ENB Oracle Supplier Portal: Respond to a Questionnaire

Learning Guide

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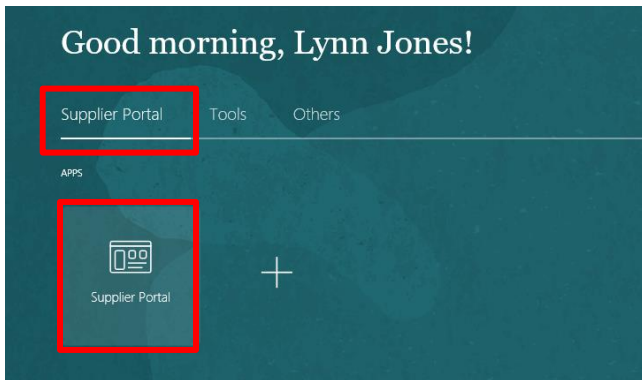
Respond to a Questionnaire

| Purpose	This learning guide provides the details of how to respond to a questionnaire within the Oracle Supplier Portal

Access the Manage Questionnaires work area

1. Log into Oracle. From the Oracle Home page navigate to the **Supplier Portal** application tile under the **Supplier Portal** menu.

2. The **Supplier Portal** home page will display. Navigate to the task menu on the left side of the screen. Under the Qualifications task, click on the sub task: **Manage Questionnaires.**
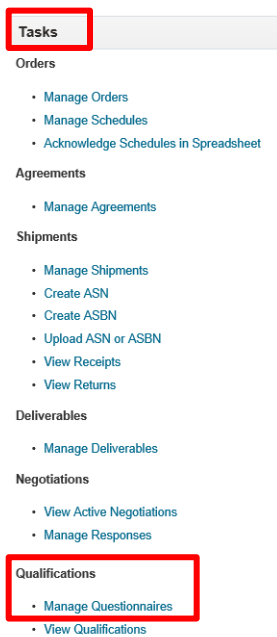
3. The **Manage Questionnaires** work area will display. Questionnaires can be accessed from this work area.
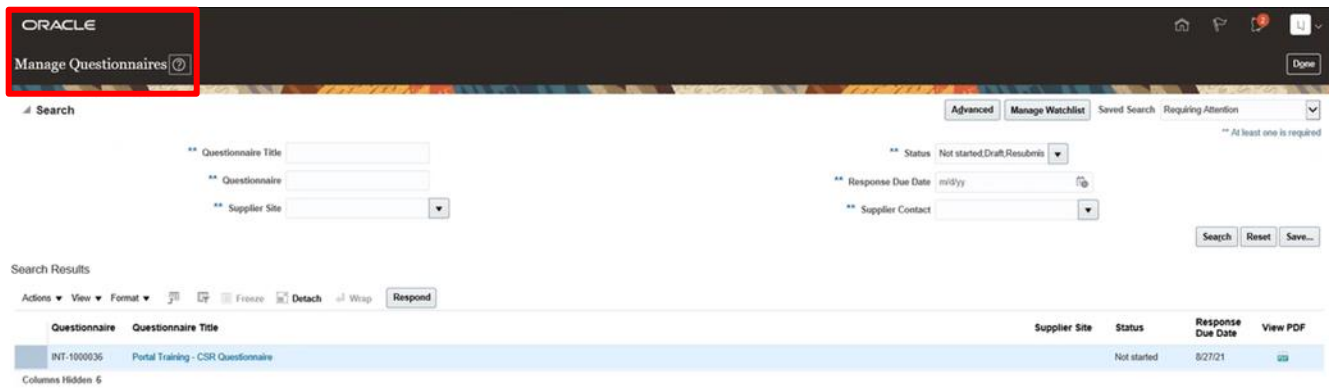

On the left side of the screen you will see the **Questionnaire** number and **Questionnaire Title.**

