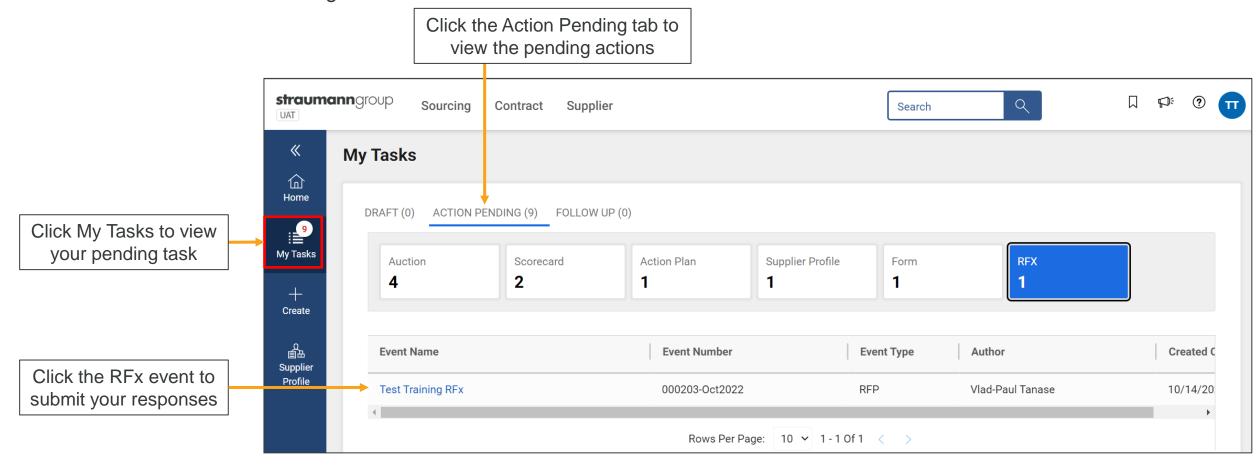


Home Page

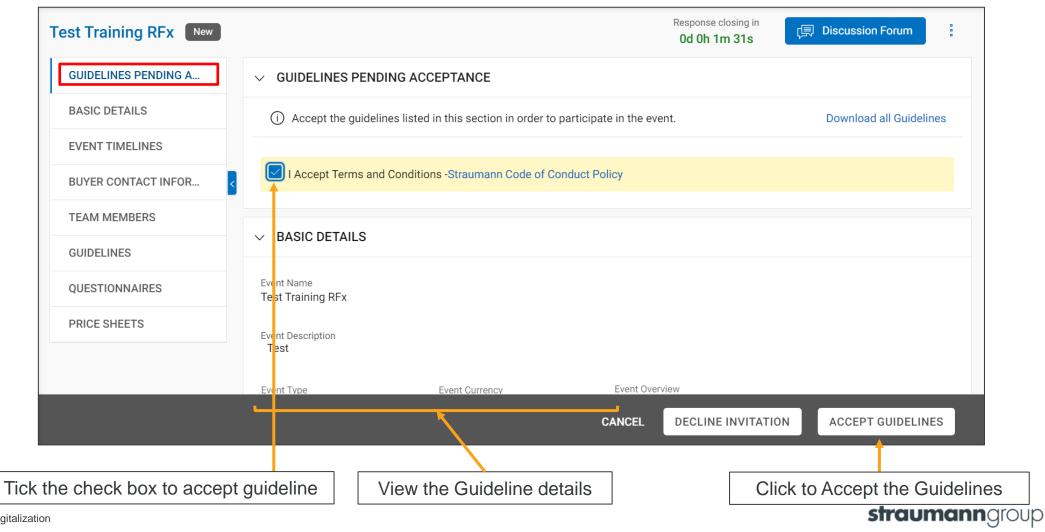
To accept guidelines and respond to supplier questionnaires, once you log in as the supplier, click on My Tasks. Select the Event under Action Pending tab.



