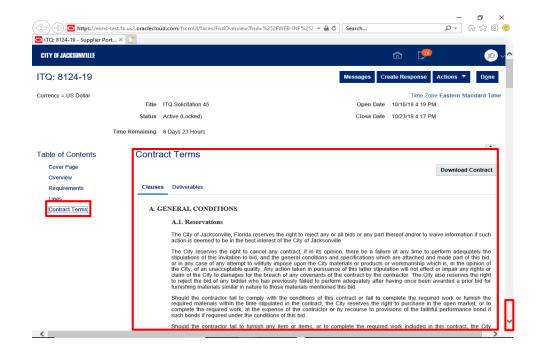


Step 12

Review the **Lines** section.

Scroll right to view more details of the line.



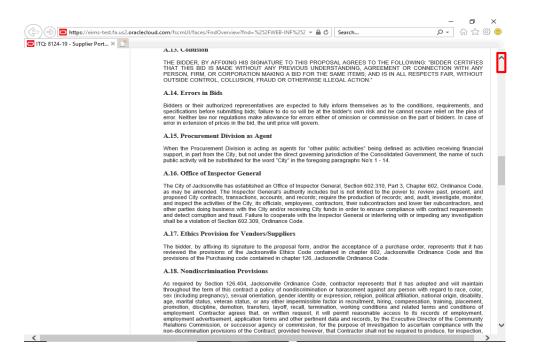


Step 13

Review the **Contract Terms** section.

Scroll down to continue reviewing..

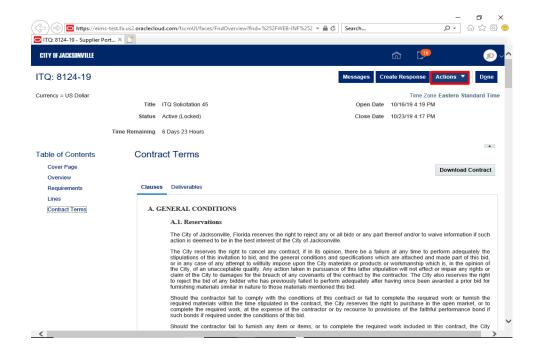




Step 14

Scroll to the top of the page.

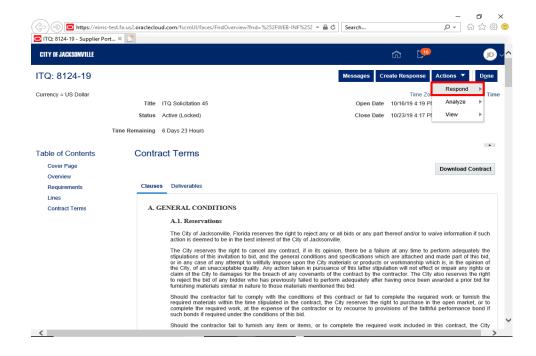




Step 15

Click the **Actions** button.

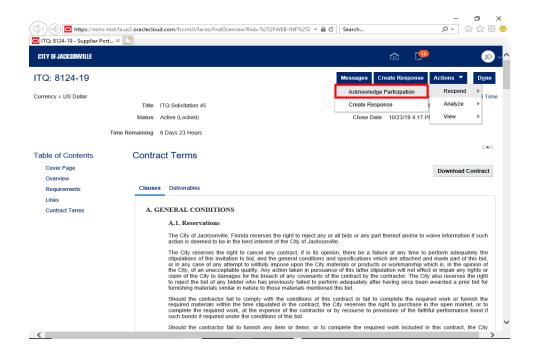




Step 16

Click the **Respond** link.

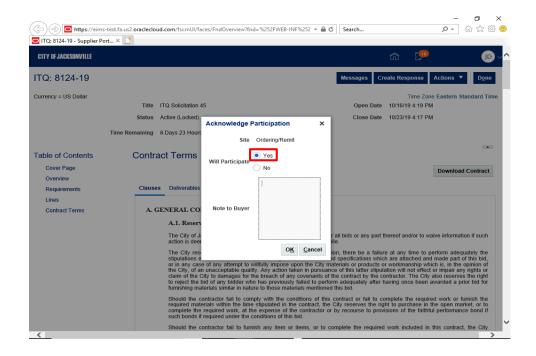




Step 17

Click the **Acknowledge Participation** link to acknowledge that you are participating in this bid.

