

# **SUPPLIER – FORM USER MANUAL**

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## Chapter 1: Working with Forms

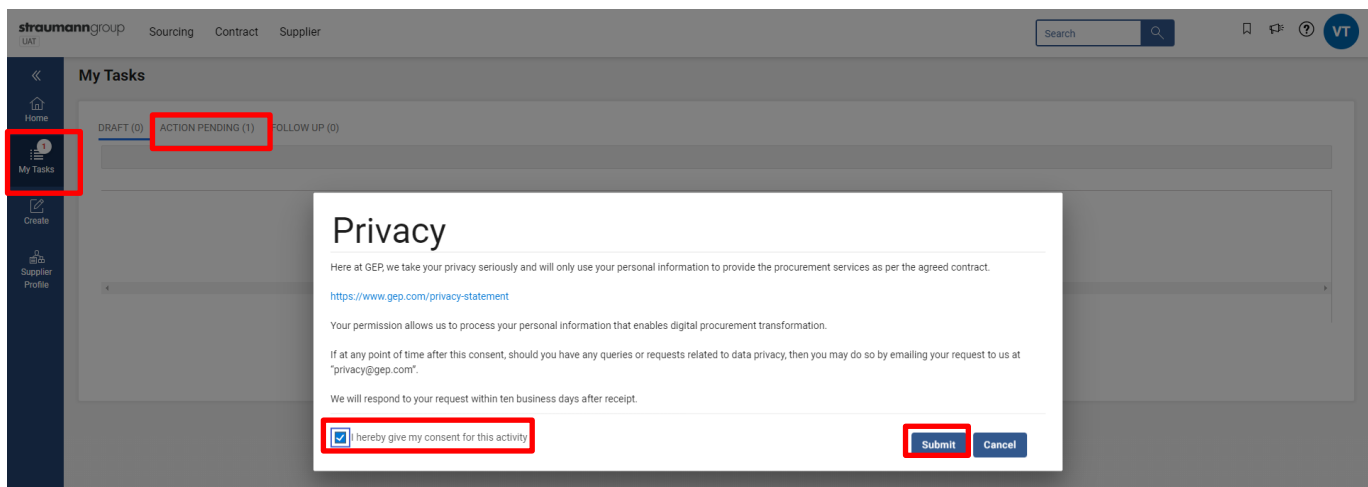
In this section, you will learn about Supplier Form submission.

### 1.1 Accepting Privacy Statement

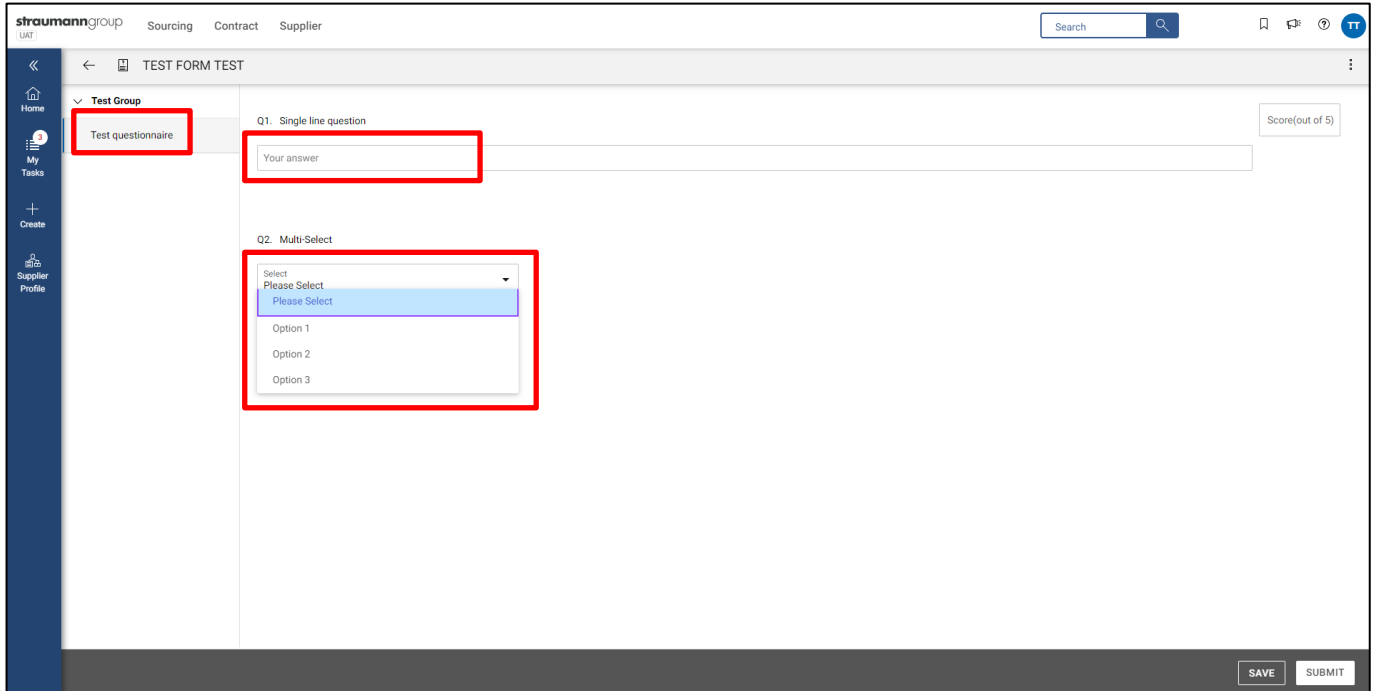
On successful account creation you can view the below screen to accept the privacy statements. Check the box to accept the privacy and click **Submit**.

