

Completing a Sourcing Event Panel Questionnaire

1. Click on the “Sourcing” dashboard tile on the OK Corral Homepage.

The screenshot shows the OK Corral homepage dashboard. At the top, there is a navigation bar with the OK Corral logo, a search bar, and user account information. Below the navigation bar, there is a main content area with several tiles. The 'Sourcing' tile, located in the bottom right quadrant of the dashboard, is highlighted with an orange border. It features a globe icon and the text 'Sourcing'. Other tiles include 'Shopping' (shopping cart icon), 'Accounts Payable' (dollar sign and coins icon), and 'Contracts Available to OSU and the A&M System' (document icon). The 'OK Corral Message Board' tile on the left contains a large award logo for 'Achievement of Excellence in Procurement' and text regarding the 2018, 2019, and 2023 award winners.

OK CORRAL

Shop • Test Homepage

Shop

Go to: [Favorites](#) | [Forms](#) | [Non-Catalog Item](#) | [Quick Order](#) Browse: [Suppliers](#) | [Categories](#) | [Contracts](#) | [Chemicals](#)

[Simple](#) [Advanced](#)

Search for products, suppliers, forms, part number, etc.

OK Corral Message Board

Shopping

Accounts Payable

Sourcing

Contracts Available to OSU and the A&M System

Achievement of Excellence In Procurement®
2018, 2019 & 2023 Award Winner

The Oklahoma State University and A&M Central Procurement Office has been awarded the prestigious 24th Annual Achievement of Excellence in Procurement® (AEP) for 2019 from the National Procurement Institute, Inc. (NPI).

New Vendor Requests

The Total Supplier Manager module of OK Corral went live on July 5, 2018. New vendors will now receive an invitation to register rather than the purchasing office manually entering the data on behalf of the vendor. The vendor will be responsible for entering their own information. The

2. From the “My Incomplete Panel Questionnaires” list, choose the questionnaire you are needing to complete by clicking on the event.

The screenshot shows the OK CORRAL Sourcing dashboard. The top navigation bar includes the OK CORRAL logo, a search bar, and a currency display of 11,094.94 USD. The main content area is divided into several sections:

- My Assigned Approvals:** A list of tasks with counts: Requisitions To Approve (9), Sourcing Event Evaluations (3), and Procurement Request Approvals (2).
- Sourcing Events:** A link to 'Incomplete Sourcing Event Questionnaire' with a count of 1.
- Sourcing Event Summary:** A section with filters for 'View Sourcing Events By' (Status), 'Sourcing Events' (My Events), and 'Date Range' (All Dates). It includes a horizontal bar chart showing the distribution of 153 total sourcing events across stages: Stage Complete, Withdrawn, Closed Without Awarding, Draft, Awarded, and Under Evaluation. The 'Under Evaluation' stage has the highest count.
- My Active Sourcing Events:** A table with 4 events, all with a status of 'Under Evaluation'. The events are: OSUA&M-RFP-000256-2026 (Multi-Stage), OSUA&M-RFP-000260-2026 (Test Event 26.1.4), OSUA&M-RFP-000261-2026 (Test Event 26.1.5), and OSUA&M-RFP-000266-2026 (Office Stationery Products).
- My Incomplete Panel Questionnaires:** A table with 2 questionnaires, both with a status of 'Under Evaluation'. The questionnaires are: OSUA&M-RFP-000226-2023 (Test RFP Multi Stage) and OSUA&M-RFP-000266-2026 (Office Stationery Products).

An orange arrow points from the 'Office Stationery Products' event in the 'My Active Sourcing Events' table to the 'Office Stationery Products' questionnaire in the 'My Incomplete Panel Questionnaires' table.

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

Office Stationery Products
OSUA&M-RFP-000266-2026

Type: **Request for Proposal**
Event Status: **Under Evaluation**

Settings and Content >
Evaluations >
Supplier Responses
Eval. Calculation Options
Panel Questionnaire >
My Response >
Setup ✓
Panelists 1
Panel Questions 4
Evaluation Criteria

Supplier Responses Event Actions | History | ?

