Supplier Questionnaire User Guide

This guide will cover:

- *How to Respond to a Questionnaire*

 Note: Questionnaires will be issued to collect additional information from suppliers. Questionnaires can be used to re-issue the Small Works Roster, Consultant Roster, update the Small Contractor & Supplier (SCS) Certification and Sustainable Purchasing Certification status', and for ad-hoc needs.

Responding to questionnaires will not result in a solicitation, guarantee work with the County, or a contract.

1 Questionnaire Invite Notifications

- There are two types of notifications that are sent to the supplier contact; by email notification and by system bell notification:

 Note: the supplier contact only needs to respond to one of the notification options.

1. The first notification will be an email that is sent to the supplier contact for the questionnaire inviting the supplier to respond to a questionnaire. In the email under "Recommended Actions," click the "Respond to Questionnaire" hyperlink to respond to the questionnaire. Log in is required to access the qualification.

> Note: the supplier will not be able to access all information from the email invite i.e. attachments; all information can be viewed once clicking on the "Respond to Questionnaire" link and logging-in to the system.

2. The second notification will be a notification under the bell icon for the supplier contact to respond to an invited questionnaire. Click the bell icon and click the invite notification link. Log in is required to access the bell icon.

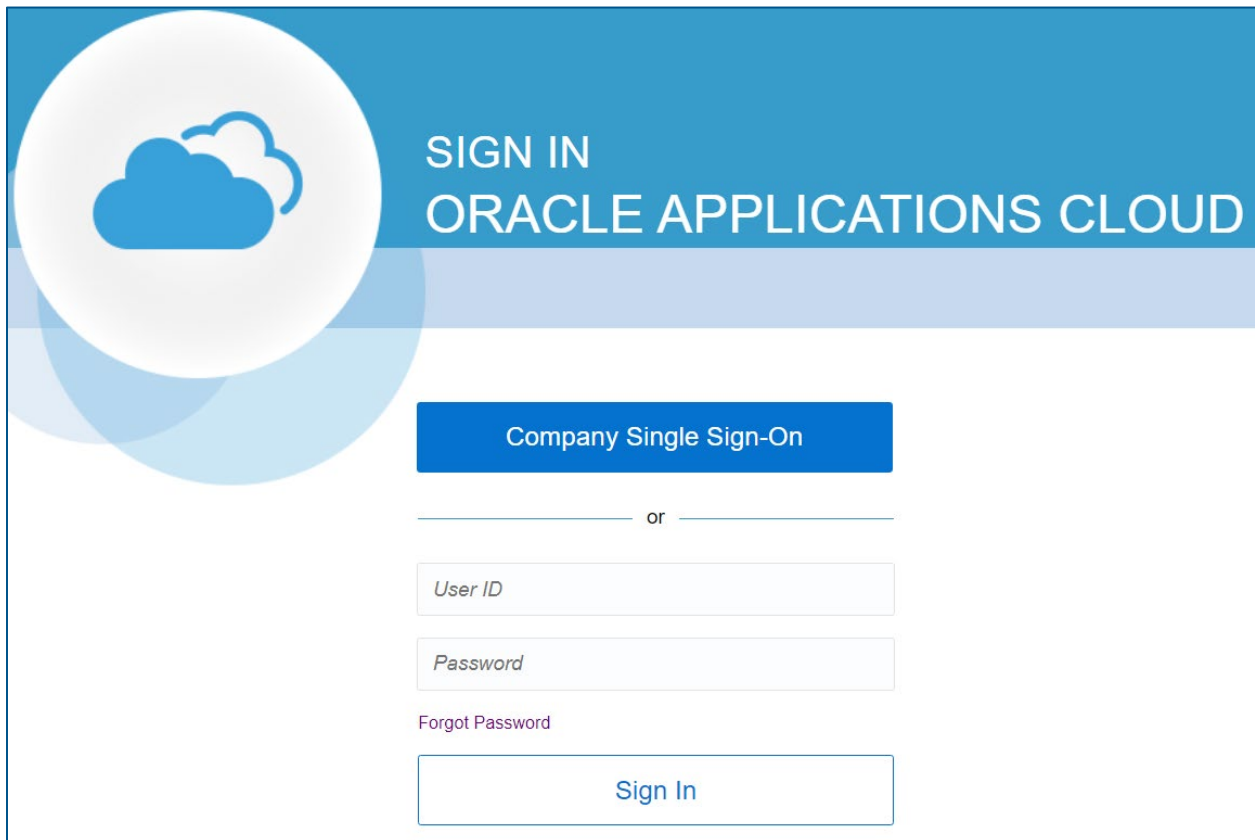## 2 Sign In and Supplier Portal Navigation