### 1.2 My Tasks

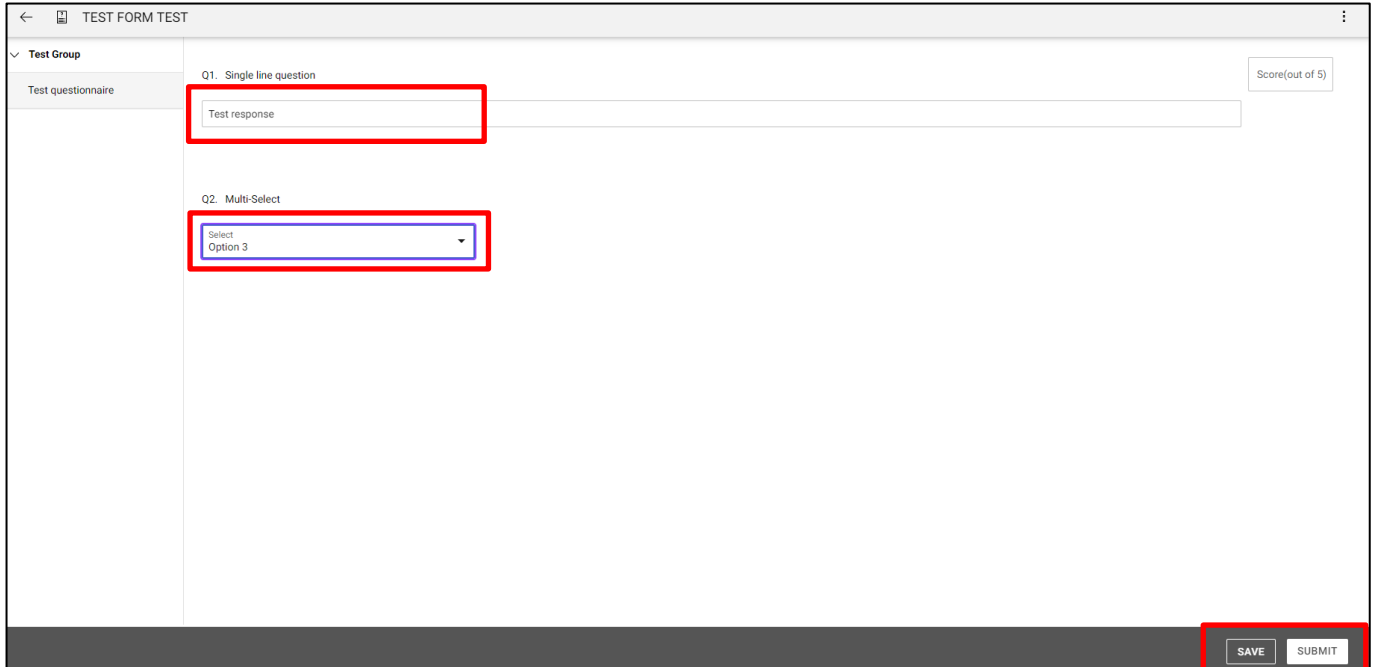
Click '**My Tasks**' on the left panel of the screen to view your action pending tasks as shown in below figure.



