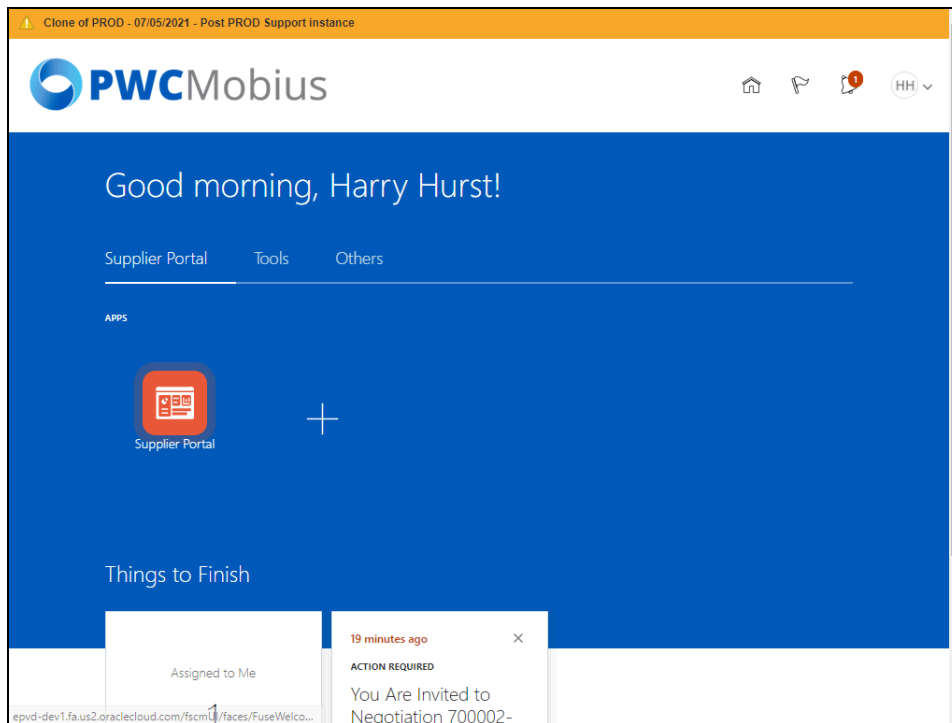
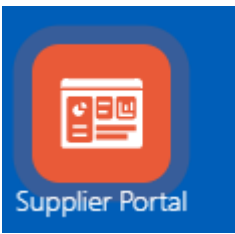
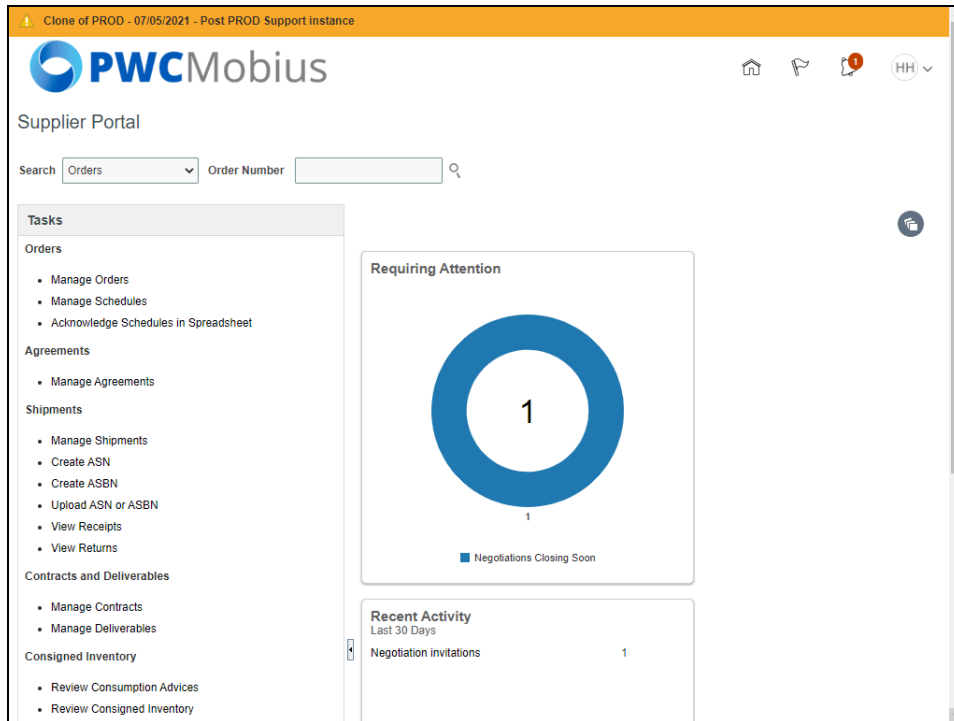