- ▪ Go to the <u>E-Procurement Supplier Portal</u>. The "Sign In" page will display. Enter your "User ID" and "Password," then click "Sign In."

> ℹ️ Note: use supporting web browsers: Mozilla Firefox, Google Chrome, Microsoft Edge, and Apple Safari.

> ℹ️ Note: do not use the "Company Single Sign-On" option.

SIGN IN
ORACLE APPLICATIONS CLOUD

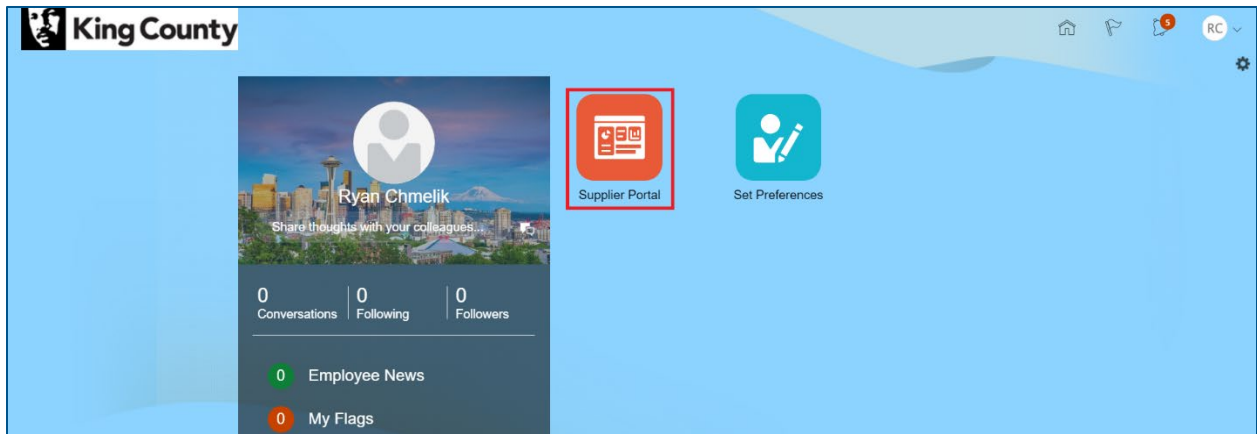Company Single Sign-On
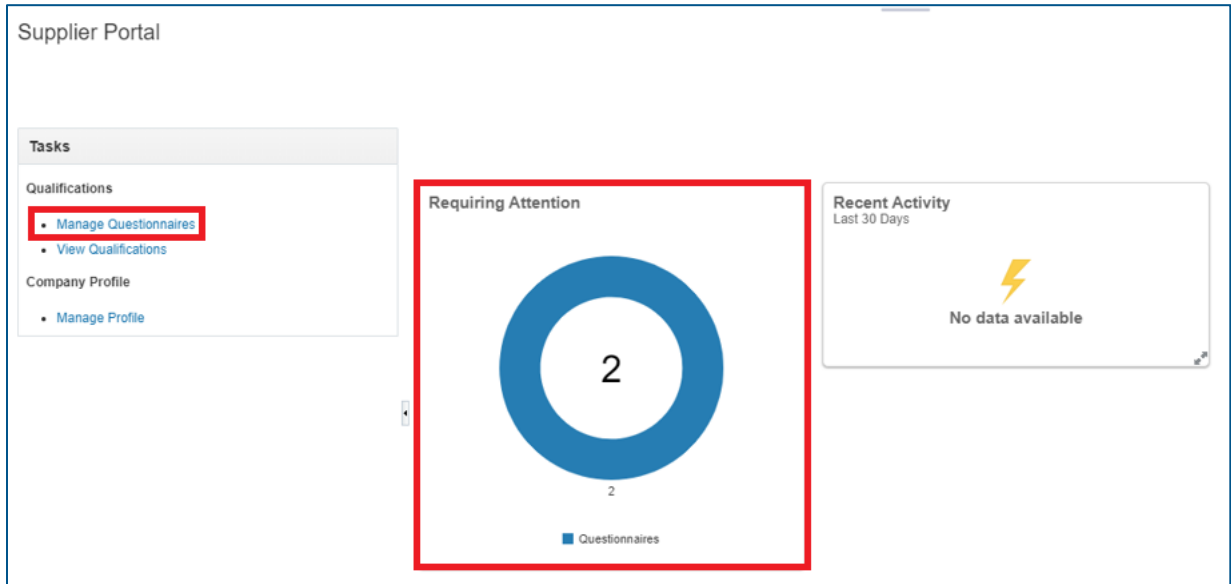
or

