User Manual

Supplier – Response to PQQ

Contents

- 1. Login
- 2. Questionnaire Review
- 3. Submit the Response

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.

				QA System: Log On	×				
\leftarrow	С	e) ht	ttps://aze5yr4qb.accounts	s.ondema	and.com/saml2/idp/sso/aze5yr4qb.accounts.ondemand.com?SAMLRequest=nZL A 🏠 🔀 💟	¢ Φ	≲≞	Ē
						Log On Email Fizadrkm@gmail.com Continue			
				FOR					

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

Log On
Email
rizadrkm@gmail.com
Change
Password
©
Remember me
Log On
Forgot password?

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



Then you can view the applications assigned to your id

Buyer	Buyer	Customer MDG	Payment Pr	ogress - SubCon	Supplier	Supplier	Verified Supplier	WorkflowAgentID Update
Supplier								
Manage Supplier	RFQ	Post PO Pro Supplier	ocessing	Pre-Qualification Questionnaire Response	h	Bank Details Update		
E \$		ſs		5				
Supplier								

2. Questionnaire Review

2.1. Questionnaire Review

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

Buyer	Buyer	Custor	ner MDG	Payment Pro	ogress - SubCon	Supplier	Supplier	Verified S	Supplier	WorkflowAgenti	O Update
Supplier											
Manage Supplier	RFQ	1	Post PO Proc Supplier	essing	Pre-Qualification Questionnaire Response	1	Bank Details Update				
E s		(\$		5						
Supplier											

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

< SAP Mana	ige Supplier Responses 🗸							Q II		
Supplier Response [
PQQuestionnaires (9) Search										
Questionnnaire 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

RESPONSE	DETAILS MESSAGES		x	Email ID:
Quesion	Question	Response	Remarks	
1	Is the company ISO Certified?		1000 characters remaining	
2	Are you a golden partner for the brand X	Not Yet 993 characters remaining	1000 characters remaining	
3	Doe you provide after sales services	(755)	1000 characters remaining	