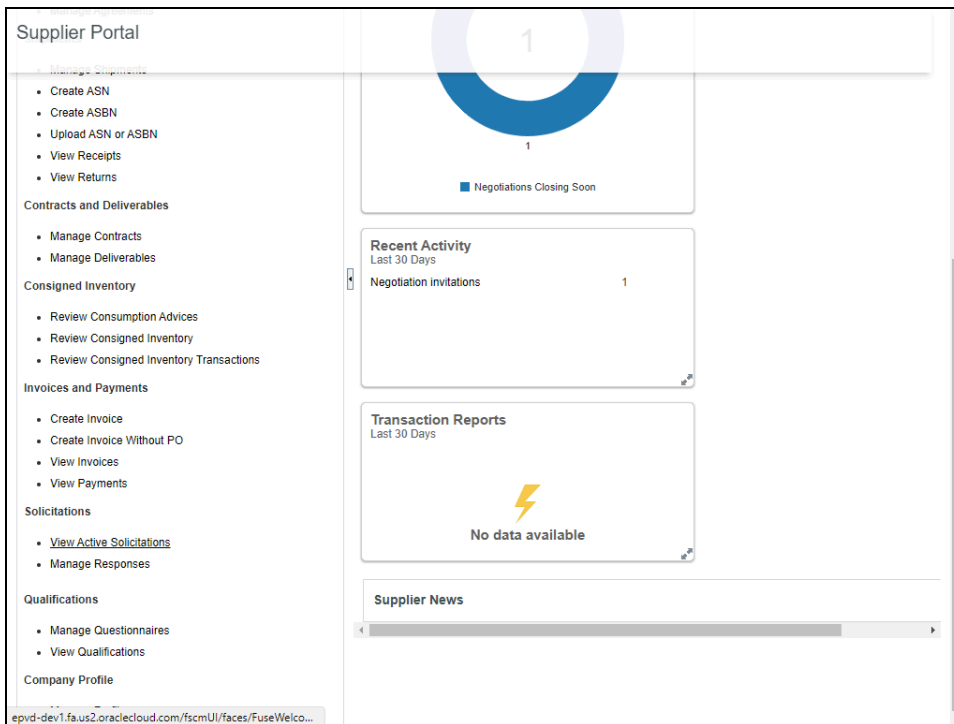
## Search for Solicitations Manually



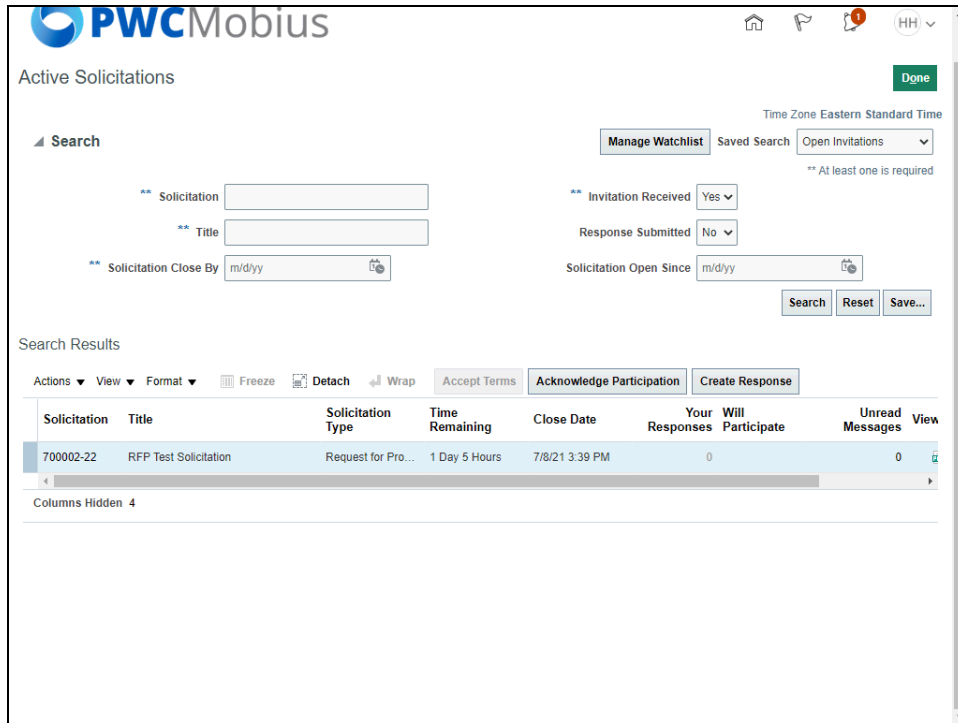
Step	Action
1.	Click the <b>Supplier Portal</b> link. 