User ID

Password

Forgot Password

Sign In

▪ The home page will display.
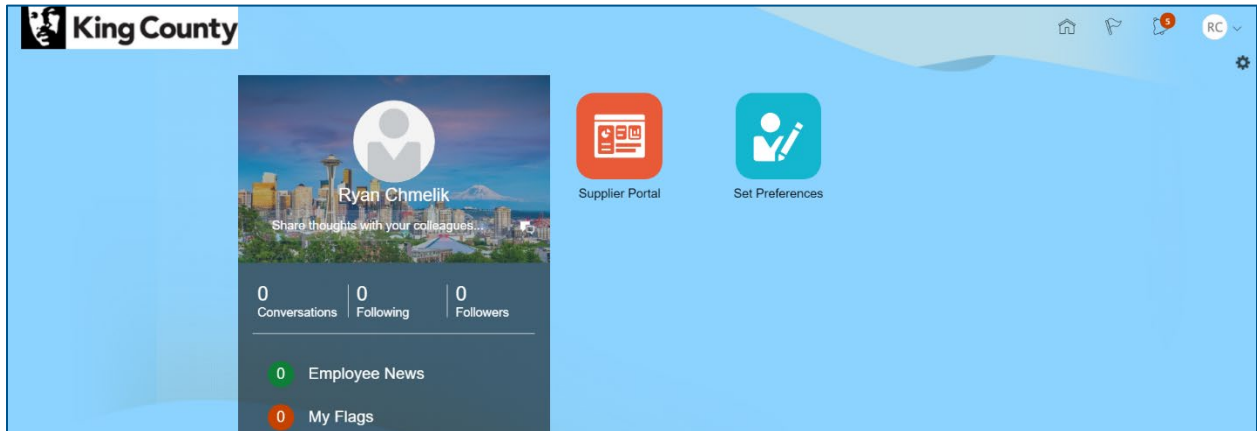

▪ Click the "Supplier Portal" tile.

- In the "Qualifications" section, click the "Manage Questionnaires" link or click on the "Requiring Attention" dashboard to access potential questionnaires requiring attention.

