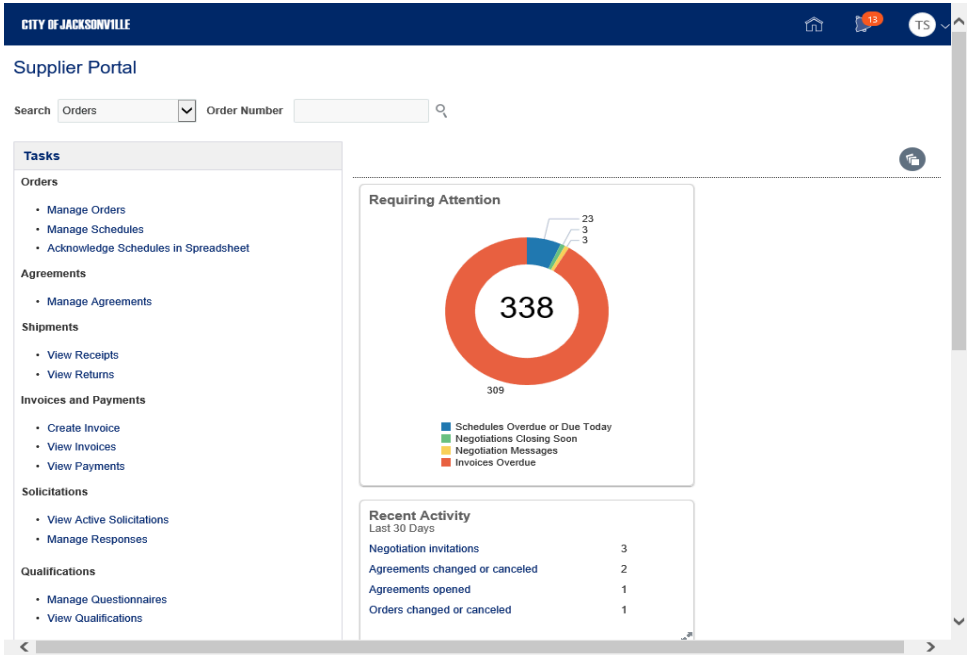
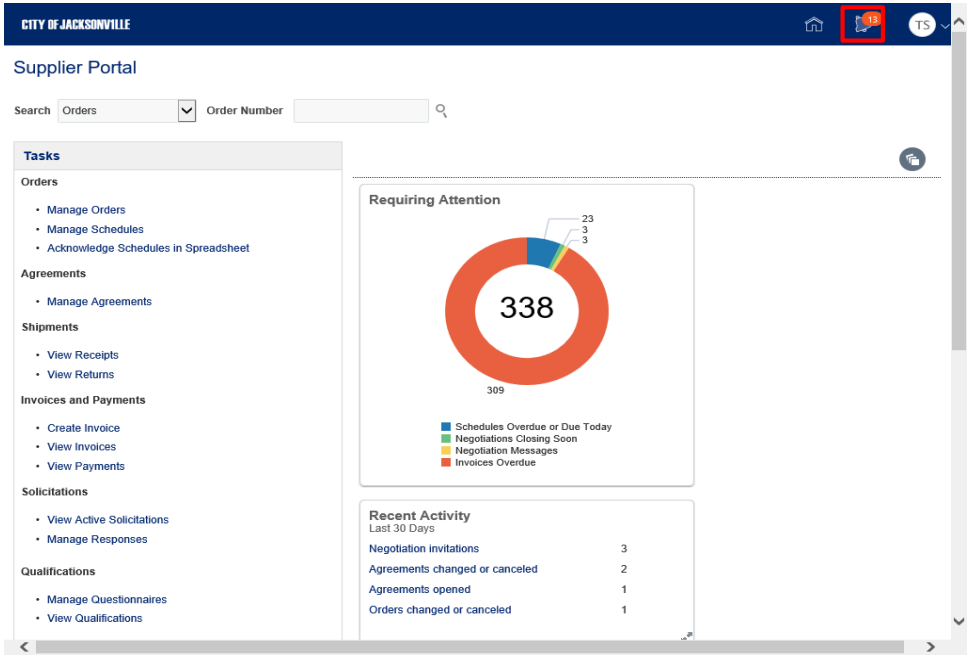
Supplier - Accept Participation in Solicitation

Supplier - Accept Participation in Solicitation



By completing this topic, you will be able to accept participation in solicitation.