Step	Action
2.	Scroll down the page. 



Step	Action
3.	Click the <b>View Active Solicitations</b> . <a href="#">View Active Solicitations</a>



Step	Action
4.	This displays all the active open solicitations automatically.  To search for a specific one, Click in the <b>Title</b> field. <input type="text"/>

**Active Solicitations**

Time Zone Eastern Standard Time

Search filters: Solicitation, Title, Solicitation Close By, Invitation Received, Response Submitted, Solicitation Open Since.

Search Results Table:

Solicitation	Title	Solicitation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View
700002-22	RFP Test Solicitation	Request for Pro...	1 Day 5 Hours	7/8/21 3:39 PM	0	0	0	

Step	Action
5.	Enter the desired information into the field. e.g. type " <b>RFP Test Solicitation</b> ".


**Active Solicitations**

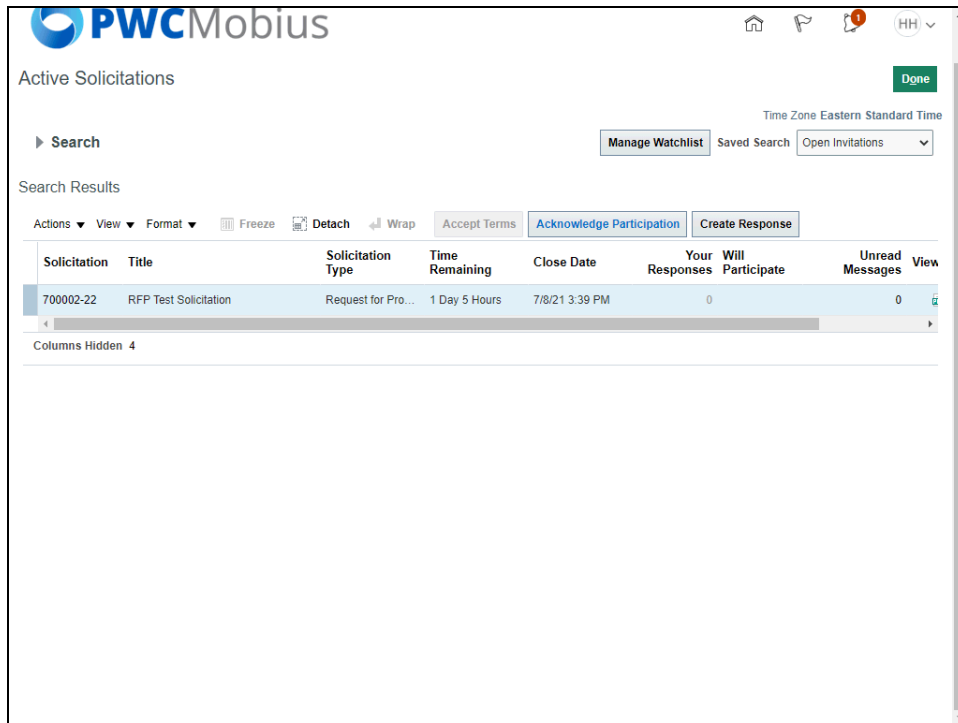
Time Zone Eastern Standard Time


Search filters: Solicitation, Title (RFP Test Solicitation), Solicitation Close By, Invitation Received, Response Submitted, Solicitation Open Since.