> **Please note:** The **Questionnaire Title** is a blue hyperlink. To access and respond to a questionnaire, you may either click the blue hyperlink on the **Questionnaire Title** or highlight the questionnaire line and click on the **Respond** button below the search results menu.
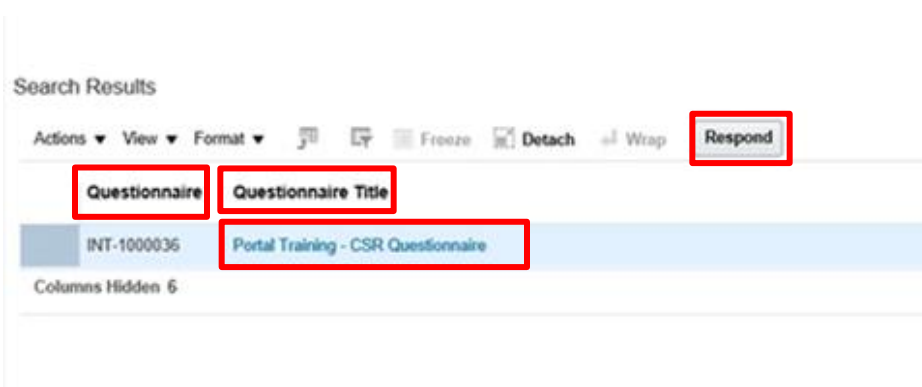

On the right side of the screen you will see the **Status** of the questionnaire and the **Response Due Date**. You also have the option to view the questionnaire in PDF format by clicking on the **PDF** icon.
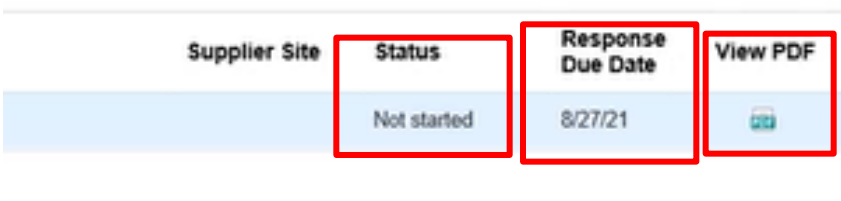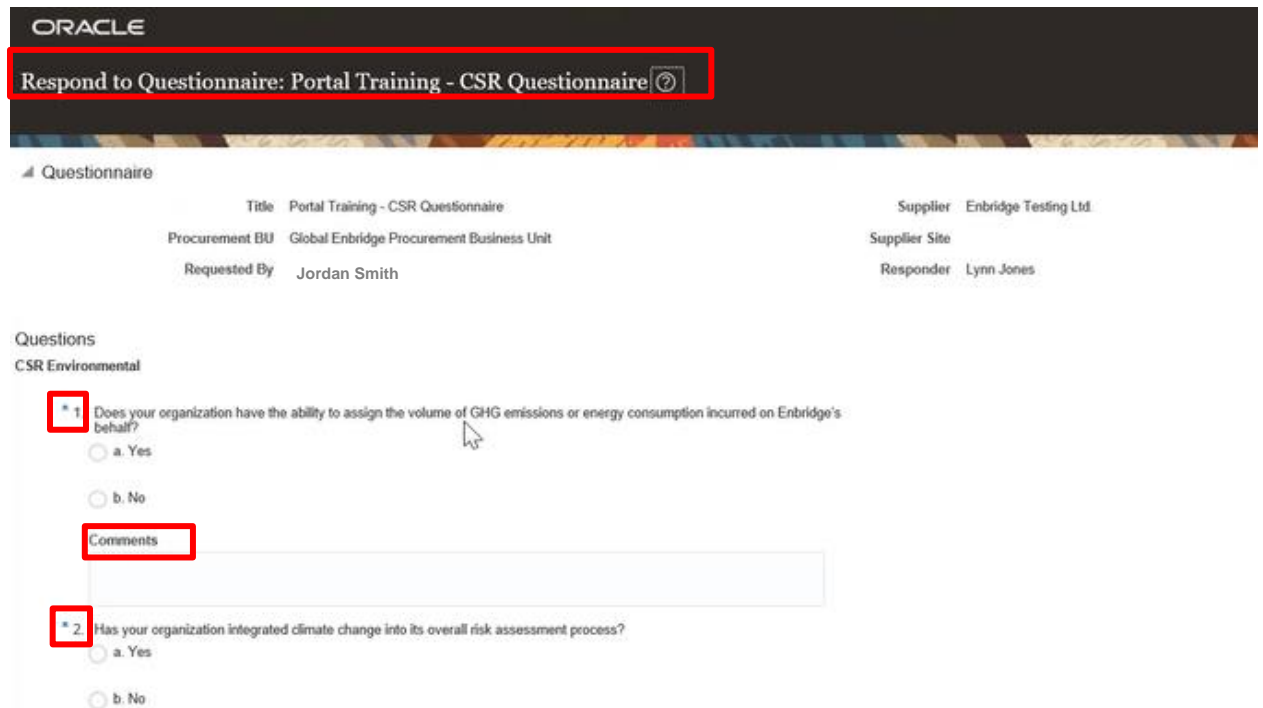
Respond to and submit a questionnaire

