How to Respond to Questionnaires

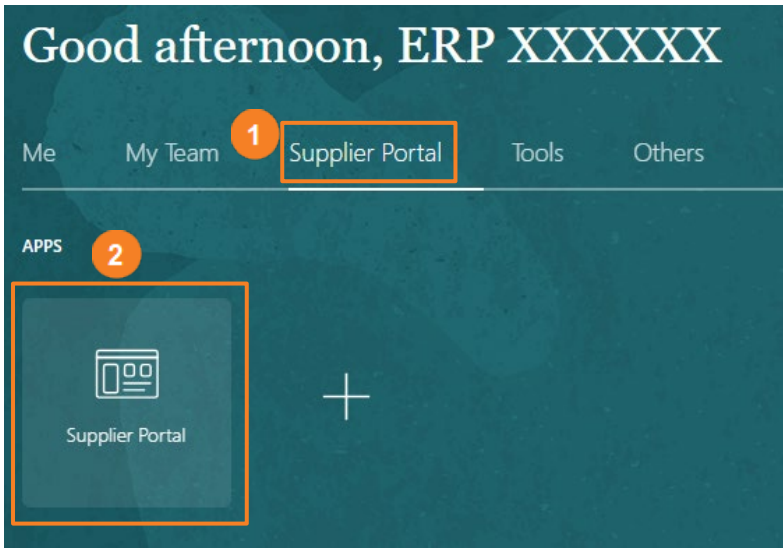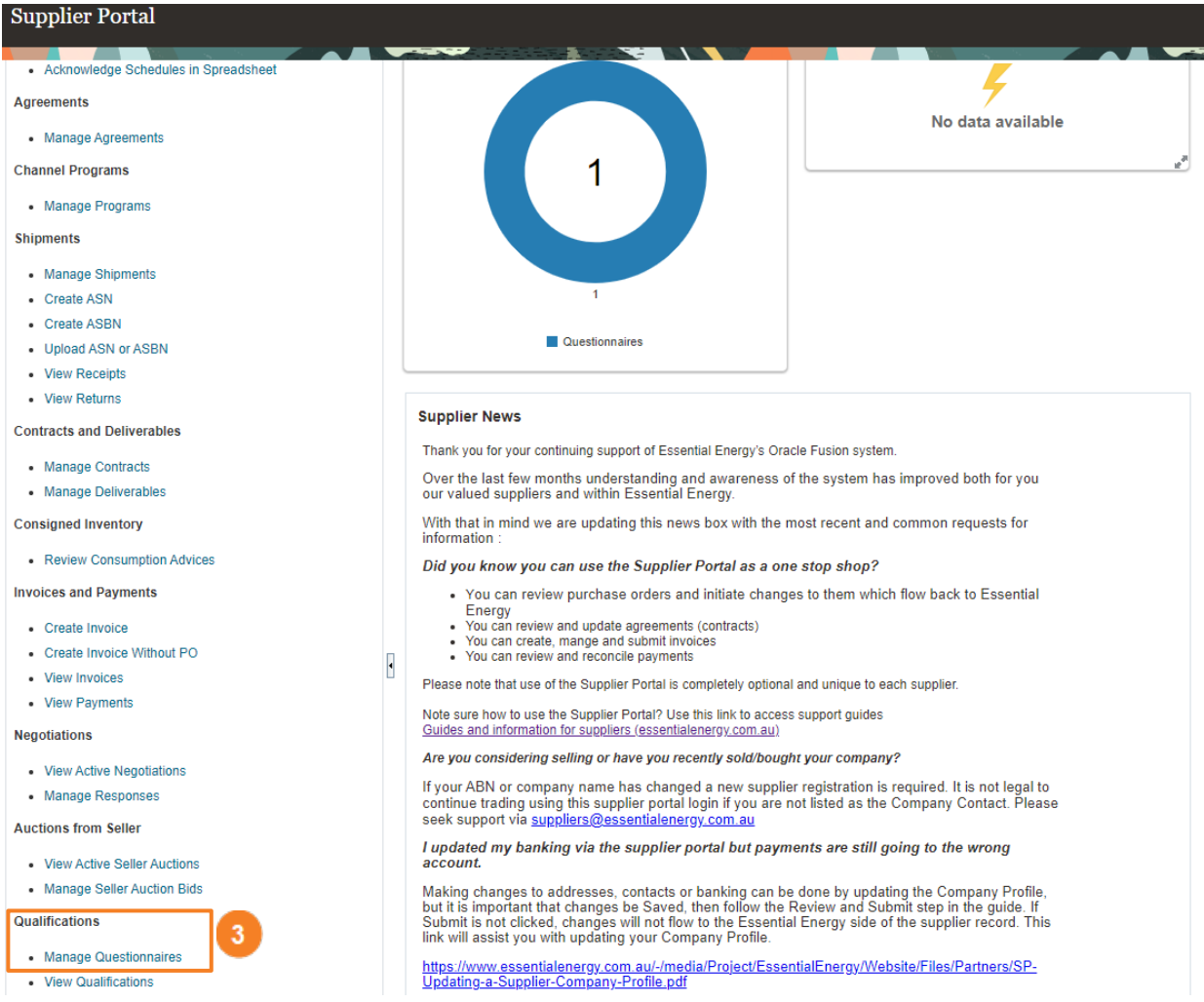|		
✎	**Why should I use this guide?**	This guide provides information and the steps to respond to questionnaires in system.
👥	**Who might use this guide?**	Suppliers needing to submit qualifications via questionnaires.

