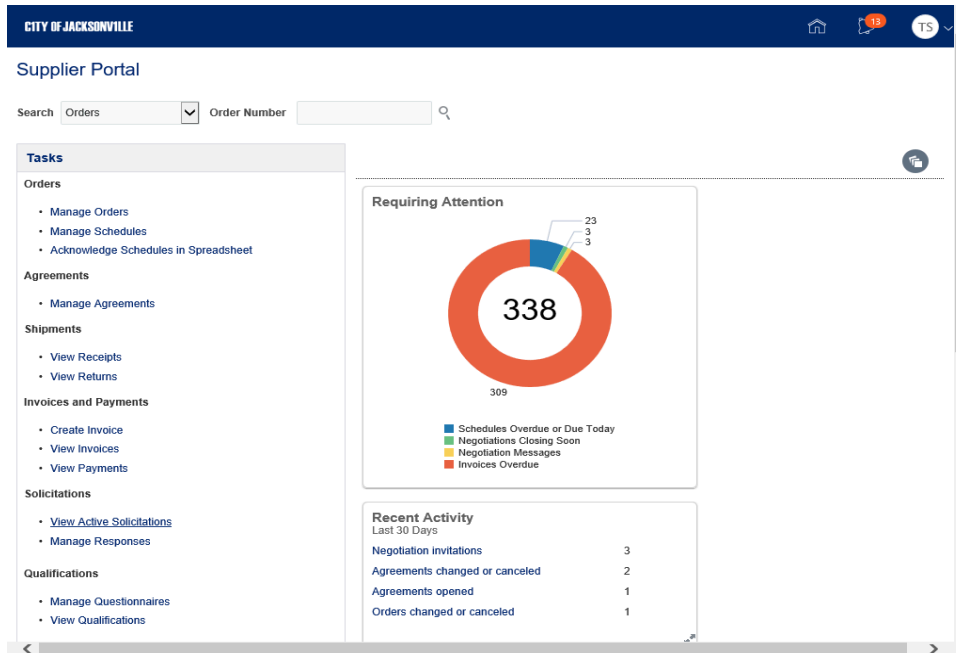# Supplier - Respond to Solicitation - ITQ

Supplier - Respond to Solicitation - ITQ

By completing this topic, you will be able to respond to solicitation - itq, as a supplier.
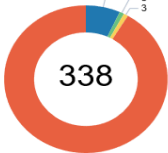
Supplier - Respond to Solicitation - ITQ

Step 1

From the **Supplier Portal**, click
the **View Active Solicitations** link.

Supplier - Respond to Solicitation - ITQ

Step 2

Click the **Solicitation** link.

Supplier - Respond to Solicitation - ITQ

Step 3

Click the **Create Response** button.

Supplier - Respond to Solicitation - ITQ

Step 4

Click in the **Note to Buyer** field.

Supplier - Respond to Solicitation - ITQ

Step 5

Enter the desired information into the **Note to Buyer** field. Enter "**Enter notes to buyer if applicable**".

Supplier - Respond to Solicitation - ITQ

Step 6

Click the **Manage Attachments** button.

Supplier - Respond to Solicitation - ITQ

Step 7

Use the ***File Name or URL** field to locate attachments.

Supplier - Respond to Solicitation - ITQ

Step 8

Enter the desired information into the **Title** field. Enter "**Supporting Documents**".

Supplier - Respond to Solicitation - ITQ

Step 9

Click the **OK** button.

Supplier - Respond to Solicitation - ITQ

Step 10

Click the **Next** button.

Supplier - Respond to Solicitation - ITQ

Step 11

Click the **b. Yes, provide proof of local business tax receipt as attachment** option.

Supplier - Respond to Solicitation - ITQ

Step 12

Click the **Next** button.

Supplier - Respond to Solicitation - ITQ

Step 13

Click the **a. Yes, Contractor certifies that no Conflict of Interest exists** option.

Supplier - Respond to Solicitation - ITQ

Step 14

Click the **Manage Attachments** button.

Supplier - Respond to Solicitation - ITQ

Step 15

Click the **Add** button.

