User Manual

Supplier – Response to PQQ

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In this Process, Supplier receives Pre-Qualification questionnaire from the Procurement Team, and all questions are available in prequalification questionnaire Response app.
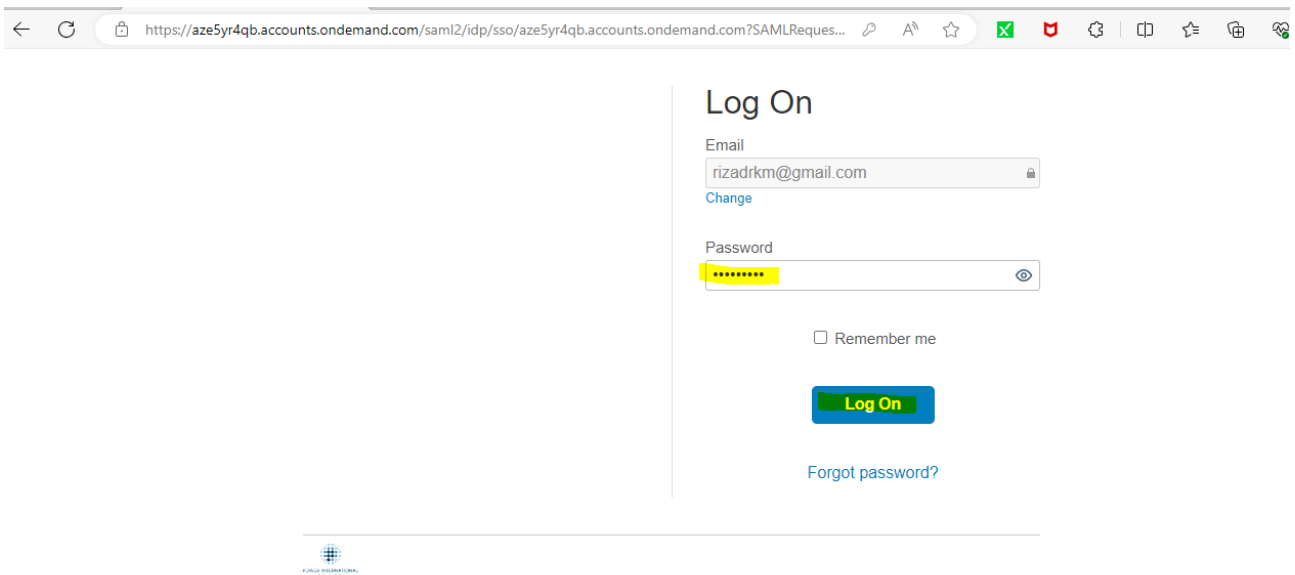Supplier performs the following steps for submitting the response.
1.   Review all questions.
2.   Submit the Response.
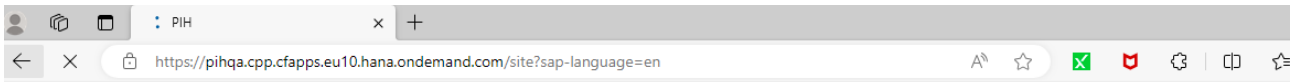
1. Login into Supplier Portal

