

## SUP.2.8 View Response History

**Role:** Supplier Bidder

**Objective:** By completing this topic, you will learn how to view Response History.

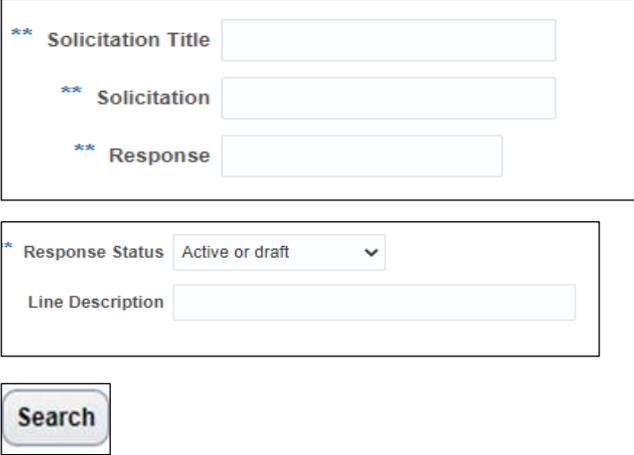
**Navigation Hint:** Home > Supplier Portal > Task > Orders > Negotiation

**Test Script Dependency:**

**Expected Result:** User is able to view historical responses to the Negotiations(Solicitations).

**Test Script Execution Duration :** 5 Minutes

Step No.	Step Description	Navigation Path
1	<p>Within the <b>Home Page</b> functional area, click on the <b>Supplier Portal</b> icon.</p> <p><b>Note:</b> You can access the functional files by clicking the Navigator icon in the upper left-hand corner of the page or clicking the homepage's functional area.</p>	
2	<p>Click the <b>Tasks</b> icon, then click the <b>Manage Responses</b> link.</p>	

Step No.	Step Description	Navigation Path
3	<p>Enter one of the following search criteria:</p> <ul style="list-style-type: none"> <li>-Solicitation Title</li> <li>-Solicitation</li> <li>-Response</li> <li>-Response Status</li> </ul> <p>Then click the <b>Search</b> button.</p>	 <p>The screenshot shows a search form with three input fields: Solicitation Title, Solicitation, and Response, each preceded by a double asterisk (**). Below these is a dropdown menu for Response Status with 'Active or draft' selected, and a Line Description input field. A Search button is located at the bottom.</p>
4	<p>Click on the <b>Response</b> link.</p>	 <p>The screenshot shows a 'Response' link with the number '62125' below it, both highlighted with a red border.</p>
5	<p>Review the information and then click the <b>Done</b> button.</p>	 <p>The screenshot shows a green 'Done' button.</p>
6	<p>End of Procedure.</p>	