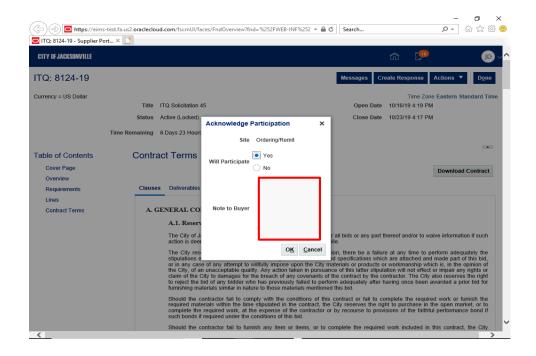




Step 18

Click the **Yes** option if you wish to participate, or **No** if you do not want to participate in this bid.

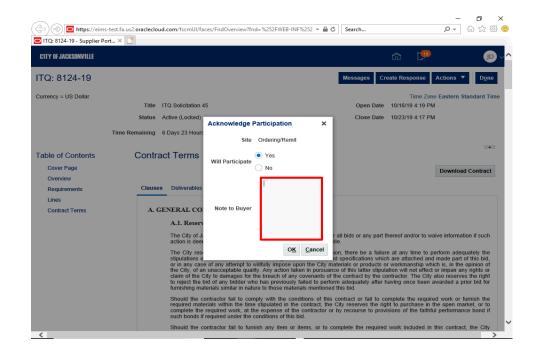




Step 19

Click in the **Note to Buyer** field if you have any comments for the **Buyer**.

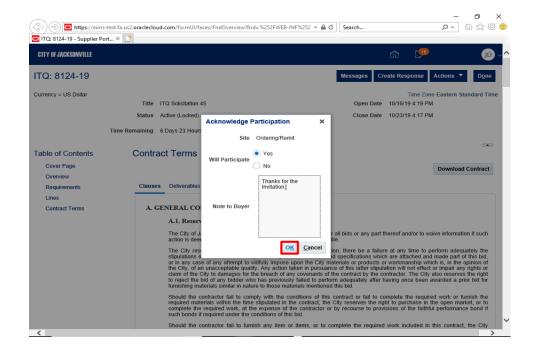




Step 20

Example: Enter the desired information into the **Note to Buyer** field. Enter "**Thanks for the Invitation.**".

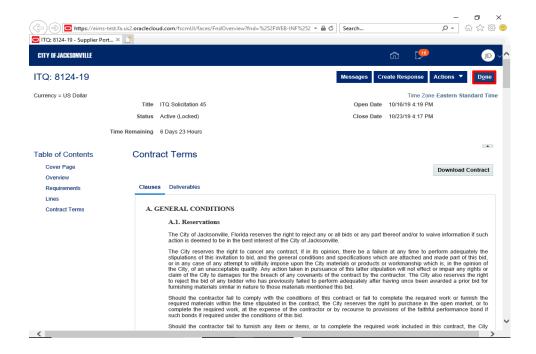




Step 21

Click the **OK** button.

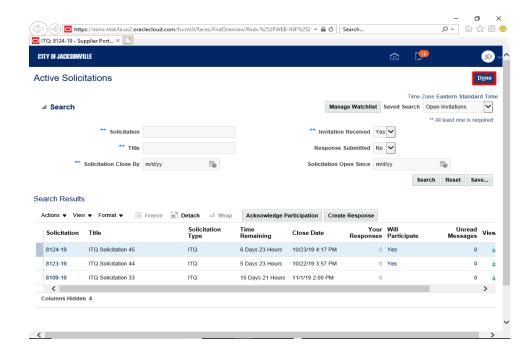




Step 22

Click the **Done** button.

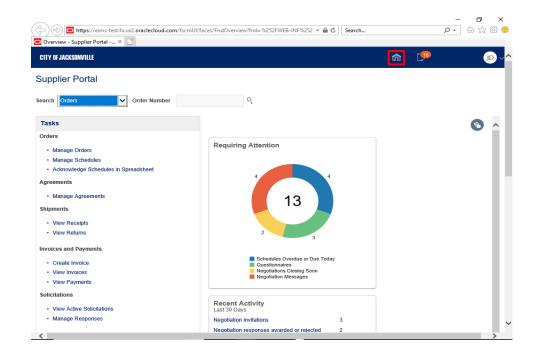




Step 23

Click the **Done** button.

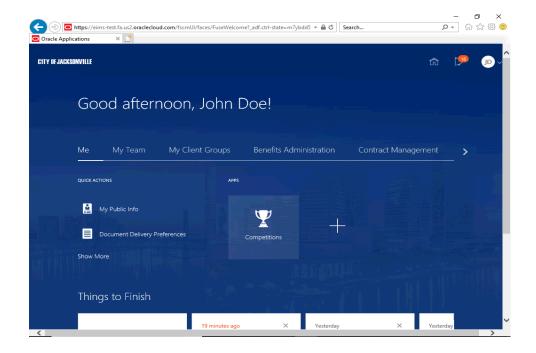




Step 24

Click the **Home** button.





Step 25

End of Procedure.