

## Completing a Sourcing Event Panel Questionnaire

1. Click the flag in the upper menu of the OK Corral. Choose “Incomplete Sourcing Event Questionnaire”.

The screenshot shows the OK Corral website dashboard. In the top right corner, there is a notification flag with the number 44. An orange arrow points to this flag. Below the flag, the 'Action Items' menu is open, showing a list of tasks. An orange arrow points to the 'Incomplete Sourcing Event Questionnaire' item, which has a red square with the number 1 next to it. The dashboard also features a 'Preferred Suppliers' section with logos for Agilent Technologies, STAPLES, Airgas, Fisher Scientific, and BIO-RAD. A 'THIS IS A TEST.' banner is visible on the left side.

2. Select the sourcing event from the list.

The screenshot shows a list of sourcing events. The list is filtered to show 1 of 12 results. The first event, 'Office Stationery Products', is highlighted with a blue background and a red 'Under Evaluation' status. An orange arrow points to this event. The event details include the OSUA&M-RFP-000118-2017, a Request for Proposal, and a timeline of events: Created (12/16/2016 11:01 AM CST), Release (–), Open (12/16/2016 12:00 AM CST), Close (12/20/2016 10:00 AM CST), and Sealed Bid Open (12/20/2016 10:00 AM CST). The event has 2 Submitted Bids, 2 Intending to Bid, and 0 No bids. The second event, 'Test 0%', is also highlighted with a blue background and a red 'Under Evaluation' status. The event details include the OSUA&M-RFP-000115-2017, a Request for Proposal, and a timeline of events: Created (10/11/2016 1:36 PM CST), Release (–), Open (10/11/2016 12:00 AM CST), Close (10/12/2016 12:00 AM CST), and Sealed Bid Open (10/12/2016 12:00 AM CST). The event has 2 Submitted Bids, 2 Intending to Bid, and 0 No bids.

Status	Event Details	Created	Release	Open	Close	Sealed Bid Open	Submitted Bids	Intending to Bid	No bids
<b>Under Evaluation</b>	<b>Office Stationery Products</b>	12/16/2016 11:01 AM CST	–	12/16/2016 12:00 AM CST	12/20/2016 10:00 AM CST	12/20/2016 10:00 AM CST	2	2	0
<b>Under Evaluation</b>	<b>Test 0%</b>	10/11/2016 1:36 PM CST	–	10/11/2016 12:00 AM CST	10/12/2016 12:00 AM CST	10/12/2016 12:00 AM CST	2	2	0

3. Click on “Panel Questionnaire” in the left hand menu, then click “My Response”.

The screenshot shows the 'Supplier Responses' page for 'Office Stationery Products' (OSUA&M-RFP-000118-2017). The page is in 'Request for Proposal' mode and 'Under Evaluation' status. The left sidebar contains a 'Supplier Responses' menu with 'Panel Questionnaire' and 'My Response' highlighted by orange arrows. The main content area shows a table of 2 invited suppliers with their response progress and total bids.

Progress	Response % Complete	Supplier Name	Required Items Total Bid	Optional Items Total Bid	
Submitted	100%	Marty's Anything	0.00 USD	147,677.50 USD (5 of 5)	<input type="checkbox"/> View Response
Submitted	100%	Matts Purchasing Test Vendor	0.00 USD	162.50 USD (5 of 5)	<input type="checkbox"/> View Response

Buttons: Evaluation Actions, Event Actions, History, Evaluate Selected Responses, Save Progress.

4. Click on “View Questionnaire”.

The screenshot shows the 'My Response' page for 'Office Stationery Products' (OSUA&M-RFP-000118-2017). The page is in 'Request for Proposal' mode and 'Under Evaluation' status. The left sidebar shows 'Panel Questionnaire' selected and 'My Response' highlighted by an orange arrow. The main content area displays the questionnaire status and a table of supplier progress.

Questionnaire Status: **Published**. The Questionnaire will close on **12/20/2017 12:00 AM CST**  
Response status: **In Progress**

Supplier Name	My Progress	
Supplier 1	0 of 5 Ratings Entered	<input type="button" value="Go to Supplier on Questionnaire"/>
Supplier 2	0 of 5 Ratings Entered	<input type="button" value="Go to Supplier on Questionnaire"/>

Buttons: Event Actions, History, Questionnaire Actions, View Questionnaire.

5. Click on the drop-down on each criteria and choose your rating.

Rate Suppliers Below On Their Responses and Panel Questions

1 of 1 Pages 4 Per Page ▾

Expand All | Collapse All

	Supplier 1	Supplier 2
<b>My Progress</b>	<b>0 of 5 Ratings Entered</b>	<b>0 of 5 Ratings Entered</b>
▼ Page 1		
▼ Group 1		
Technical Capabilities	<div style="border: 1px solid black; padding: 5px;"><ul style="list-style-type: none"><li>0 - Poor</li><li>1</li><li>2</li><li>3</li><li>4</li><li>5 - Good</li><li>6</li><li>7</li><li>8</li><li>9</li><li>10 - Excellent</li></ul></div>	<input type="text" value=""/> ▼
		▶ Comment
Performance		<input type="text" value=""/> ▼
		▶ Comment
Pricing Proposal		<input type="text" value=""/> ▼
		▶ Comment
Stability	<input type="text" value=""/> ▼	<input type="text" value=""/> ▼

6. To add a comment to a rating in the questionnaire, click on “Comment” and type your comment in the box provided.

Rate Suppliers Below On Their Responses and Panel Questions

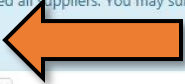
1 of 1 Pages 4 Per Page ▾


Expand All | Collapse All

	Supplier 1	Supplier 2
<b>My Progress</b>	<b>4 of 5 Ratings Entered</b>	<b>4 of 5 Ratings Entered</b>
▼ Page 1		
▼ Group 1		
Technical Capabilities	<input type="text" value="9"/> ▼	<input type="text" value="10 - Excellent"/> ▼
	▶ Comment	▶ Comment
		<div style="border: 1px solid #ccc; padding: 5px;"><p>The information provided shows this supplier to be more than capable of meeting our technical needs.</p></div> <p>900 characters remaining</p>
Performance	<input type="text" value="4"/> ▼	<input type="text" value="7"/> ▼

7. Once you have chosen all your rankings for all suppliers on the questionnaire click “Save” and then “Submit”.
- a. If you need to save your progress and come back later to finish the questionnaire just click “Save” and exit the questionnaire.

**Complete: All Suppliers have been rated**  
You have rated all suppliers. You may submit now or continue editing.

[Submit](#) 

[Export Questionnaire](#) ★ Required Group [Save](#) 

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**Rate Suppliers Below On Their Responses and Panel Questions**

1 of 1 Pages 4 Per Page ▼

Expand All | Collapse All

	Supplier 1	Supplier 2
<b>My Progress</b>	✓ Complete	✓ Complete
▼ Page 1		
▼ Group 1		
Technical Capabilities	9 <input type="text"/>	7 <input type="text"/>
	<a href="#">Comment</a>	<a href="#">Comment</a>
Performance	4 <input type="text"/>	7 <input type="text"/>
	<a href="#">Comment</a>	<a href="#">Comment</a>