- The "Manage Questionnaires" page will display, fill in the appropriate search parameters, click "Search" when complete.
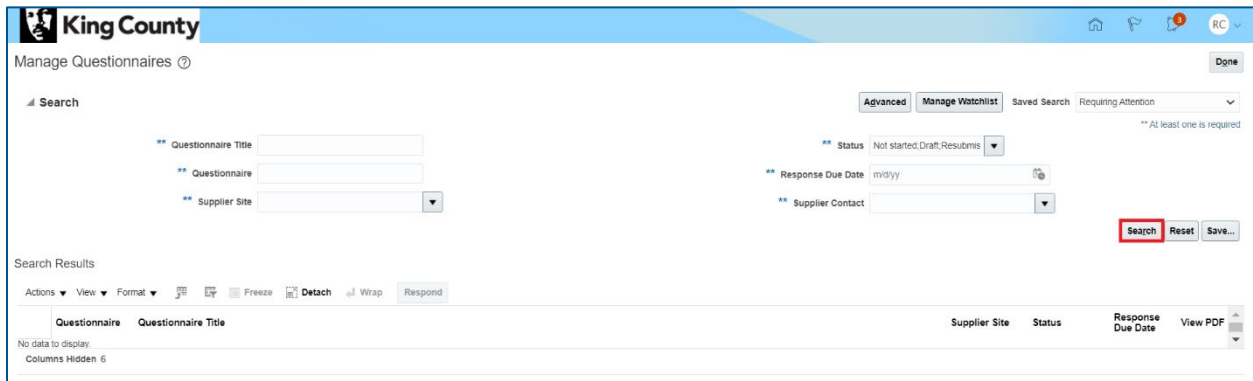
- Highlight the desired questionnaire, click "Respond."
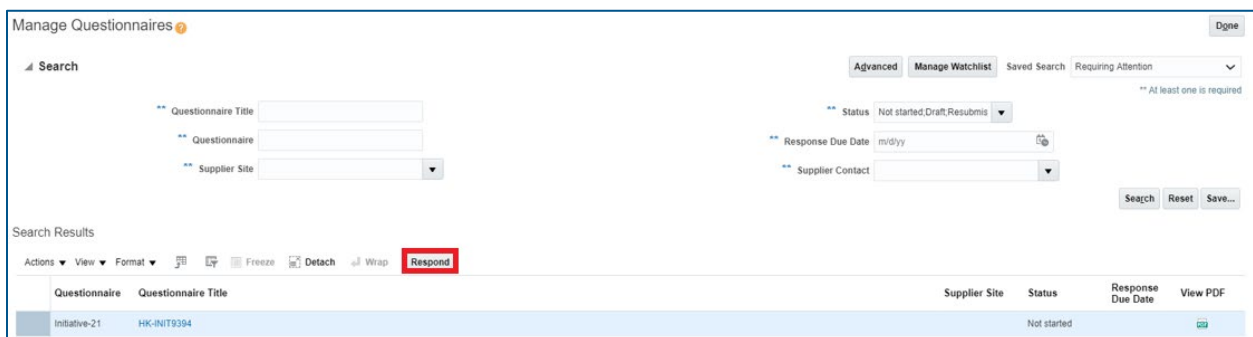
- Answer the presented questions. Questions with an asterisk "*" are required.

- Use the arrow to navigate to the next section with additional questions. Alternatively, you can use the "Section" drop-down to navigate directly to specific sections.

- Questions may require or give you the option to attach additional information. Click the plus "+" icon to attach a document.

Note: questions may provide a template to be filled out and reattached.

- The "Response Attachments" pop up will display. Click the plus "+" icon to attach a document. Click "Browse" to select a document to attach.

- Fill in the appropriate information for "Title" and "Description" as desired. Click "OK" when complete.

- Questions can contain branching questions depending on the answer you choose.

- Watch your progress of completion in the "Progress" box. This bar will fill as you complete each question in each section.

- Once you have completed all questions in all sections with the necessary attachments, your "Progress" bar will be full. Click "Submit."

▪ A confirmation pop-up will display, click "OK."

Confirmation ✕

Response to questionnaire HK-INIT9394 is submitted.

OK

▪ End of process.