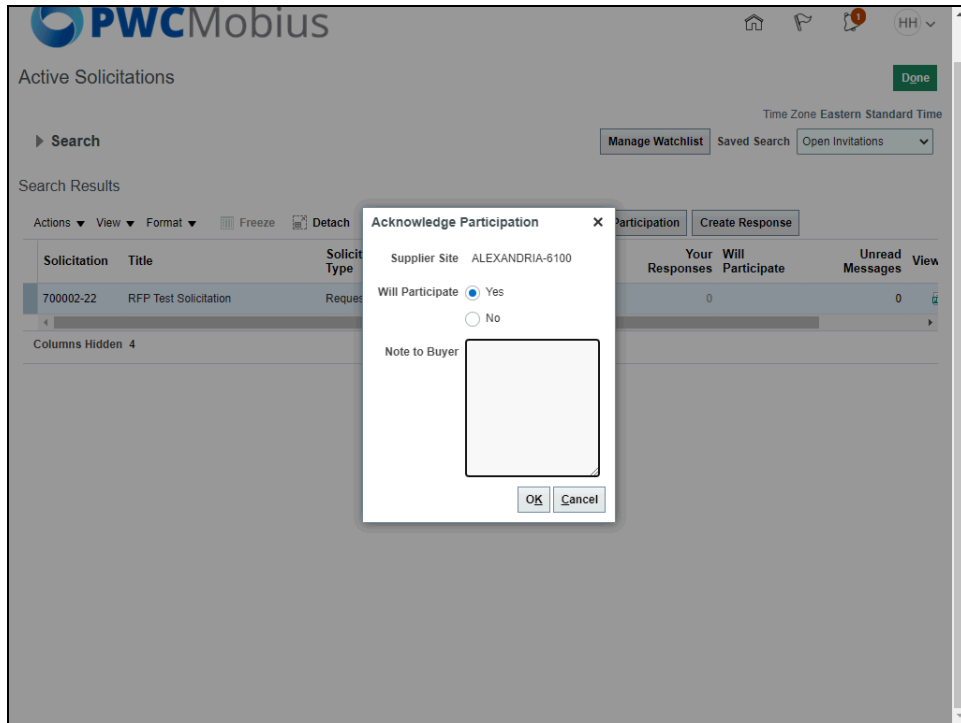
Search Results Table:

Solicitation	Title	Solicitation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View
700002-22	RFP Test Solicitation	Request for Pro...	1 Day 5 Hours	7/8/21 3:39 PM	0	0	0	

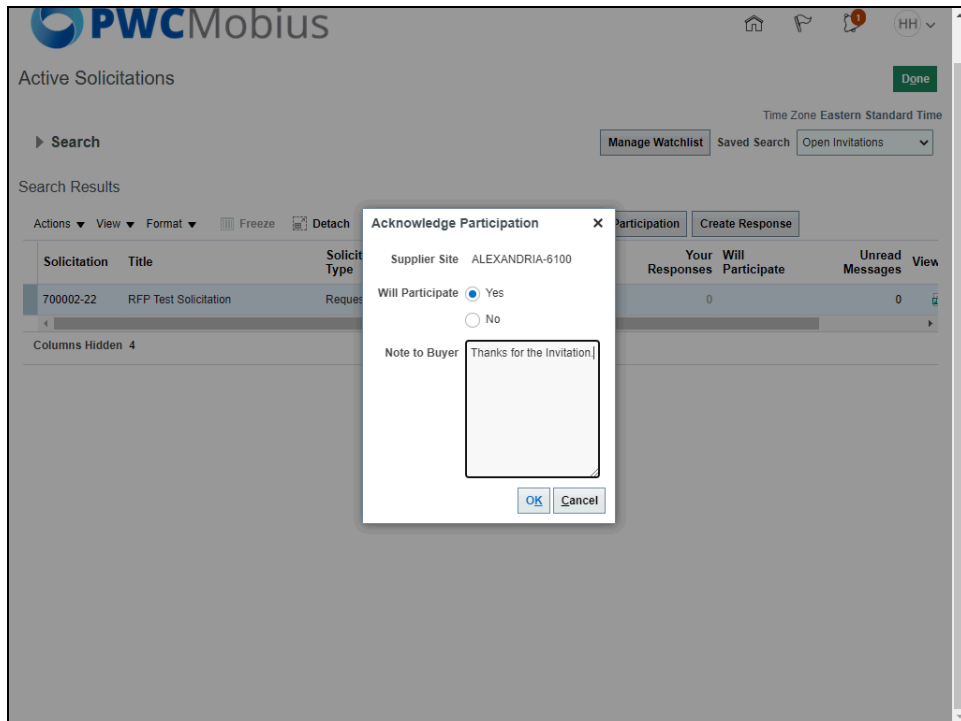
Step	Action
6.	Click the <b>Search</b> button. 