4. To access and respond to a questionnaire, you may either click the blue hyperlink on the **Questionnaire Title** or click on the **Respond** button below the search results menu.
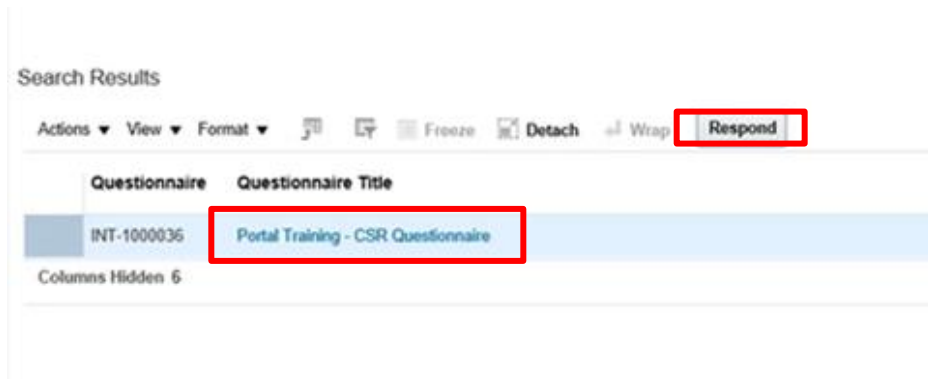
5. The questionnaire will display. Any of the questions marked with a <u>blue asterisk are mandatory</u> questions. Some of questions may have a comments section for the entry of additional information, as needed.

> ***Please note:*** *Different types of questionnaires can be submitted to your organization through the supplier portal. Although the content of the questionnaires may differ, the process to respond to a questionnaire is the same.*
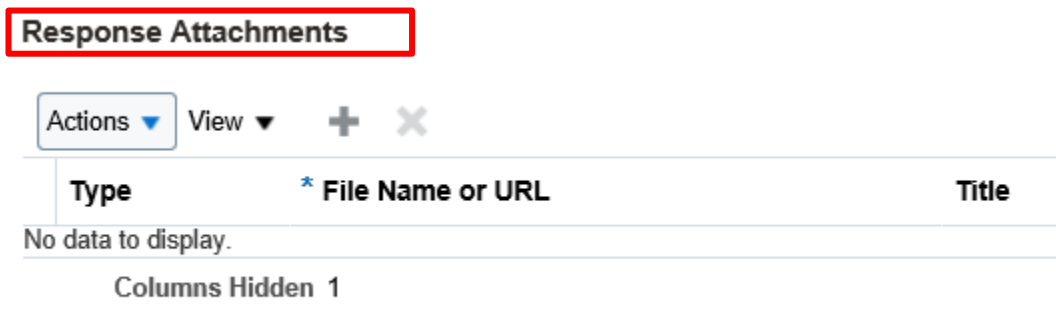
6. When responding to a question, in some cases, a **Response Attachments** option will appear.
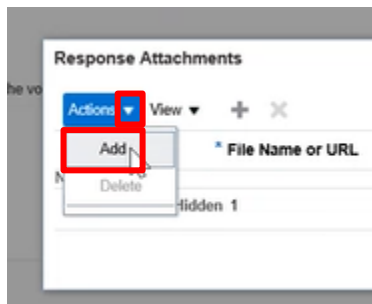

To include an attachment to your response, click the **Plus** icon.
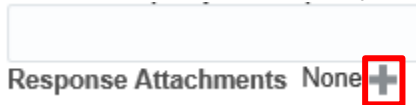
A **Response Attachments** window will pop up.