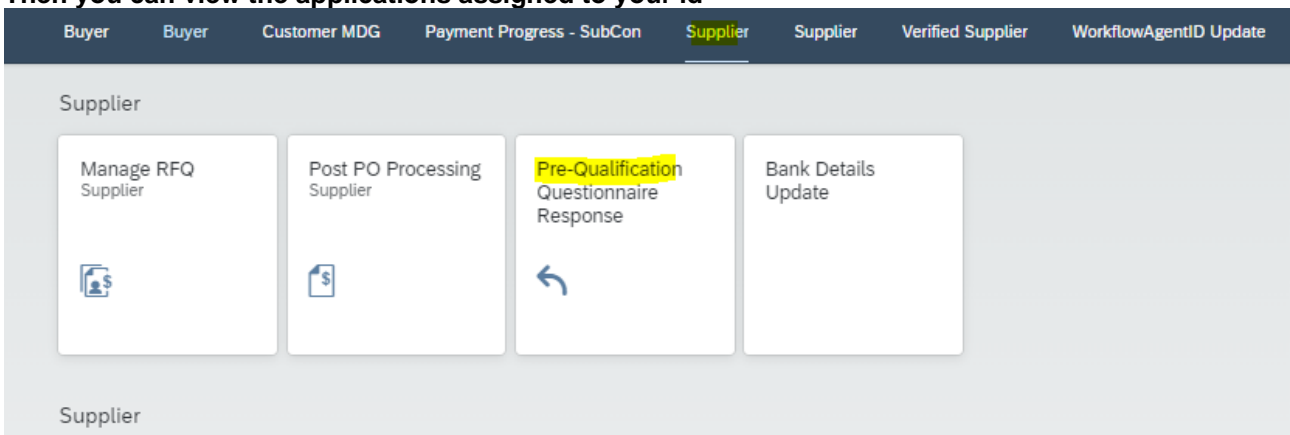## 1.1. Input valid email and Click on Continue button.
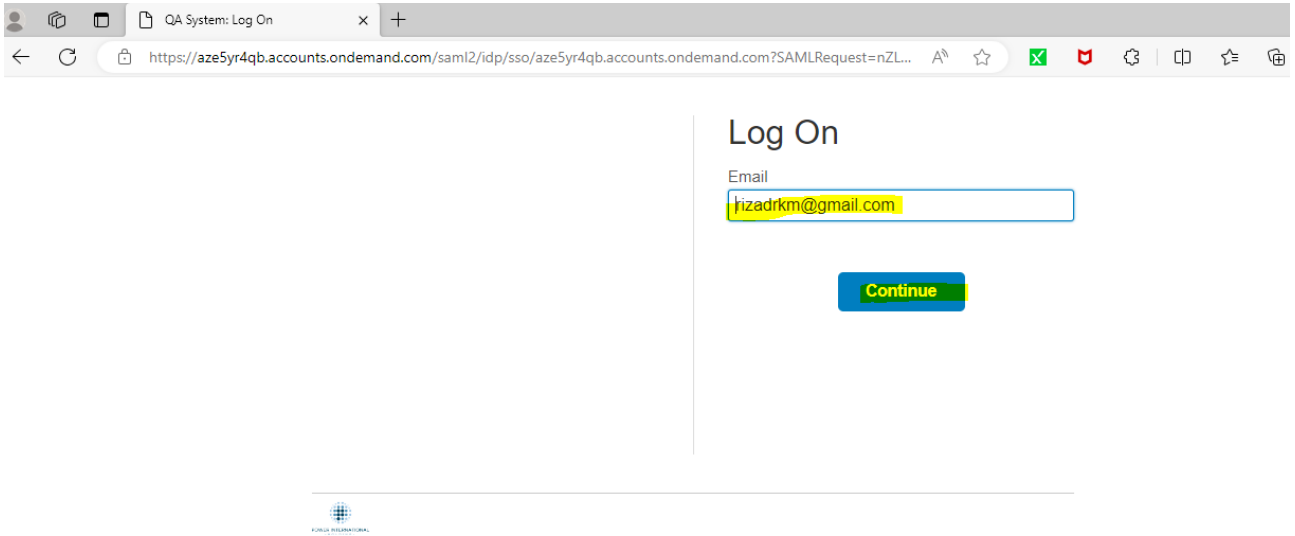
1.2. Input the Password and click on the Logon button.

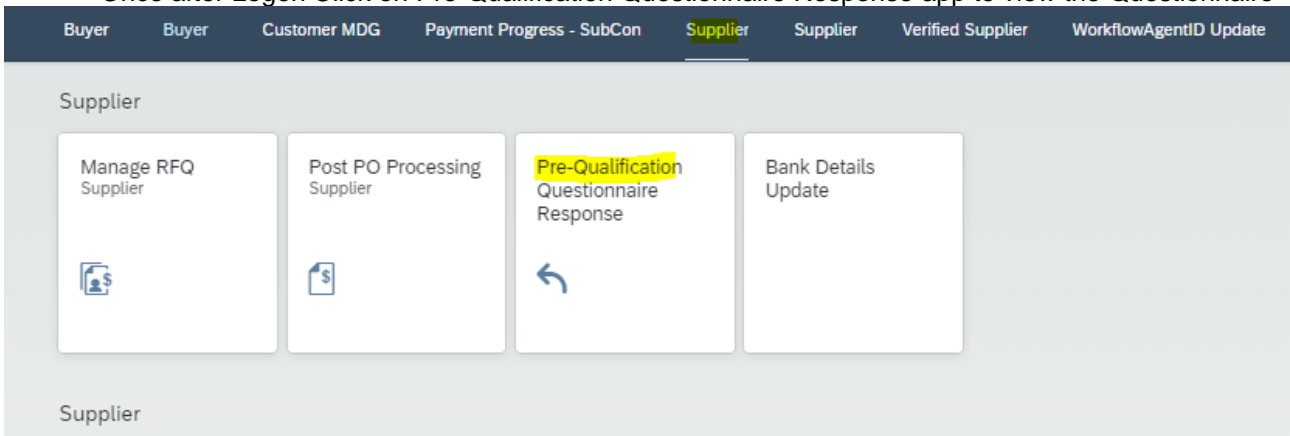## 1.3.   Once click on the Logon button you can see the following screen.

Then you can view the applications assigned to your id

2. Questionnaire Review

2.1. Questionnaire Review

Once after Logon Click on Pre-Qualification Questionnaire Response app to view the Questionnaire

2.2. Once after clicking the app, you can view all questionnaire with status, Click on open questionnaire arrow button.

3.　Check your questions and Submit the Response

Email ID:

RESPONSE DETAILS　　MESSAGES

Quesion Number	Question	Response	Remarks
1	Is the company ISO Certified?	YES	1000 characters remaining
2	Are you a golden partner for the brand X	Not Yet	1000 characters remaining
		993 characters remaining	
3	Doe you provide after sales services	YES	1000 characters remaining