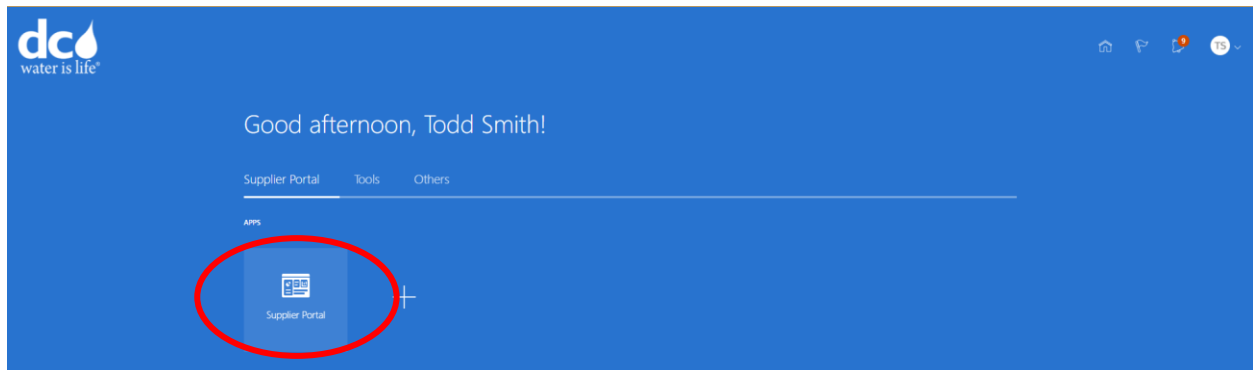


Acknowledge Participation

Log into DC Water Supplier Portal

Click "Supplier Portal".



Click "View Active Solicitation"

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Deliverables

- Manage Deliverables

Consigned Inventory

- Review Consumption Advices
- Review Consigned Inventory
- Review Consigned Inventory Transactions

Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

Solicitations

- View Active Solicitations
- Manage Schedules

Requiring Attention

2

1 1

Schedules Overdue or Due Today
Negotiations Closing Soon

Recent Activity
Last 30 Days

Negotiation invitations	1
Orders opened	1

Transaction Reports
Last 30 Days

PO Purchase Amount	10000	USD
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Supplier News

Click on the Solicitation Number – DCW-SOL-21-10053,1.

The screenshot shows the 'Active Solicitations' interface. At the top right, there is a 'Done' button and a 'Time Zone' dropdown set to 'Eastern Standard Time'. Below this is a 'Manage Watchlist' button and a 'Saved Search' dropdown. Search filters include 'Solicitation', 'Title', 'Solicitation Close By' (set to 'mid/yy'), 'Invitation Received' (Yes), 'Response Submitted' (No), and 'Solicitation Open Since' (mid/yy). Search buttons 'Search', 'Reset', and 'Save...' are at the bottom right.

The 'Search Results' section has a toolbar with 'Actions', 'View', 'Format', 'Freeze', 'Detach', 'Wrap', 'Accept Terms', 'Acknowledge Participation', and 'Create Response'. The table below has columns: Solicitation, Title, Solicitation Type, Time Remaining, Close Date, Your Responses, Will Participate, Unread Messages, View PDF, and Response Spreadsheet. The first row is highlighted with a red circle around the 'Solicitation' cell containing 'DCW-SOL-21-10053,1'. Below the table, it says 'Columns Hidden: 4'.

Click on “Acknowledge Participation”

This screenshot is similar to the previous one but shows the 'Acknowledge Participation' button in the toolbar circled in red. The table row for 'DCW-SOL-21-10053,1' now shows '2' in the 'Will Participate' column.

Click “Yes” next to Will Participate.

Then Click “OK”

The screenshot shows a modal dialog box titled 'Acknowledge Participation' overlaid on the page. The dialog has a 'Will Participate' section with a 'Yes' radio button selected and circled in red. Below this is a 'Note to Buyer' text area. At the bottom of the dialog are 'OK' and 'Cancel' buttons, with the 'OK' button circled in red.