Accepting Guidelines

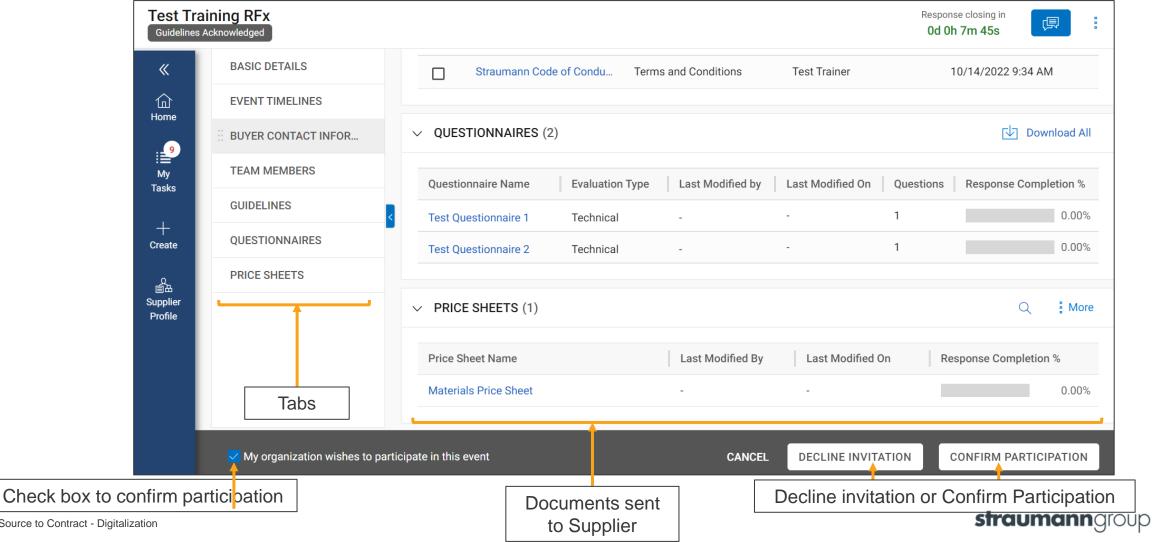
In the Guidelines Pending Approval tab on the left, tick the check-box to accept guidelines, followed by Accept Guidelines

button.



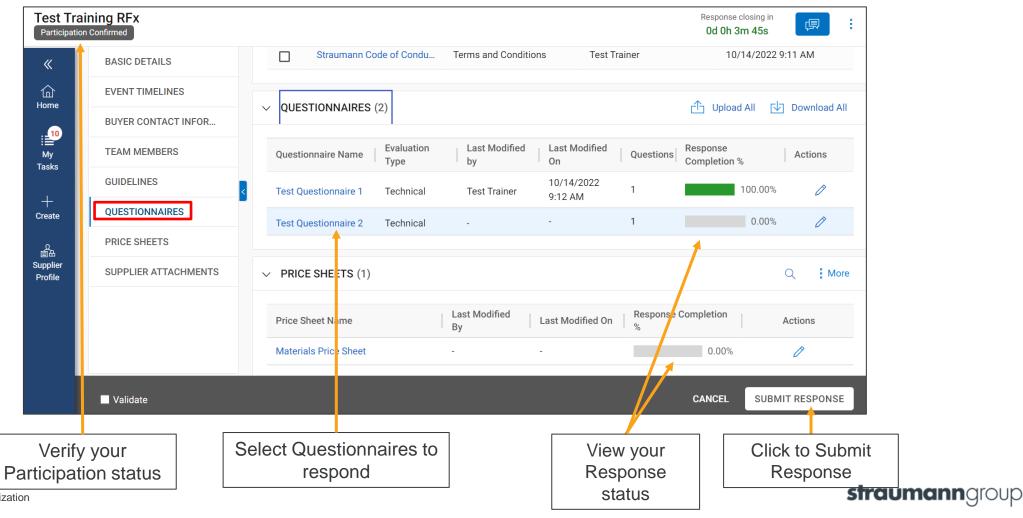
Confirm Participation

In the succeeding screen, confirm your participation.