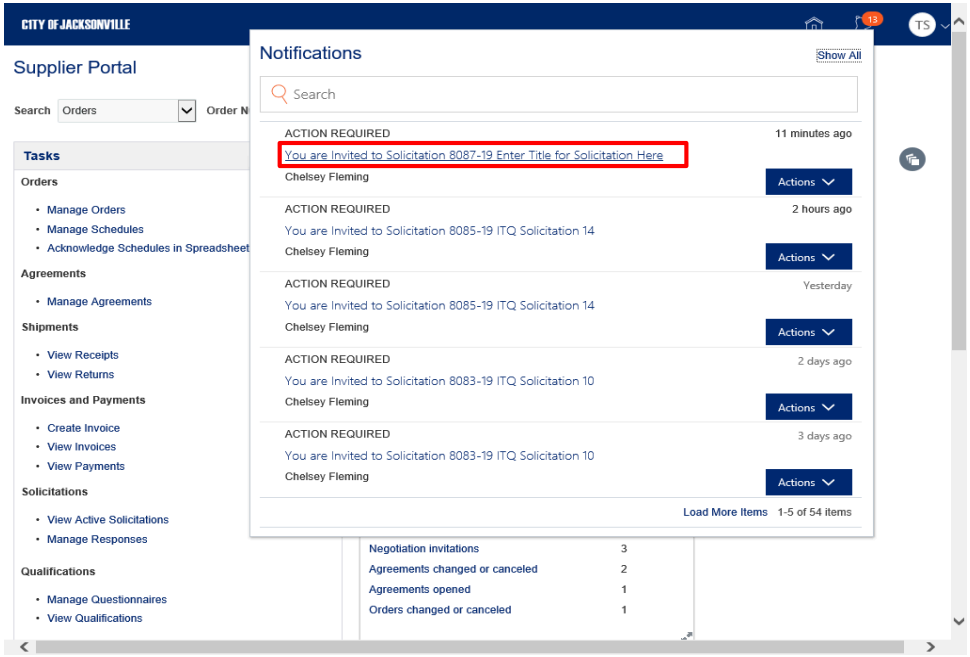
Supplier - Accept Participation in Solicitation



Step 1

Click the **Notifications** icon.

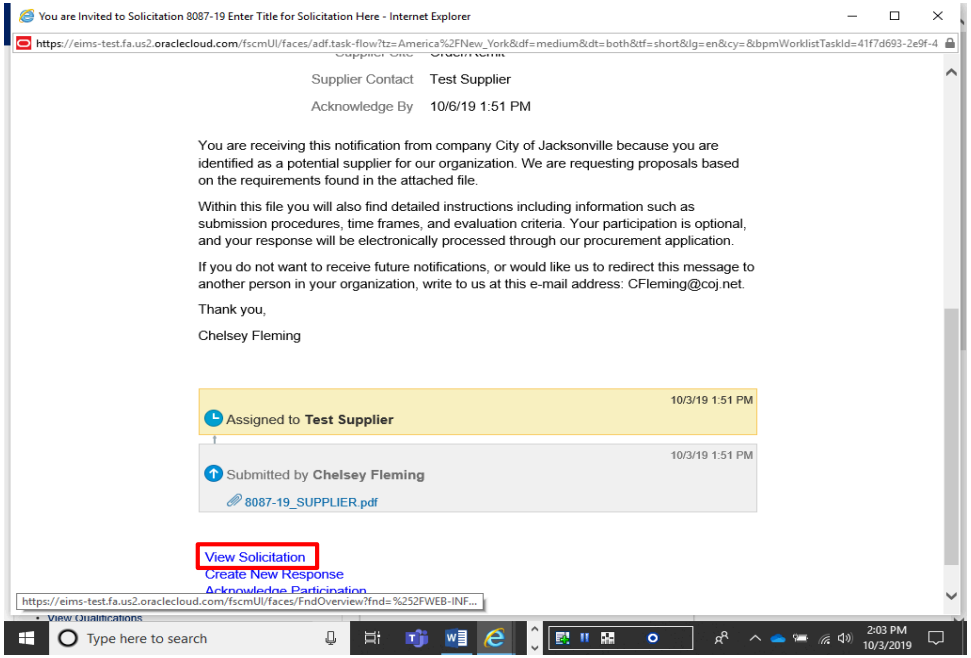
Supplier - Accept Participation in Solicitation



Step 2

Click the **You are Invited to Solicitation 8087-19 Enter Title for Solicitation** link.

