

# **User Manual**

## **Supplier – Response to PQQ**

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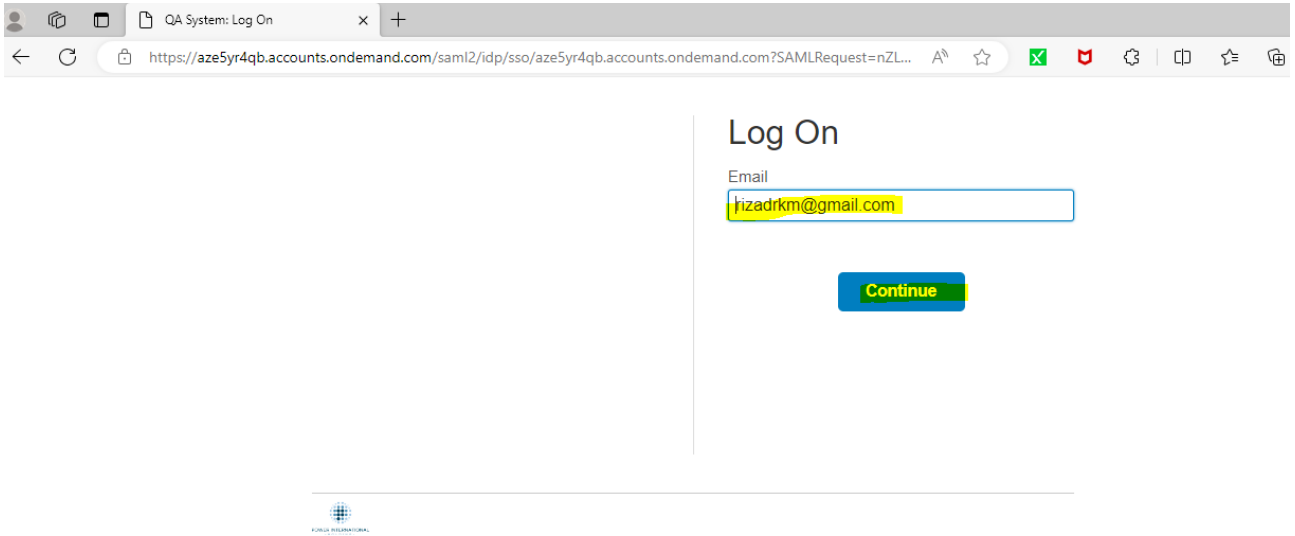
In this Process, Supplier receives Pre-Qualification questionnaire from the Procurement Team, and all questions are available in prequalification questionnaire Response app.

Supplier performs the following steps for submitting the response.

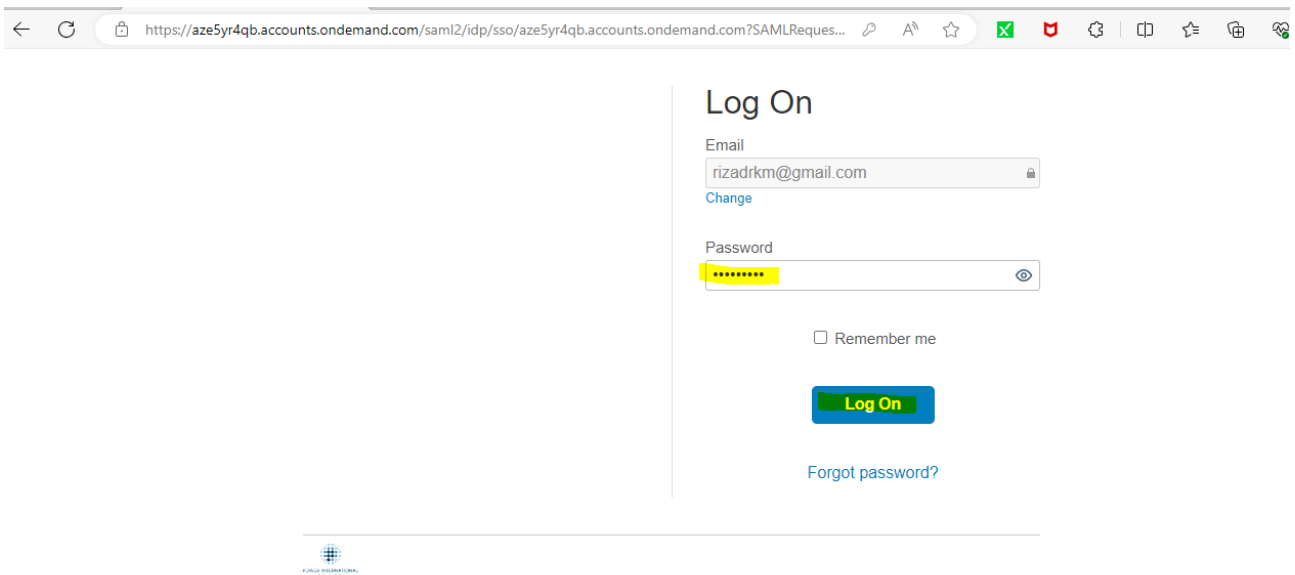
1. Review all questions.
2. Submit the Response.

# 1. Login into Supplier Portal

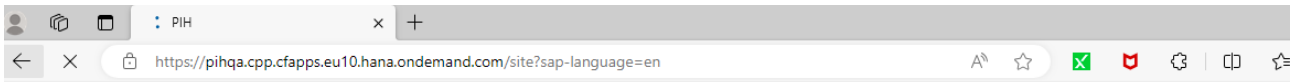
## 1.1. Input valid email and Click on Continue button.