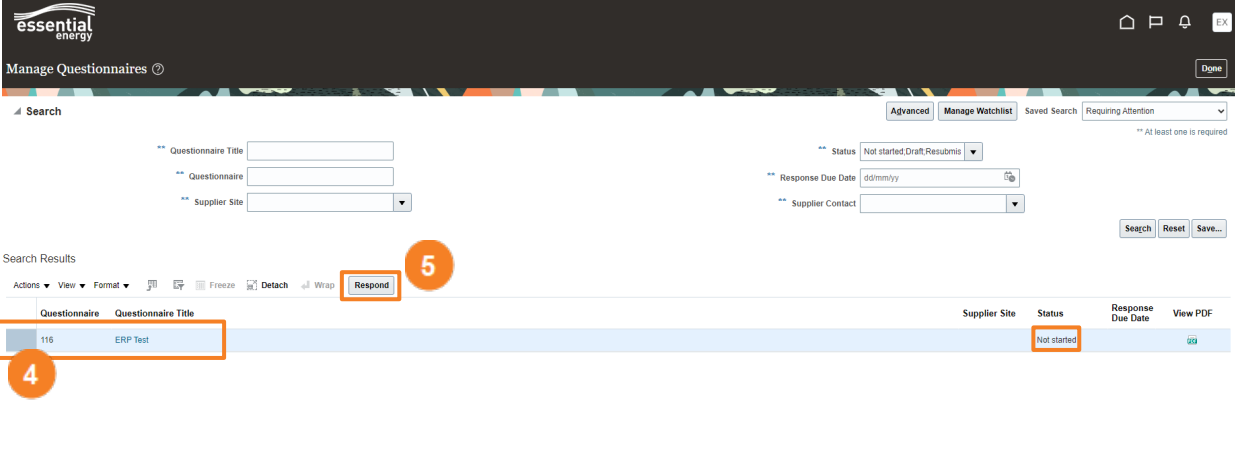| Step	Action
	Login to the system
1	Navigate to the **Supplier Portal** tab.
2	Click on the **Supplier Portal** app. **Note:** If you are invited to respond to a questionnaire you will also receive a notification via your **Notification Bell**. You can access the questionnaire by clicking into the notification.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

Step	Action
3	From your Task bar, scroll down the page and click on **Manage Questionnaires.**
4	You will be navigated to the Manage Questionnaires page, and all your questionnaires will be listed. Click the **Questionnaire** row you would like to respond to. **Note:** The **Status** will be **Not Started.**
5	Click on **Respond.**

Step	Action
6	Enter your response. **Note:** If there is more then 1 section, use the **Section** arrows to navigate through each
7	Click on **Save.**
8	Click on **Submit.**
9	Click on **Ok.**