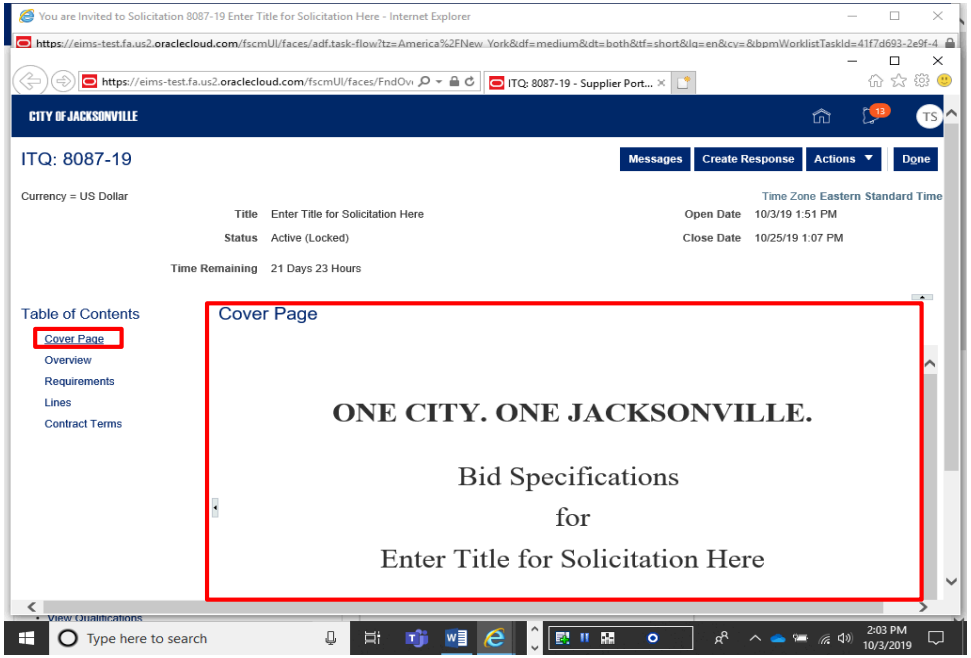
Supplier - Accept Participation in Solicitation



Step 3

Click the **View Solicitation** link.

Supplier - Accept Participation in Solicitation

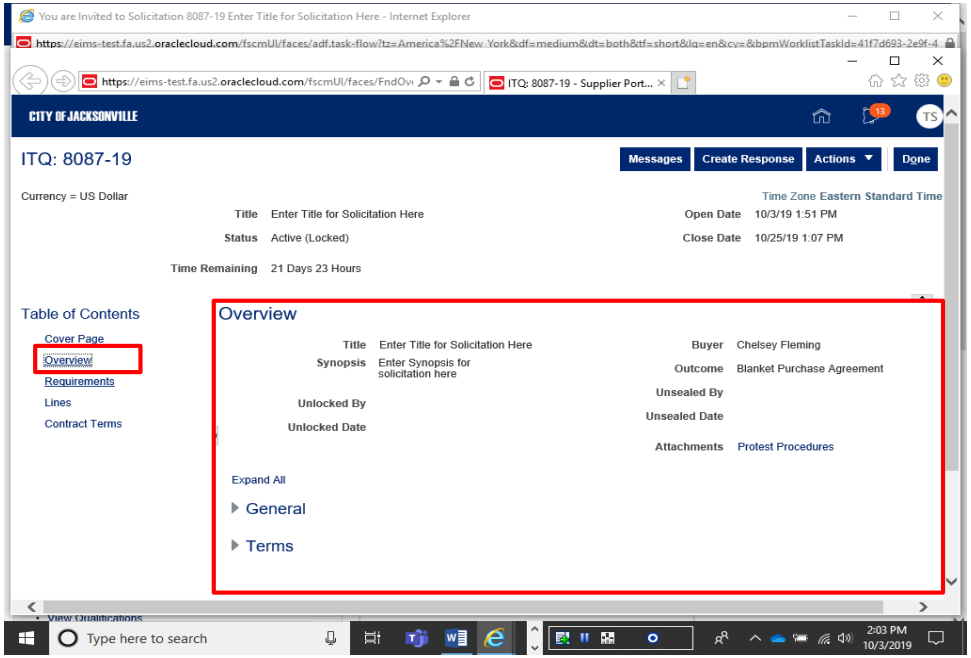


Step 4

Review the **Cover Page** section.

Click the **Overview** link.

