



POWER INTERNATIONAL  
- H O L D I N G -

# HOW TO RESPOND TO PRE-QUALIFICATION QUESTIONNAIRE

This manual provides step-by-step instructions for accessing and responding to the Pre-Qualification Questionnaire (PQQ) within the Supplier Portal, ensuring a seamless and efficient experience. It covers how to respond to specific pre-qualification criteria such as financial stability, technical expertise, and compliance with industry standards. By following the guidance in this user manual, you, as a supplier, will be able to confidently submit accurate, complete, and competitive responses, enhancing their chances of qualifying for future business opportunities.

Step-by-Step  
Guide to  
Responding to  
Pre-Qualification  
Questionnaire in  
the Supplier  
Portal

# How to Respond to Pre-Qualification Questionnaire



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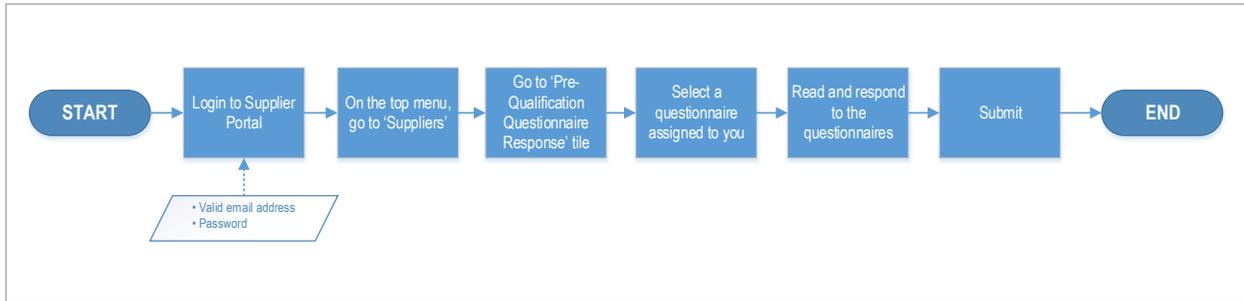
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## A. How to Respond to Pre-Qualification Questionnaire