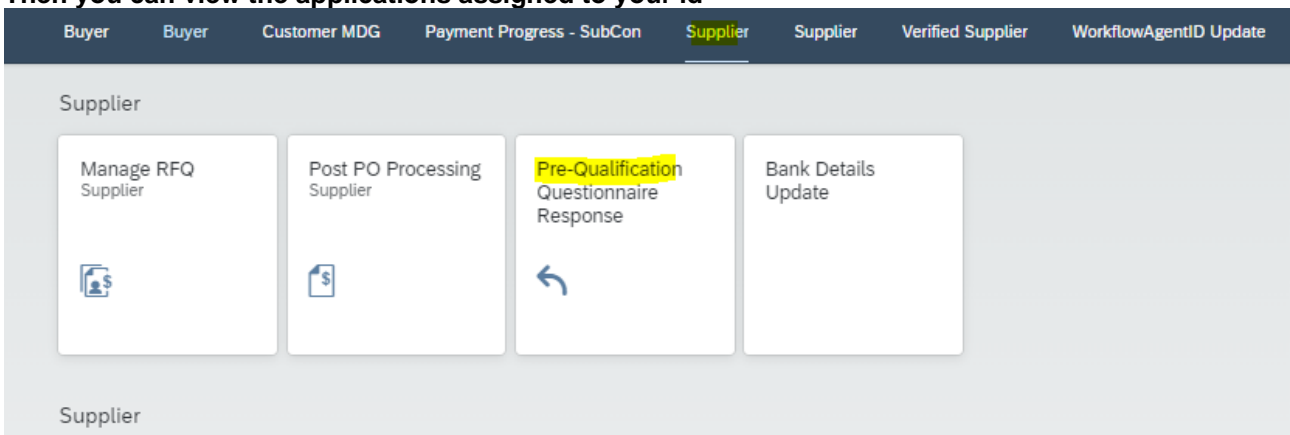
## 1.2. Input the Password and click on the Logon button.



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



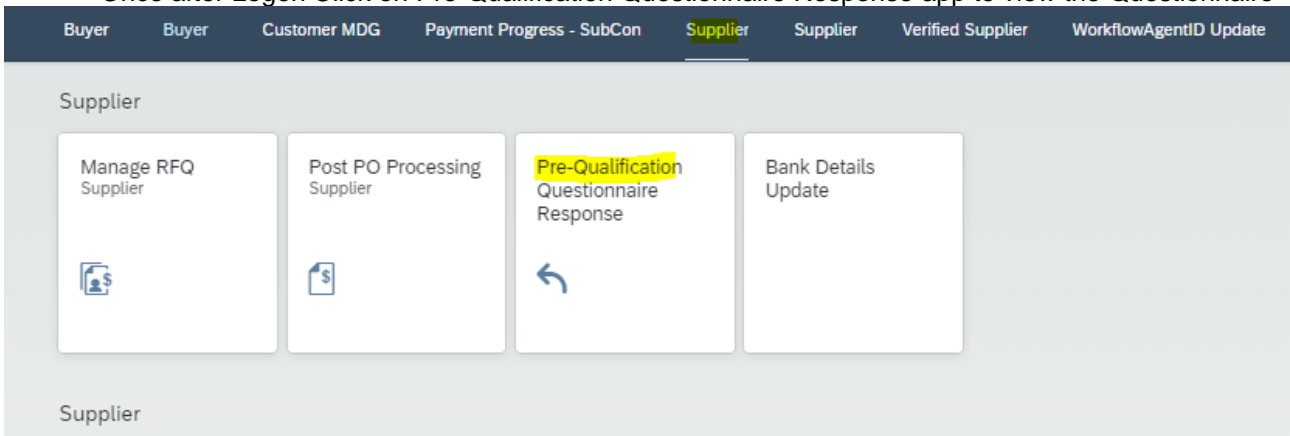
### Then you can view the applications assigned to your id



## 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.

Manage Supplier Responses


Supplier Response

PQQQuestionnaires (9)




Questionnaire No	Questionnaire Description	Item Category	Status	Response Start Date	Response End Date	Created By	PQQ Created Date	
189	test email	Civil Works	Open	1-Oct-2023	31-Oct-2023	m.rizad@powerholding-intl.com	01/10/2023	>
188	Test PQQ Link	Civil Works	Open	20-Sep-2023	30-Sep-2023	m.rizad@powerholding-intl.com	20/09/2023	>
183	Food Items	Food	Approved	24-May-2023	26-May-2023	m.rizad@powerholding-intl.com	24/05/2023	>
181	Test PQQ	Civil Works	Approved	13-Apr-2023	14-Apr-2023	m.rizad@powerholding-intl.com	13/04/2023	>
177	Food Supplier for Fifa	Food	Approved	4-Sep-2022	6-Sep-2022	m.rizad@powerholding-intl.com	04/09/2022	>
176	Food Supply	Food	Approved	1-Sep-2022	2-Sep-2022	m.rizad@powerholding-intl.com	01/09/2022	>
175	IT Supplies	Civil Works	Approved	9-Aug-2022	31-Aug-2022	m.rizad@powerholding-intl.com	09/08/2022	>
170	Test - Vendor Evaluation	Information Technology & Communication	Submitted	24-Jul-2022	25-Jul-2022	r.reghin@uccholding-intl.com	24/07/2022	>
169	IT Hardware	Information Technology & Communication	Submitted	24-Jul-2022	25-Jul-2022	m.rizad@powerholding-intl.com	24/07/2022	>

### 3. Check your questions and Submit the Response

Email ID:



[RESPONSE DETAILS](#) [MESSAGES](#)

Question Number	Question	Response	Remarks
1	Is the company ISO Certified?		<input type="text"/> 1000 characters remaining
2	Are you a golden partner for the brand X	 993 characters remaining	<input type="text"/> 1000 characters remaining
3	Doe you provide after sales services		<input type="text"/> 1000 characters remaining