Supplier - Accept Participation in Solicitation

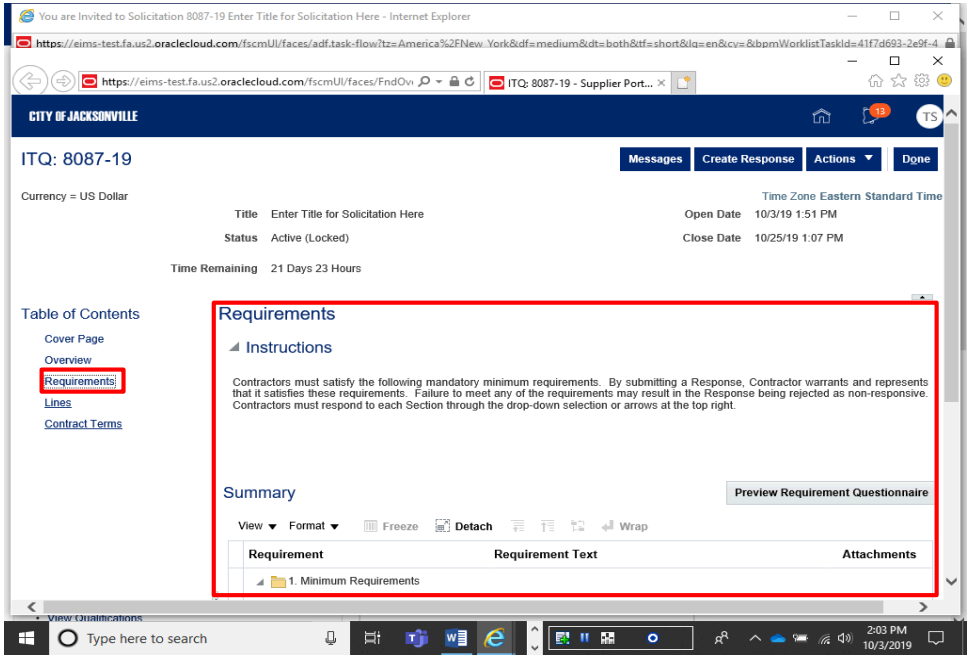


Step 5

Review the **Overview** section.

Click the **Requirements** link.

Supplier - Accept Participation in Solicitation

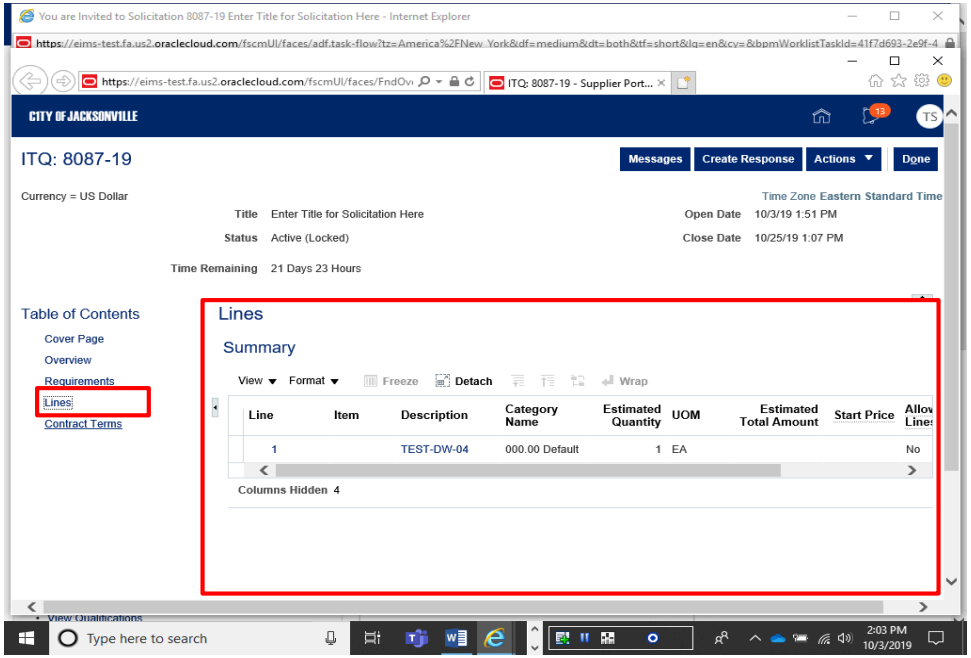


Step 6

Review the **Requirements** section.

Click the **Lines** link.