7. Click on the **Actions** dropdown arrow and choose **Add** from the list of options.

8. Options to attach a file, text or URL will become available in the **Type** column of the window.
   - Select a **Type.** For this example, we will use the **File Type**
   - Click on the **Browse** button
   - Select the file you wish to attach
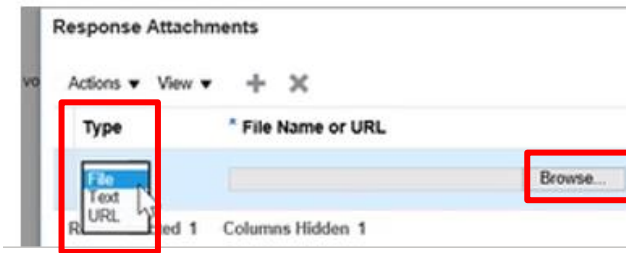
9. After attaching the file, the title section will auto populate with the name of the file. You can enter in a description in the **Description** box. As an example, *Response to Q #1*. Then, click **Ok**.
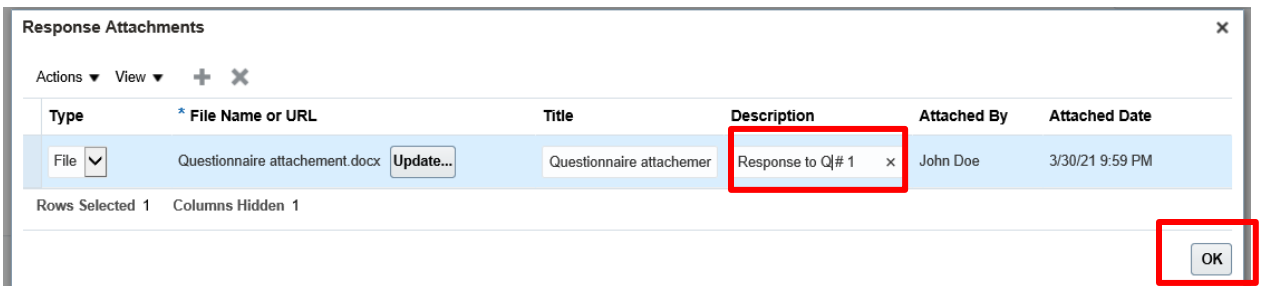
The title of the attached document will appear next to the **Response Attachments** field within the questionnaire.
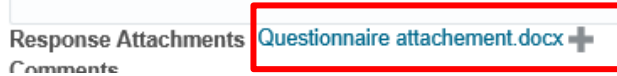

Follow steps 6-9, described above, to add additional attachments to any of the questions within the questionnaire.

Please note: Some questions within a questionnaire may show a **Tip** ( ), denoted by a light bulb symbol.In the example below, the tip is calling out that **ITPs** is the acronym for **inspection test plans**.

10. When you have finished responding to the questionnaire, you may submit the questionnaire back to Enbridge for review. Navigate to the top right corner of the screen and click **Submit**.
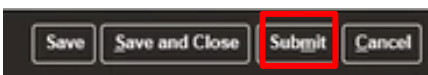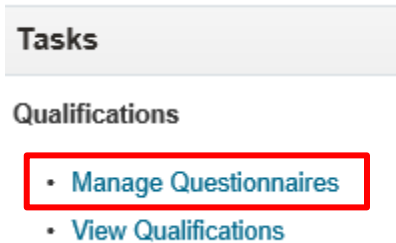

