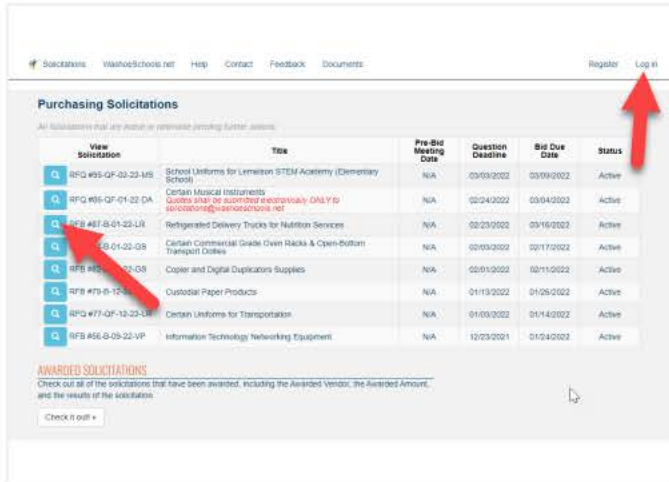
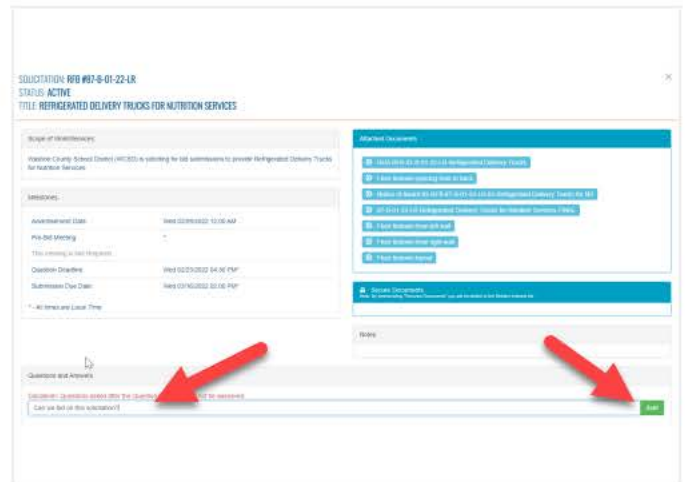


# WCSD Purchasing (Non-Capital)

## How to Ask a Question about a Solicitation

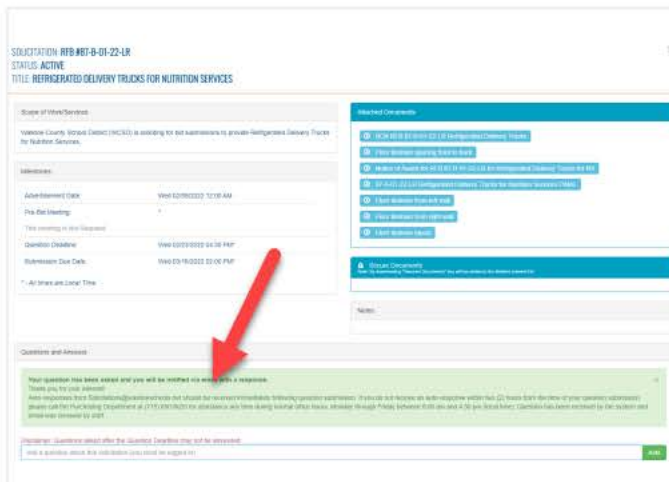


**1** Login with your registered User information.  
Click on the magnifying glass of the solicitation you are interested in.



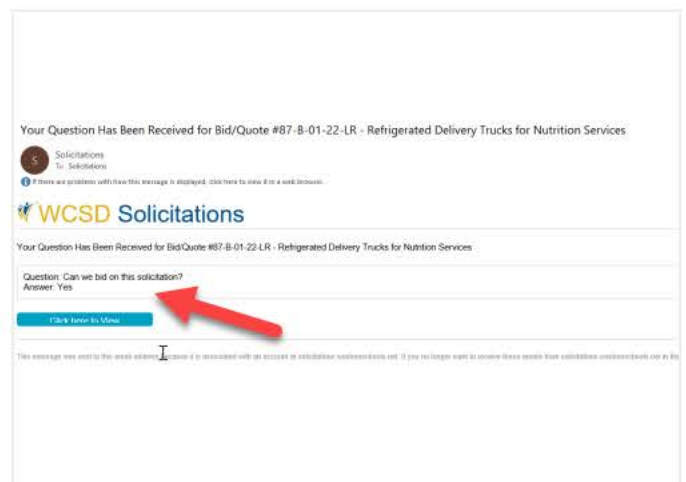
**2** At the bottom of the page, type your question in the box and click the **ASK!** button only once.

There is a delay after clicking the button, so please be patient while your question is submitted and you receive a "pop-up" confirmation (refer to Box 3).



**3** Once your question has been transmitted, you will receive a confirmation "pop up" verifying that your question was submitted and received.

You can now continue with your review of this solicitation and the website.



**4** After the WCSD Purchasing Department receives your question and acknowledges receipt, you will receive an email with your question and the response included in the email.