Supplier - Accept Participation in Solicitation

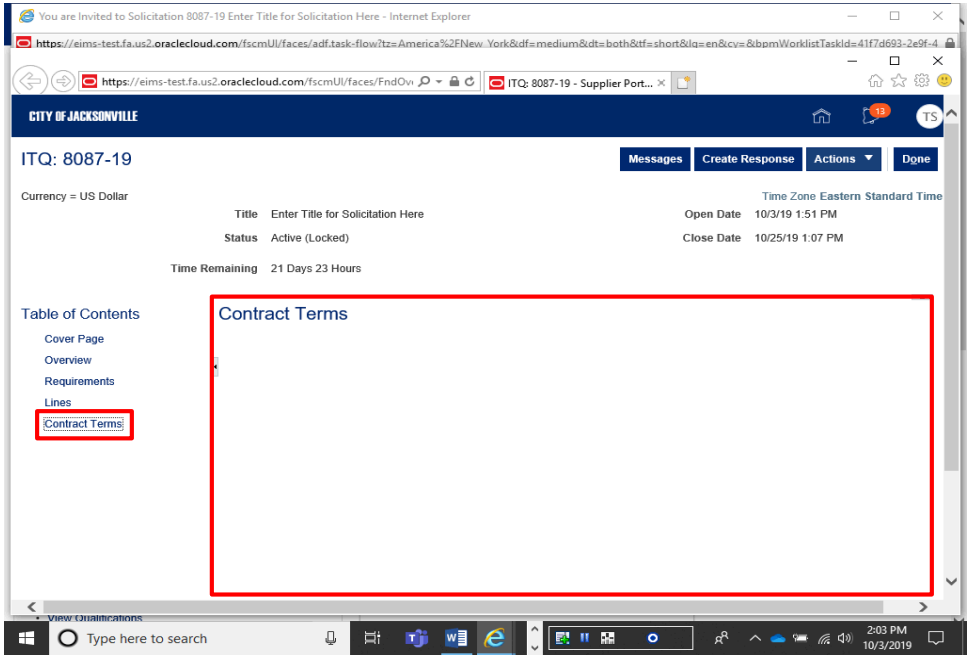


Step 7

Review the **Lines** section.

Click the **Contract Terms** link.

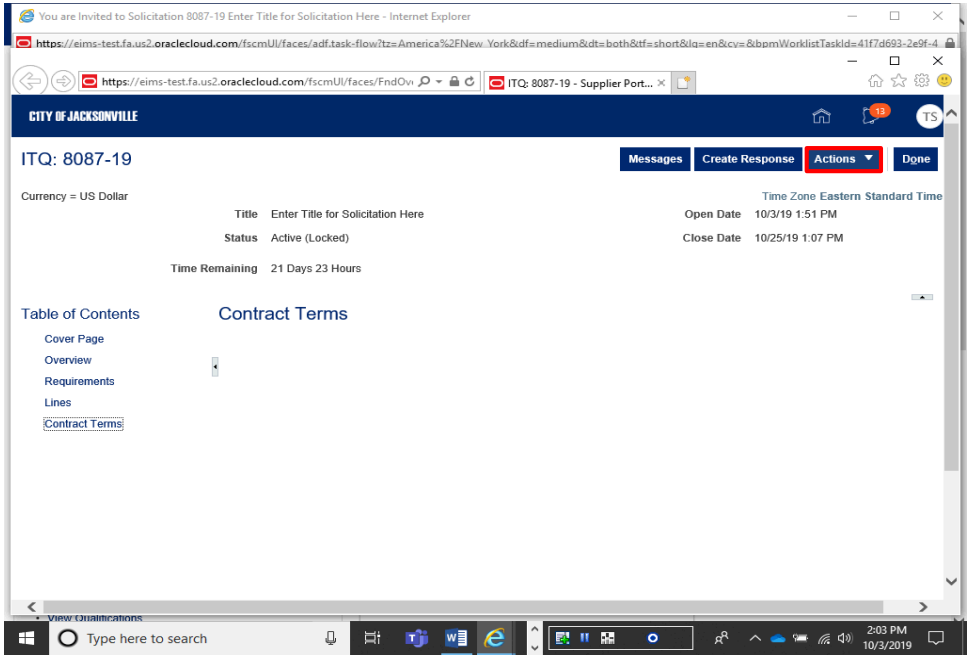
Supplier - Accept Participation in Solicitation



Step 8

Review the **Contract Terms** section.

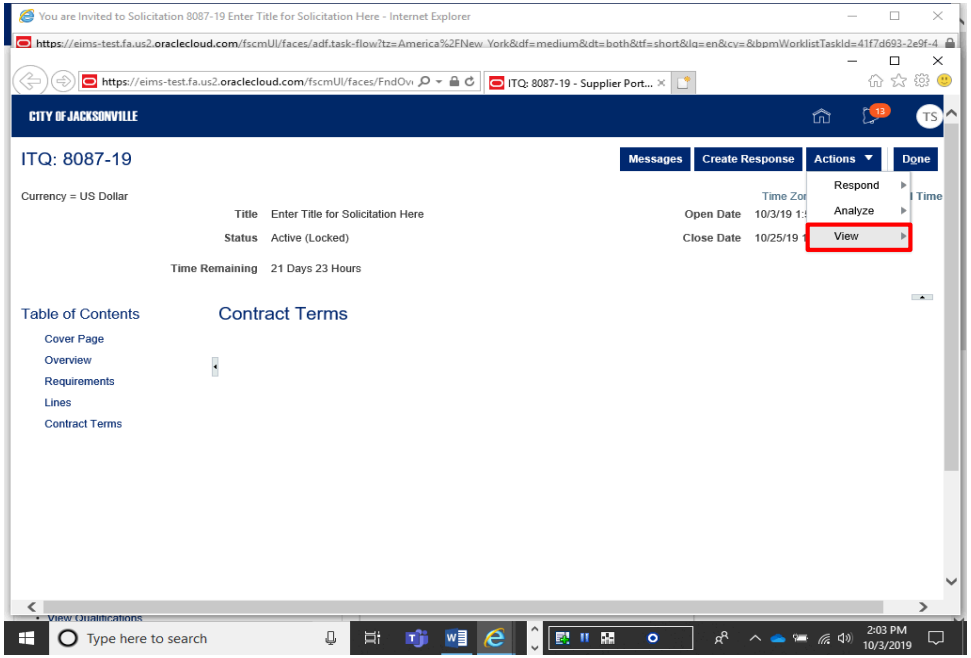
Supplier - Accept Participation in Solicitation