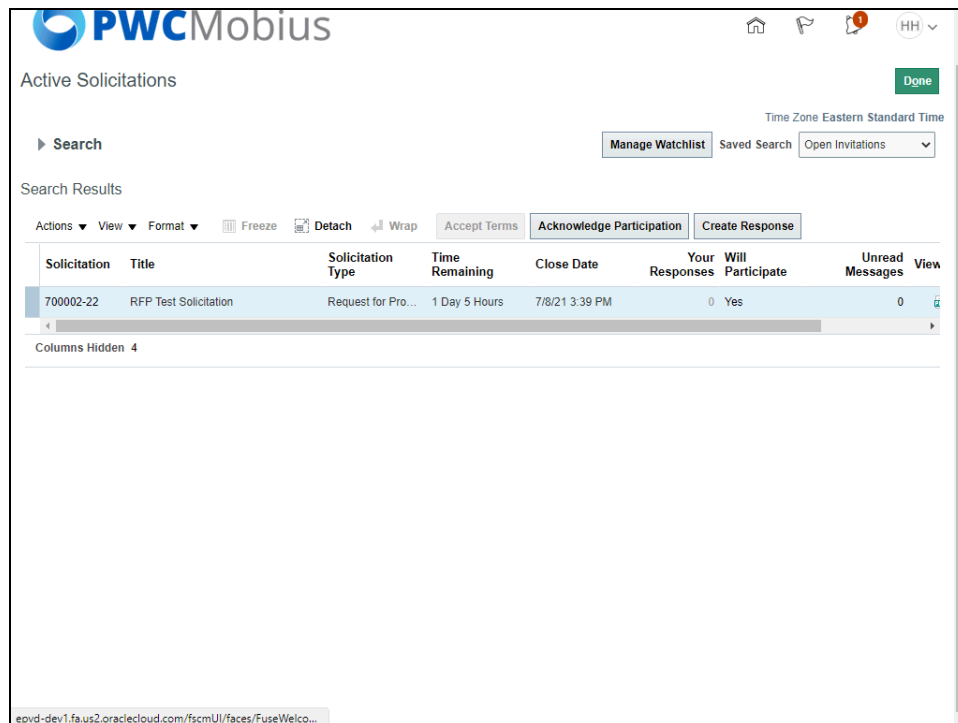
Step	Action
7.	View and Click the <b>Acknowledge Particiaption.</b> (Optional) 