Supplier - Respond to Solicitation - ITQ

Step 16

Use the ***File Name or URL** field to locate attachments.

Supplier - Respond to Solicitation - ITQ

Step 17

Click the **OK** button.

Supplier - Respond to Solicitation - ITQ

Step 18

Click the **Next** button.

Supplier - Respond to Solicitation - ITQ

Step 19

Click the **a. Yes** option.

Supplier - Respond to Solicitation - ITQ

Step 20

Click the **Next** button.

Supplier - Respond to Solicitation - ITQ

Step 21

Click in the **Response Price** field.

Supplier - Respond to Solicitation - ITQ

Step 22

Enter the desired information into the **Response Price** field. Enter "**5**".

Supplier - Respond to Solicitation - ITQ

Step 23

Click the **Save** button.

Supplier - Respond to Solicitation - ITQ

Step 24

Click the **Next** button.

Supplier - Respond to Solicitation - ITQ

Step 25

Click the **Overview** link.

Supplier - Respond to Solicitation - ITQ

Step 26

Review and revise the information in the **Overview** tab, as needed.

Supplier - Respond to Solicitation - ITQ

Step 27

Review and revise the information in the **Requirements** tab, as needed.

Supplier - Respond to Solicitation - ITQ

Step 28

Review and revise the information in the **Lines** tab, as needed.

Supplier - Respond to Solicitation - ITQ

Step 29

Click the **Actions** button.

Supplier - Respond to Solicitation - ITQ

Step 30

Click the **Validate** link.

Supplier - Respond to Solicitation - ITQ

Step 31

Click the **OK** button.

Supplier - Respond to Solicitation - ITQ

Step 32

Click the **Submit** button.

Supplier - Respond to Solicitation - ITQ

Step 33

Click the **OK** button.

Supplier - Respond to Solicitation - ITQ

Step 34

Click the **Done** button.

Supplier - Respond to Solicitation - ITQ

Step 35

Click the **Done** button.

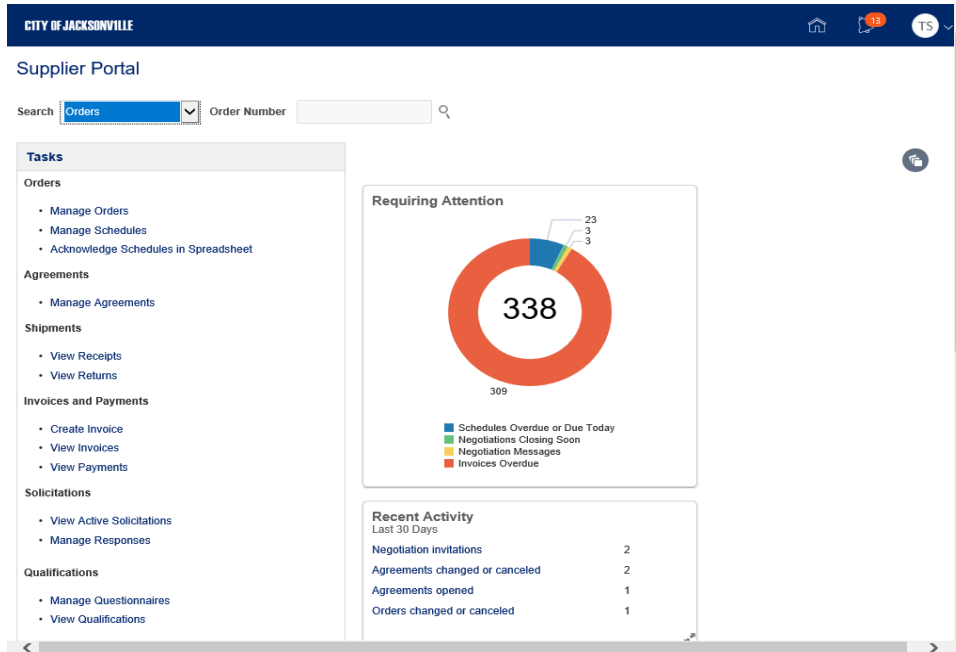# Supplier - Respond to Solicitation - ITQ

Step 36

End of Procedure.