### 1. Process Flow

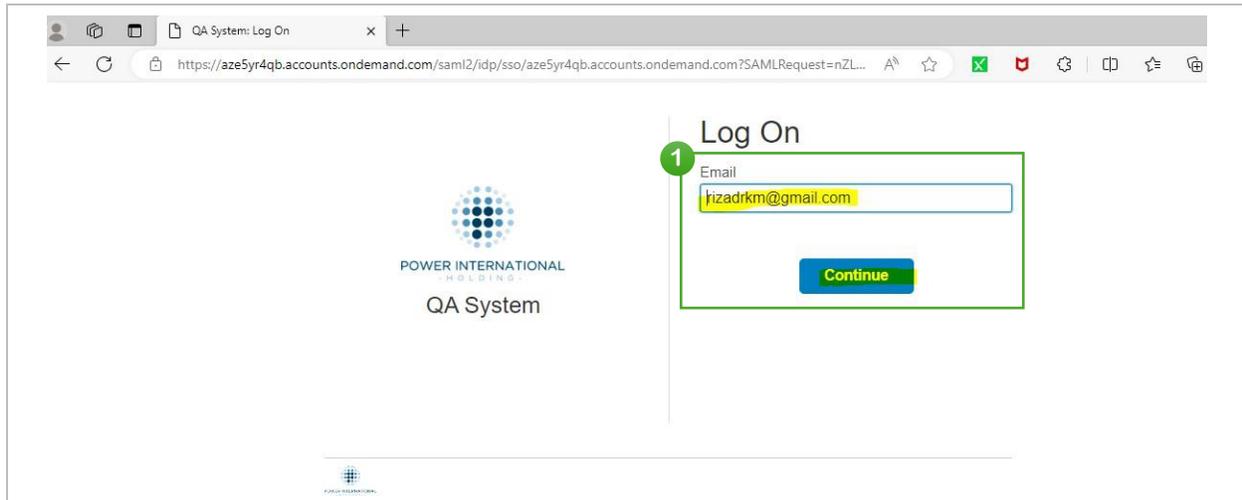


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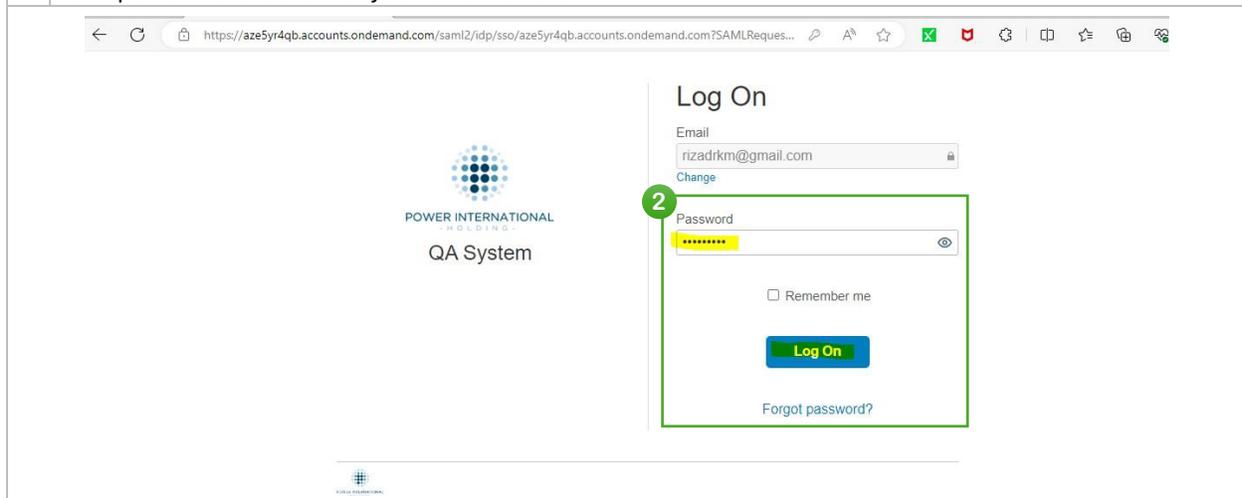


## 2. Supplier Portal Login



1 Input valid email address and click 'Continue.'

**Note:** The system will validate if the email you provided is permitted to access the Supplier Portal so it is important to ensure that your email is valid.



2 Once email is validated, enter your password and click 'Logon.'

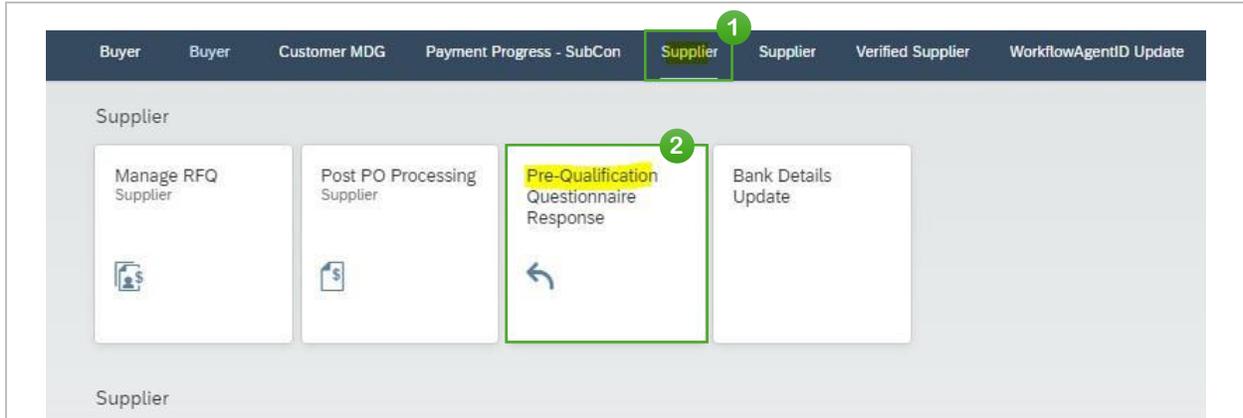
You may also tick the 'Remember me' checkbox if you would like to stay logged in the system. On the other hand, you may click 'Forgot password?' to reset your password if necessary.

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# How to Respond to Pre-Qualification Questionnaire



## 3. Supplier Portal Main Page



- |   |  |
|---|--|
| 1 | Once logged in, you will be able to access the Supplier Portal. On the Menu tab, click 'Supplier.' |
| 2 | Go to the 'Pre-Qualification Questionnaire Response' tile.   |

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## 4. Manage Supplier Responses

The screenshot shows the SAP 'Manage Supplier Responses' interface. At the top, there's a search bar and a user profile icon. Below that, a 'Supplier Response' header is visible. The main content is a table titled 'PQQuestionnaires (9)' with a search filter. The table has columns for Questionnaire No, Questionnaire Description, Item Category, Status, Response Start Date, Response End Date, Created By, and PQQ Created Date. A green box highlights the 'Status' column, and a red circle with the number '1' points to the right arrow icon on the right side of the table rows.

Questionnaire 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

- 1 Once clicked on the tile, you can view all the questionnaires assigned to you and its corresponding status. To open a questionnaire, click the arrow on the right.

The screenshot shows the 'RESPONSE DETAILS' view in SAP. It features a table with columns for Question Number, Question, Response, and Remarks. A green box highlights the 'Response' column, and a red circle with the number '2' points to the 'Response' field. Another red circle with the number '3' points to the 'Remarks' section, which includes a text input field and a character count.

Question Number	Question	Response	Remarks
1	Is the company ISO Certified?	Yes	1000 characters remaining
2	Are you a golden partner for the brand X	Not Yet	1000 characters remaining
3	Doe you provide after sales services	Yes	1000 characters remaining

- 2 Read the question carefully and provide your response.
- 3 (Optional) The remarks section is open if you wish to add more information.

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