![Worley - DELIVERING SUSTAINABLE CHANGE]

The Sourcing Response Portal
What You Should Know

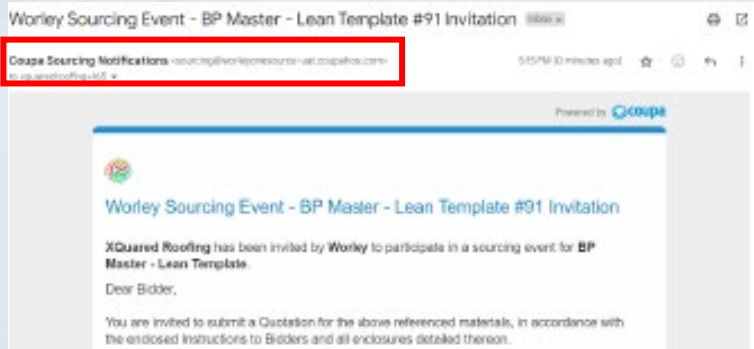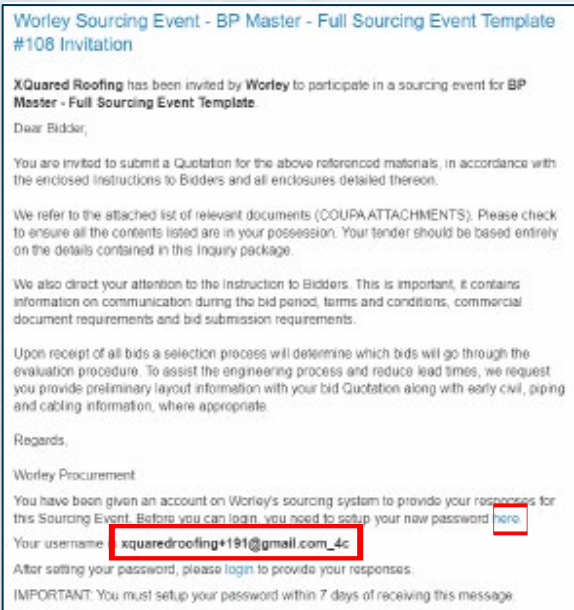| **Purpose**	**Functionality**	**Focus**	**Users**	**Account Mgmt.**
Participate in Bids *(i.e. submit and respond to Worley RFx events)*	View & Respond to RFx Attach Documents Communicate with Buyers Track RFx Status	Enables you to engage in Worley RFx events	Suppliers are main users	Each Point of Contact will have their own username and password

How to Setup an account in the Sourcing Response Portal

1 Get Invited to a Sourcing Event! Worley will send you an email invite to participate in relevant sourcing events

2 Create an account in the Sourcing Response Portal by opening the notification email and clicking **"here"** to set up your log in credentials. Note your designated username from the email below.

3 Input your desired password and click **Change Password**.

4 Once your new password has been saved, log in via your newly created credentials (email address from step 1 and your new password)

Note: Each Point of Contact will have their own username and password for secure access

Once logged in, you can respond to new events, edit existing responses, and review past events.
See "Response to Sourcing Events" Quick Reference Guide for further instructions