Step 9

Click the **Actions** button.

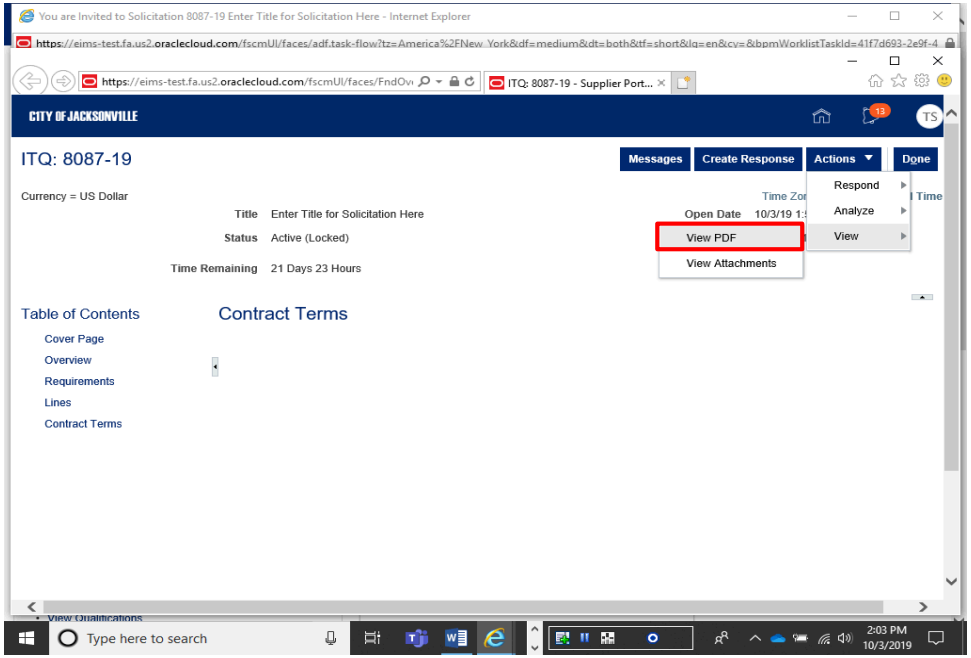
Supplier - Accept Participation in Solicitation



Step 10

Click the **View** link.

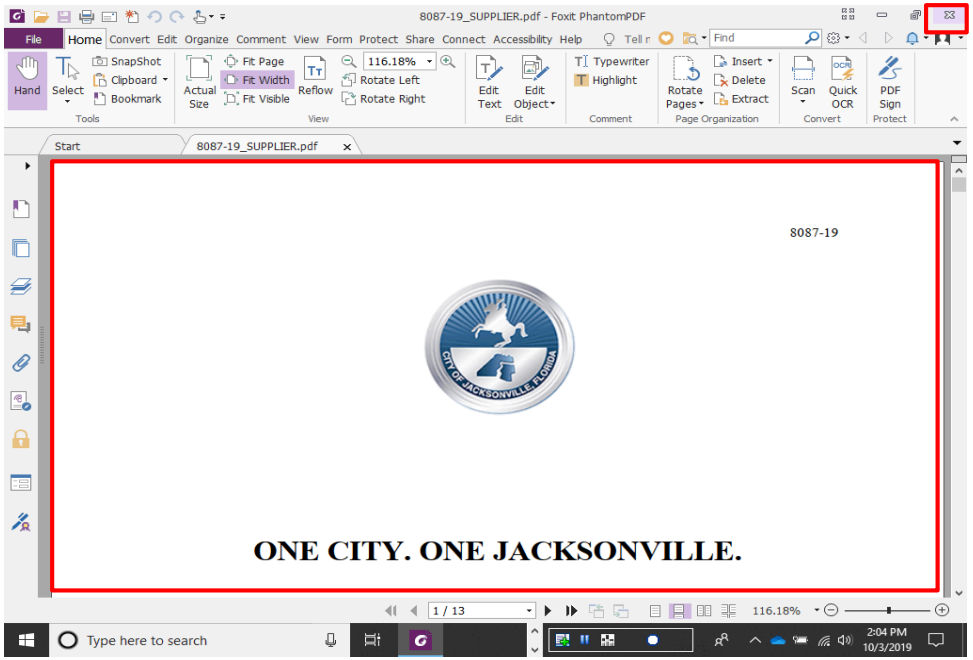
Supplier - Accept Participation in Solicitation



Step 11

Click the **View PDF** link.

