# Responding to questionnaire reporting

## $\circ$ Step 1

Log into the **Supplier/ Partner portal** 



#### Step 2

After logging in, click on the **Supplier Portal** tile – you will then have access to the Supplier/Partner portal home page and task bar.



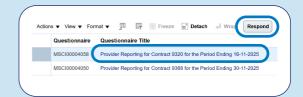
## Step 3

From the task menu, select **Manage Questionnaires**.



# Step 4

Questionnaires associated with your organisation and due for submission will display. Click on the **Questionnaire Title** you would like to action, click **Respond**.



## Step 5

Respond to the questionnaire **Questions** by ticking the correct answers, entering text into text boxes and/or attaching documents as required.

Here's an example of a questionnaire.



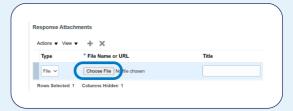
#### Step 6

To attach a document, select 'a. I've attached documents or supporting material' and click the plus '+' icon.



### Step 7

Click **'Choose File'** to upload your document, then **'OK'** once all documents are uploaded.



# Step 8

Once all sections are answered, you can 'Submit' your answers, or you can 'Save and Close' if you would like to come back and review later.



Other quick reference guides are available at:

Resources to guide you through the changes