11. A **Confirmation** window appears. Click **Ok**. Then click **Done** at the top of the screen.
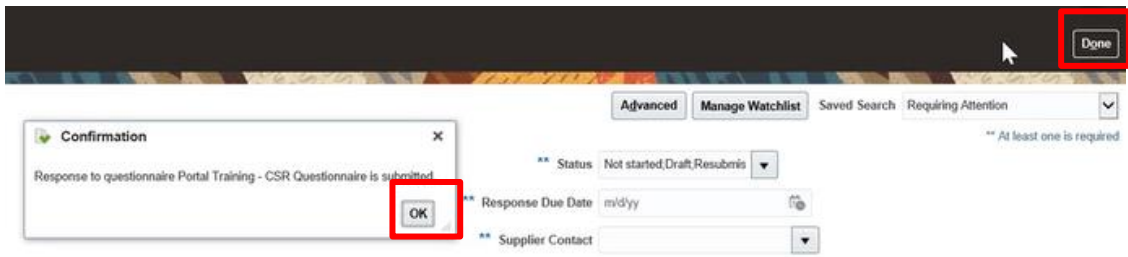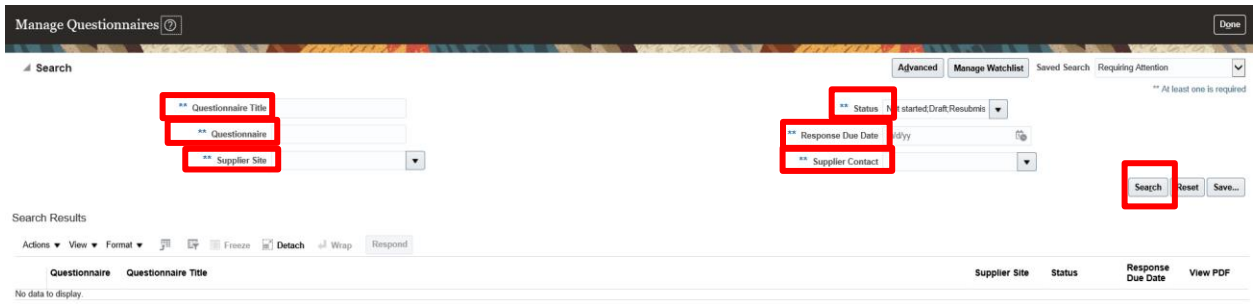
Search past questionnaires

12. To search and view a past questionnaire, navigate to the **Qualifications** task from the Supplier Portal dashboard page and click **Manage Questionnaires.**

13. The **Manage Qualifications** work area will be displayed. Fill in one of the double asterisk fields and click search.

14. You will be able to view the **Status** of a questionnaire from the populated **Search Results**. To access the questionnaire either click the blue hyperlink of the **Questionnaire Title** you wish to view or select the **PDF** icon on the right side of the page.
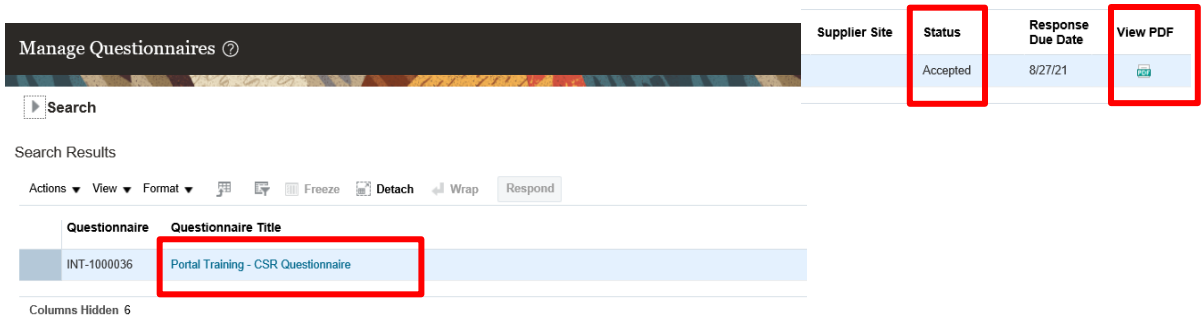
15. The hyperlink view will take you to the questionnaire form where you can view your prior responses to each of the questions. The questionnaire cannot be edited at this stage.

16. If you choose to view the questionnaire as a PDF, after clicking the PDF icon, you will be prompted to **Open**, or **Save** the PDF questionnaire file.

17. After opening, the PDF file will appear in a new window where you can view the questionnaire and your prior responses.