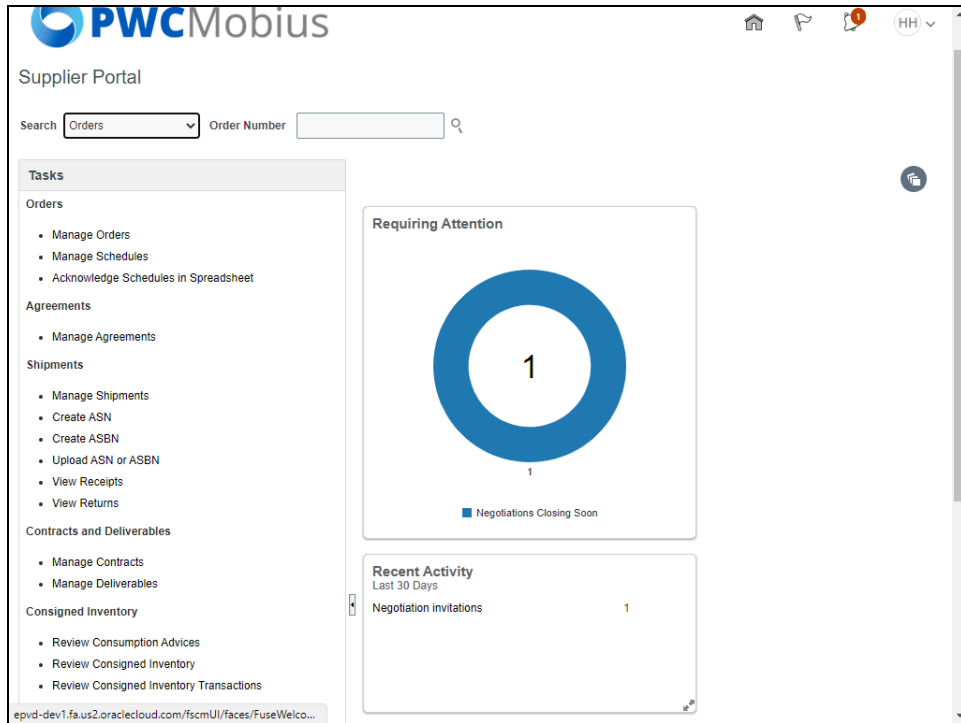
Step	Action
8.	Enter the desired information into the field. (Optional)  Ex: Enter " <b>Thanks for the Invitation.</b> ".




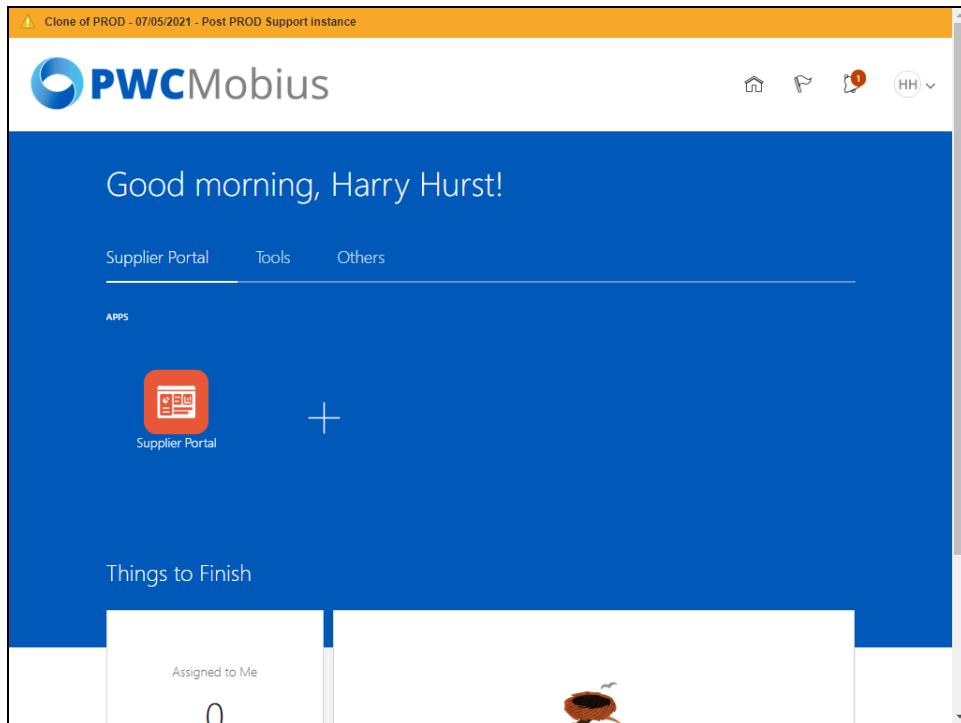
Step	Action
9.	Click the <b>Ok</b> button. 



Step	Action
10.	Click the <b>Done</b> button. 



Step	Action
11.	Click the <b>Home icon</b> to go back to the homepage. 





Step	Action
12.	<b>End of Procedure.</b>