

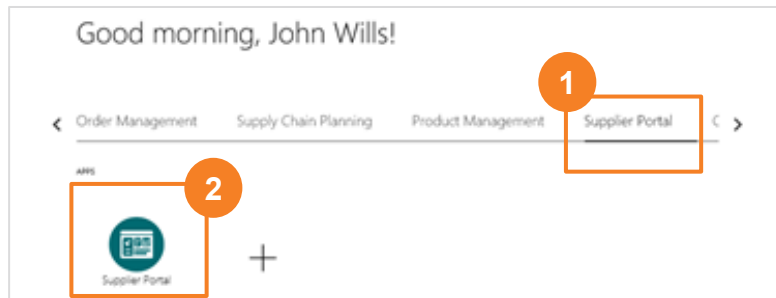


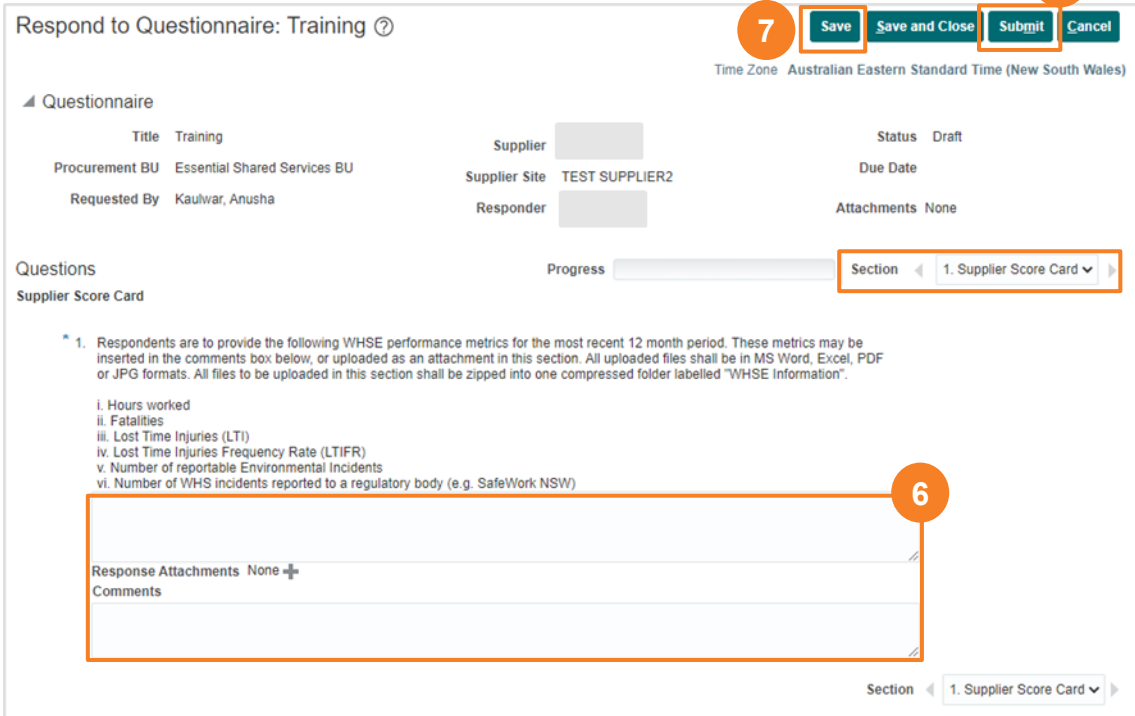
How to Respond to Questionnaires

 Why should I use this guide?	This guide provides information and the steps to respond to questionnaires in system.
 Who might use this guide?	Suppliers needing to submit qualifications via questionnaires.

Step	Action
1	After you login, navigate to the Supplier Portal tab.
2	Click on the Supplier Portal app. Note: If you are invited to respond to a questionnaire you will also receive a notification via your Notification Bell . You can access the questionnaire by clicking into the notification. If you have accessed the questionnaire this way, skip to step 7.



Step	Action												
3	<p>In the Task list, scroll down the page and select Manage Questionnaires.</p> <div data-bbox="958 360 1355 550" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: fit-content;"> <p>Qualifications</p> <ul style="list-style-type: none"> • Manage Questionnaires 3 • View Qualifications </div>												
4	<p>You will be navigated to the Manage Questionnaires page, and all your questionnaires will be listed.</p>												
5	<p>Click the Questionnaire row you would like to respond to. Note: The Status will be Not Started.</p> <p>Click on Respond.</p> <div data-bbox="456 815 1839 1326" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto;"> <p>Manage Questionnaires ? Done</p> <p>▲ Search Advanced Manage Watchlist Saved Search Requiring Attention ▼</p> <p><small>** At least one is required</small></p> <p>** Questionnaire Title <input type="text"/></p> <p>** Questionnaire <input type="text"/></p> <p>** Status <input type="text" value="▼"/></p> <p>** Supplier Site <input type="text" value="▼"/></p> <p>** Response Due Date <input type="text" value="dd-mmm-yyyy"/> <input type="text" value="📅"/></p> <p>** Supplier Contact <input type="text" value="▼"/></p> <p style="text-align: right;">Search Reset Save...</p> <p>Search Results</p> <p>Actions ▼ View ▼ Format ▼ <input type="checkbox"/> Freeze <input type="checkbox"/> Detach <input type="checkbox"/> Wrap Respond 5</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Questionnaire</th> <th style="width: 45%;">Questionnaire Title</th> <th style="width: 15%;">Supplier Site</th> <th style="width: 10%;">Status</th> <th style="width: 15%;">Response Due Date</th> <th style="width: 10%;">View PDF</th> </tr> </thead> <tbody> <tr> <td style="border: 2px solid orange; text-align: center; font-weight: bold;">4</td> <td>114 Training</td> <td>TEST SUPPLI...</td> <td style="border: 2px solid orange; text-align: center; font-weight: bold;">Not started</td> <td></td> <td style="text-align: center;"><input type="button" value="PDF"/></td> </tr> </tbody> </table> </div>	Questionnaire	Questionnaire Title	Supplier Site	Status	Response Due Date	View PDF	4	114 Training	TEST SUPPLI...	Not started		<input type="button" value="PDF"/>
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Step	Action
<p>6</p> <p>7</p> <p>8</p>	<p>Enter your Response.</p> <p>Note: if there is more than 1 section use the Section arrows to navigate through each.</p> <p>Click on Save.</p> <p>Click on Submit.</p> 
<p>9</p>	<p>Click on Ok.</p> 