Supplier - Accept Participation in Solicitation

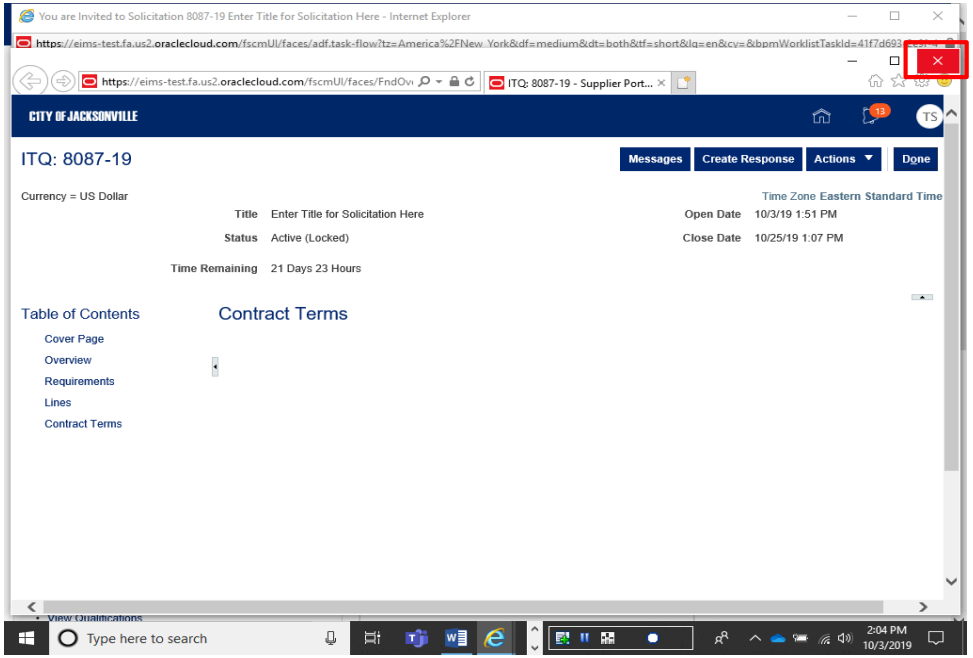


Step 12

Review the **PDF** document.

Click the **Close** button.

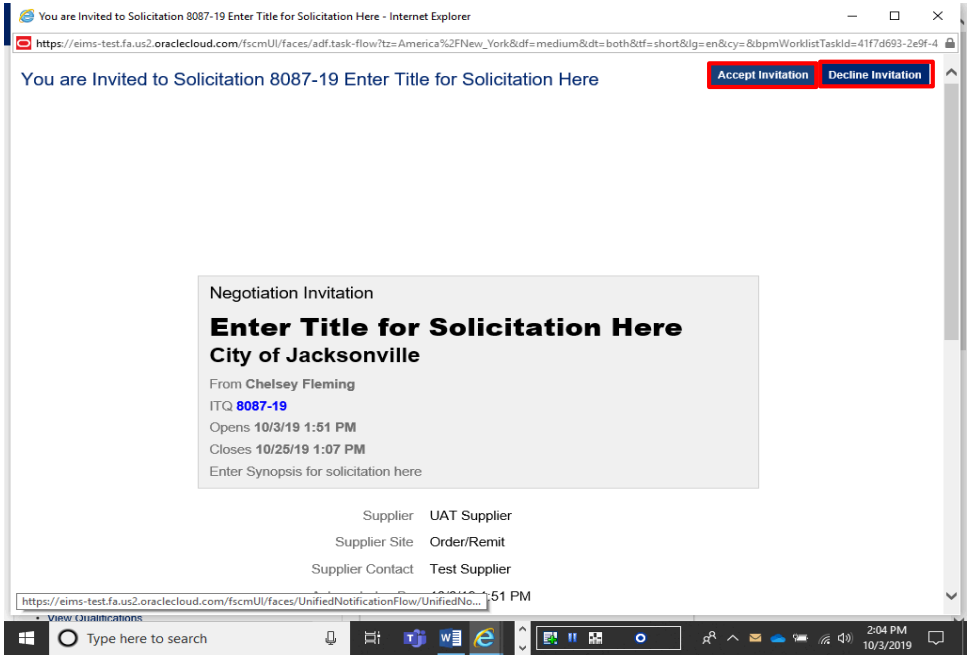
Supplier - Accept Participation in Solicitation



Step 13

When you're finished reviewing the Solicitation, close the window.
Click the **Internet Explorer Main Window** window.

