Informal Sourcing Home Page

Informal Sourcing Home Page

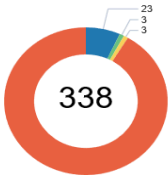By completing this topic you will be able to view the sourcing home page.
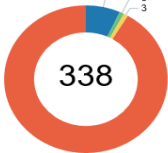
Informal Sourcing Home Page

Step 1

Click the **Notifications (12 unread)** icon.

Informal Sourcing Home Page

Step 2

Click the **Requiring Attention Schedules Overdue or Due T** object.

Informal Sourcing Home Page

Step 3

Click the **View Active Solicitations** link.

Informal Sourcing Home Page

Step 4

Click the **Done** button.

Informal Sourcing Home Page

Step 5

Click the **Manage Responses** link.

Informal Sourcing Home Page

Step 6

Click the **Response Status** list.

Informal Sourcing Home Page

Step 7

Click the **Pending award** list item.

Informal Sourcing Home Page

Step 8

Click the **Search** button.

Informal Sourcing Home Page

Step 9

Click the **Done** button.

Informal Sourcing Home Page

Step 10

End of Procedure.