Evaluation Actions

2 Invited Suppliers Evaluate Selected Responses

Progress	Response % Complete	Supplier Name	Total Bid	
Submitted	100%	Matt's Bluegill Guide Service	0.00 USD	<input type="checkbox"/>
Submitted	100%	Matts Print Shop	0.00 USD	<input type="checkbox"/>

Save Progress

4. Click on “View Questionnaire”.

Office Stationery Products
OSUA&M-RFP-000266-2026

Type: **Request for Proposal**
Event Status: **Under Evaluation**

Settings and Content >
Evaluations >
Panel Questionnaire >
My Response
Setup ✓
Panelists 1
Panel Questions 4
Evaluation Criteria

My Response Event Actions | History | ?

Questionnaire Status: **Published**. The Questionnaire will close on 6/2/2026 12:00 AM CDT
Response status: **Not Started** Questionnaire Actions

View Questionnaire


Supplier Name	My Progress	
Matt's Bluegill Guide Service	0 of 4 Ratings Entered	<input type="button" value="Go to Supplier on Questionnaire"/>
Matts Print Shop	0 of 4 Ratings Entered	<input type="button" value="Go to Supplier on 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](#)

	Matt's Bluegill Guide Service	Matts Print Shop
My Progress	0 of 4 Ratings Entered	0 of 4 Ratings Entered
▼ Evaluation Criteria		
▼ Group 1		
Scope of Work	<input type="text" value=""/>	<input type="text" value=""/>
		▶ Comment
Experience/Qualifications/References	<input type="text" value=""/>	<input type="text" value=""/>
		▶ Comment
Delivery & Timeline	<input type="text" value=""/>	<input type="text" value=""/>
		▶ Comment
Value-added	<input type="text" value=""/>	<input type="text" value=""/>
		▶ Comment

★ Required [Save Progress](#)

Drop-down menu for 'Scope of Work' (Matt's Bluegill Guide Service):

- 0 - Does Not Meet
- 1
- 2
- 3
- 4
- 5 - Meets
- 6
- 7
- 8
- 9
- 10 - Exceeds

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


a. Please remember it is very important to add a comment to any rating you give that is above or below a 5.

Rate Suppliers Below On Their Responses and Panel Questions		
	1 of 1 Pages	4 Per Page ▼
Expand All Collapse All	Matt's Bluegill Guide Service	Matts Print Shop
My Progress	0 of 4 Ratings Entered	0 of 4 Ratings Entered
▼ Evaluation Criteria		
▼ Group 1		
Scope of Work	5 - Meets ▼	10 - Exceeds ▼
	▶ Comment	▶ Comment The information provided in their proposal shows this supplier to be highly capable of meeting the scope of work. 2387 characters remaining
Experience/Qualifications/References	5 - Meets ▼	7 ▼
	▶ Comment	▶ Comment
Delivery & Timeline	5 - Meets ▼	6 ▼
★ Required		Save Progress

7. Once you have chosen all your rankings for all suppliers on the questionnaire click “Save Progress” 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

Rate Suppliers Below On Their Responses and Panel Questions

1 of 1 Pages 4 Per Page ▼

[Expand All](#) | [Collapse All](#)

	Matt's Bluegill Guide Service	Matts Print Shop
My Progress	✓ Complete	✓ Complete
▼ Evaluation Criteria		
▼ Group 1		
Scope of Work	5 - Meets ▼ Comment	10 - Exceeds ▼ Comment
Experience/Qualifications/References	5 - Meets ▼ Comment	7 ▼ Comment
Delivery & Timeline	5 - Meets ▼ Comment	6 ▼ Comment
Value-added	5 - Meets ▼ Comment	8 ▼ Comment

★ Required  [Save Progress](#)