



Start Processing
Useful Data

PQQ

ISSUE REFERENCE:

SC DCI-0001

Doc. No. SNTR-29


Issue No: 01

Issue Date: 01.06.19


[Purchasing / PQQ/ Add Questionnaire.](#)

The screenshot shows the PQQ system interface. On the left is a navigation sidebar with icons for home, documents, shopping cart, calculator, chat, bar chart, and settings. The main header area includes the 'PQQ' title, 'Quick links', and 'Help' buttons. Below the header is a 'Supplier Invitations' section with a '+ Add Questionnaire' button. A search bar with a 'Select Supplier' dropdown and a 'Search' button is present. The main content area features a table with the following data:

Questionnaire ^	Issued ^	Returned/Approved/Rejected	Actions
A	0	0/0/0	⋮
Granville Road	4	1/0/0	⋮
Question	1	0/0/0	⋮
Z	0	0/0/0	⋮

- To create a new PQQ, click the  tab on the right hand side of the page.

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- Fill in all the information as pictured above.
- **Question content** = The actual question you would like to ask the potential supplier, subcontractor etc.
- **Question Type** = The format for which the person filling in the PQQ can answer. This can be a yes/no answer, a free text answer where they type their answer, a multiple choice answer, or a single answer that you set up as being correct.
- To add more questions to the PQQ, click the  box on the left hand side and repeat the above steps.
- **Select supplier** = The supplier that you wish to send the PQQ to. In order for the supplier to be prepopulated in this list, they will have to already set up or invited to join the system.



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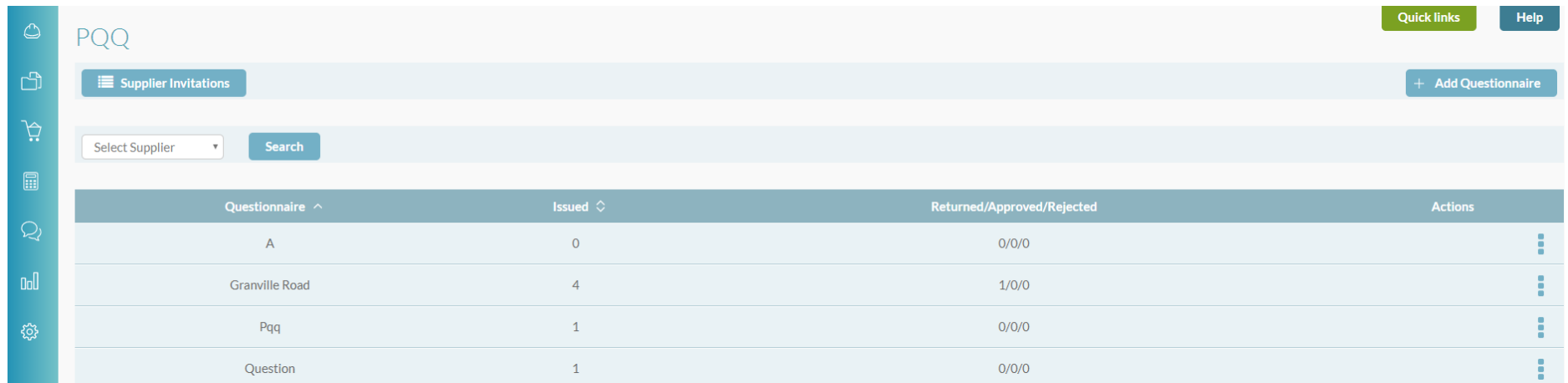
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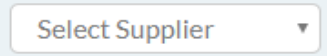

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- Once you are happy with the PQQ, click the  button to add this PQQ to the system.
- A list of all PQQ'S can be found by clicking [Purchasing / PQQ](#).



The screenshot shows the PQQ system interface. At the top, there is a navigation bar with 'PQQ' and 'Quick links' and 'Help' buttons. Below this is a 'Supplier Invitations' section with an '+ Add Questionnaire' button. A search bar is present with a 'Select Supplier' dropdown and a 'Search' button. The main content is a table with the following data:

Questionnaire ^	Issued ◇	Returned/Approved/Rejected	Actions
A	0	0/0/0	⋮
Granville Road	4	1/0/0	⋮
Pqq	1	0/0/0	⋮
Question	1	0/0/0	⋮

- This page also tells you how many times a certain PQQ was issued to a potential supplier, and how many times that PQQ has been returned, approved or rejected.
- You can also refine the search to PQQs sent to a certain supplier. To do this, click the  tab. Select the chosen  supplier from the list and then click