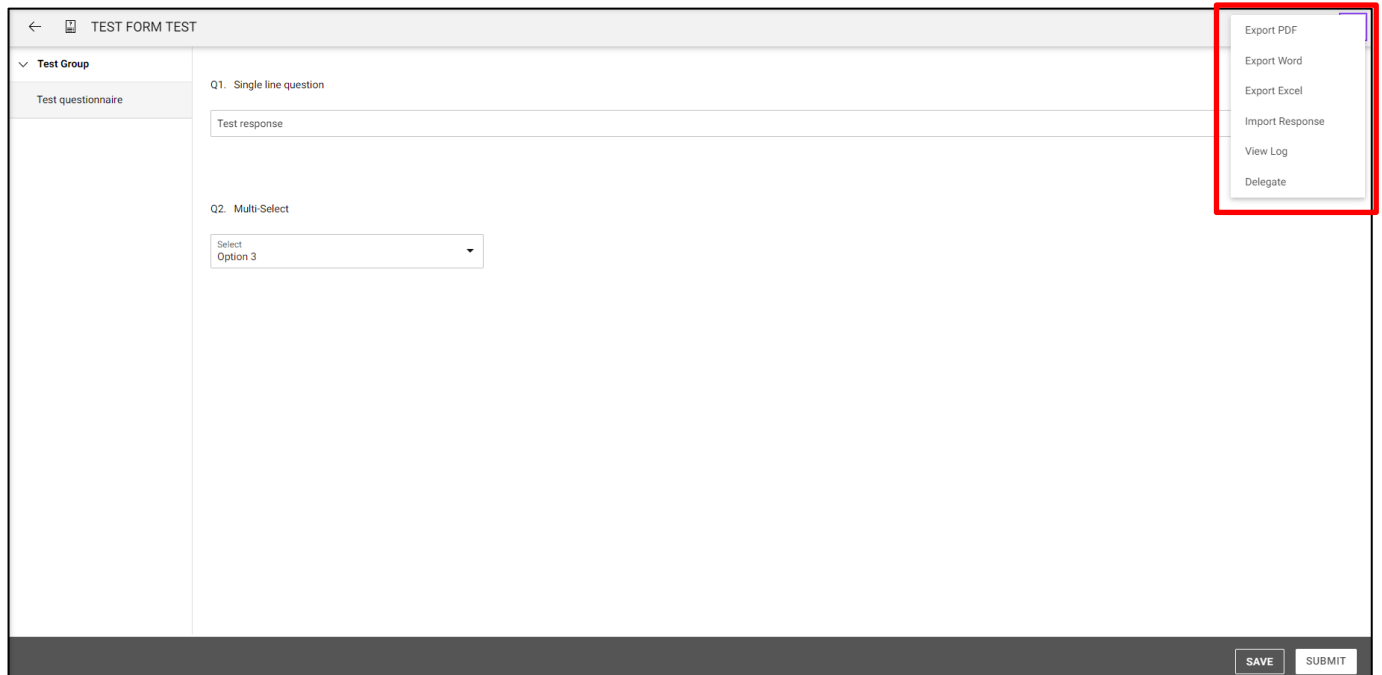
- 1) Click on the Form Name to view/open the Form
- 2) Form will be opened, provide your responses to the available / assigned questionnaires, and click **Save** and **Submit** button as shown in below figure



3) Click **Score** field and provide your score summary and click **Submit**



4) Click **Menu** icon to view options, click on any of desired option to export the form as shown in below figure.



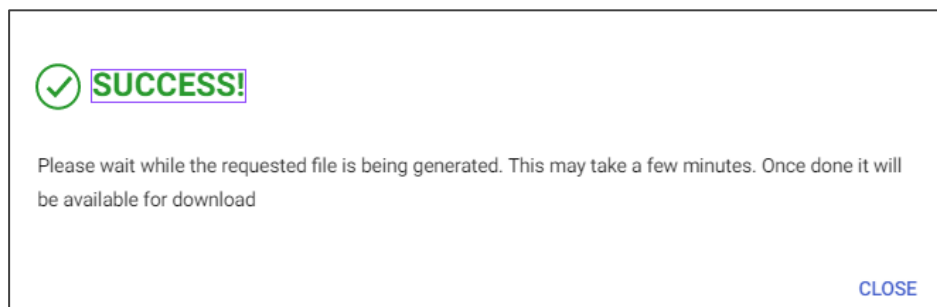
- 5) On Successful completion of the above actions, Supplier activities against Form is completed.
- 6) On submission of the Form the status message is shown as **Submitted**

### 1.2.1 Export Form

You can export the responses using these options.

To export a response:

- 1) From the Action menu, click **Export Excel, Export Word, Export PDF** for exporting responses. The export pop-up appears.



- 2) User can download the responses in Export to Word and PDF files
- 3) You will see the success message and the output file is downloaded in the **Downloads** folder of your system.

### 1.2.2 View Log

You can view the log using this option.

To view log, from the Action menu, click **View Log** to view the log. The View Log pop-up appears. Click on the desired export form responses to view the more details.

VIEW LOG (3)			
Status	Request For	Request Time	Complete Time
> Complete	Export Form Responses	10/11/2022 11:10:10 AM	10/11/2022 11:10:10 AM
> Complete	Export Form Responses	10/11/2022 11:10:01 AM	10/11/2022 11:10:05 AM
> Complete	Export Form Responses	10/11/2022 11:09:24 AM	10/11/2022 11:09:37 AM
			CANCEL DONE

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