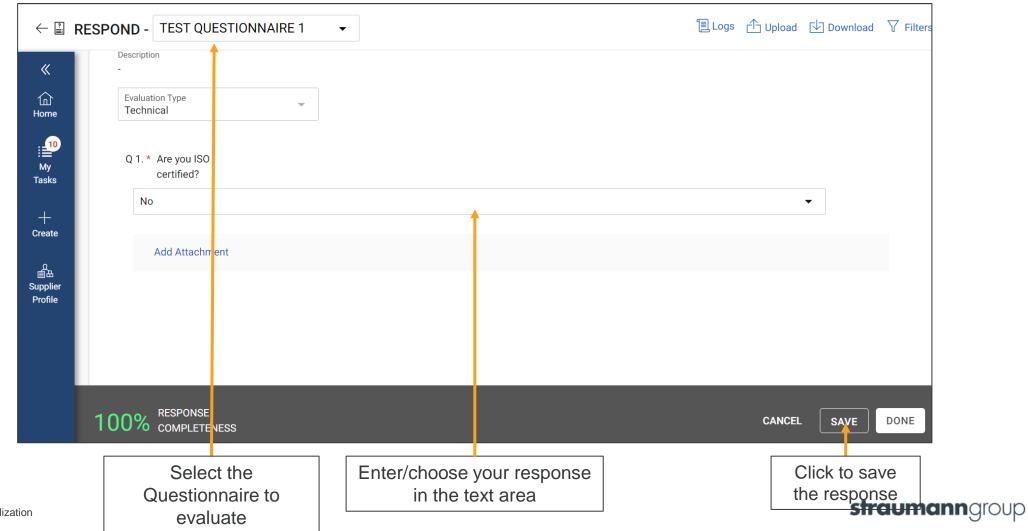
Submit Response - Questionnaires

After confirming participation, the status changes. To respond to Questionnaires, navigate to the Questionnaires tab, select the Questionnaire followed by Submit Response button.



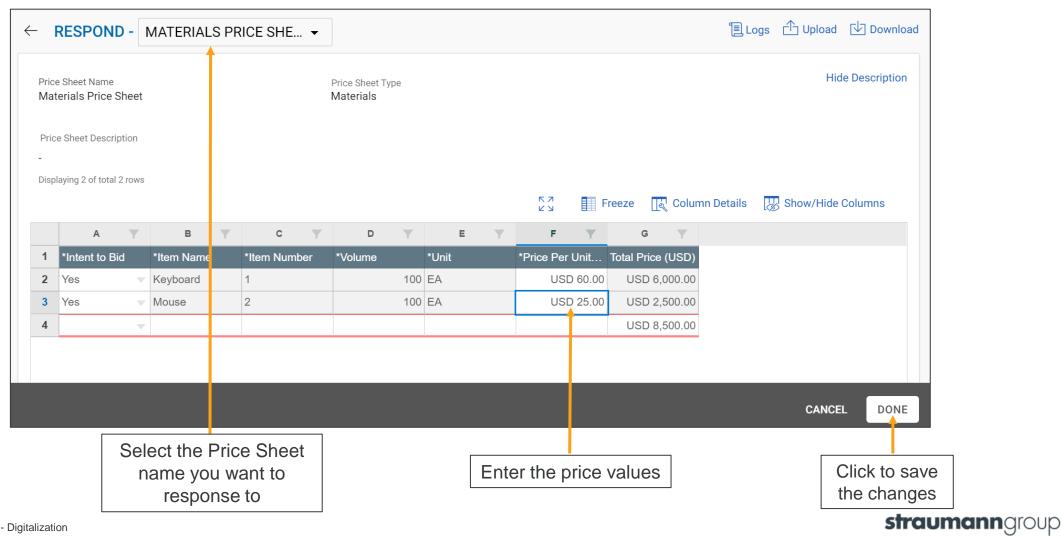
Questionnaires – Submit Scores

A sample questionnaire window is displayed. Fill in the answers and click on Done.



Supplier Response - Price Sheet

Similarly, navigate to the Price Sheet tab and select the Price sheet to respond to. Fill in the spaces and click on Done.



Upload Attachments

Under the Supplier Attachments tab. You can either browse, or simply drop files to upload. After all responses are complete, tap the Submit Response button.