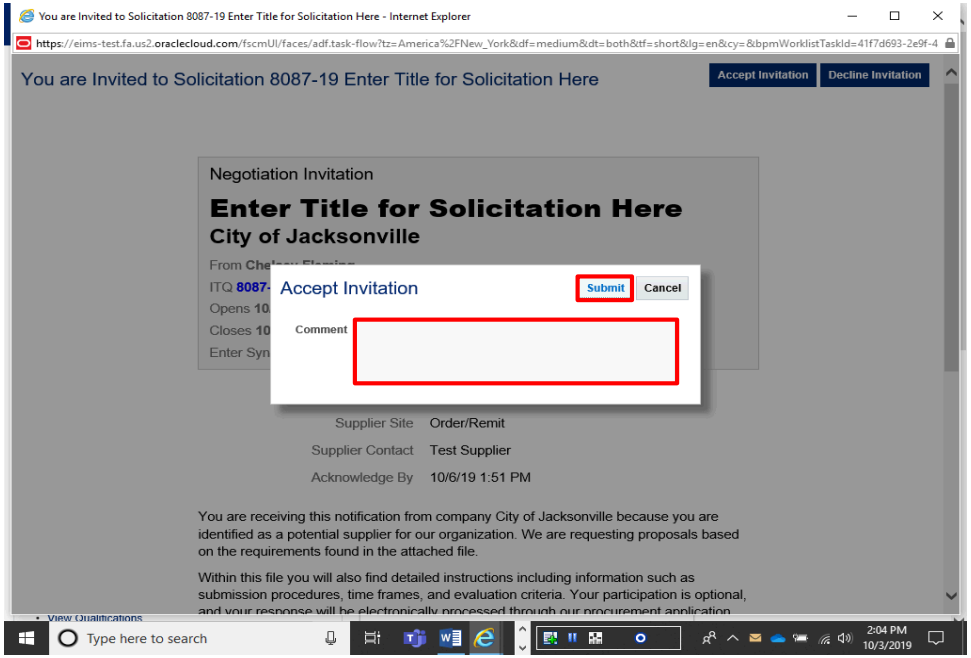
Supplier - Accept Participation in Solicitation



Step 14

Click the **Accept Invitation** or **Decline Invitation** button.

Supplier - Accept Participation in Solicitation

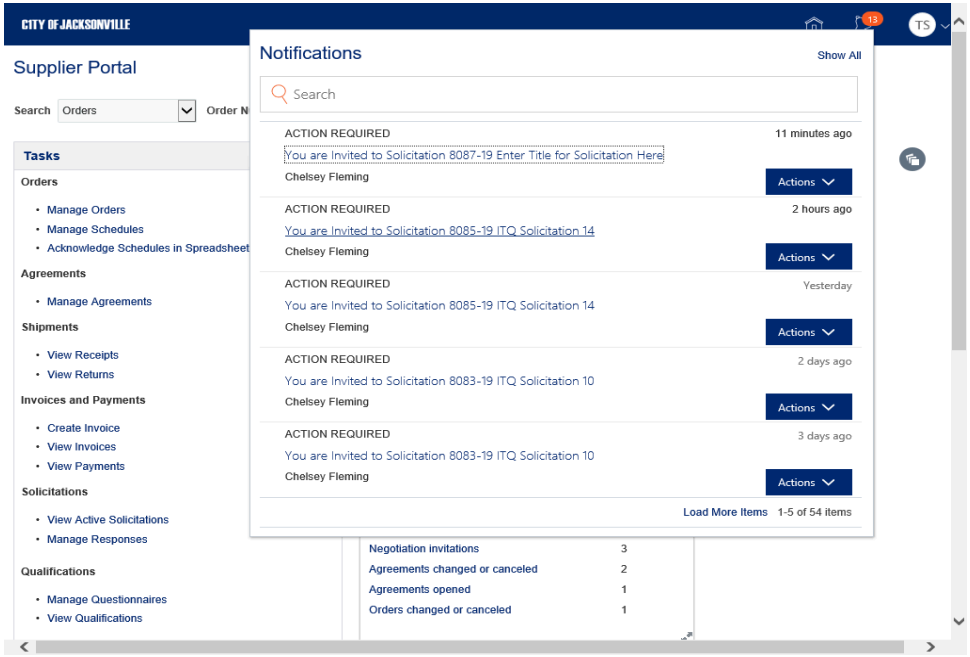


Step 15

Enter a **Comment,** if desired.

Click the **Submit** button.

Supplier - Accept Participation in Solicitation



Step 16

End of Procedure.