

## Completing a Sourcing Event Panel Questionnaire

1. Click the flag in the upper menu of the OK Corral. Choose “Incomplete Sourcing Event Questionnaire”.

The screenshot shows the OK Corral website interface. The top navigation bar includes the OK Corral logo, a search bar, and a user profile icon with a notification bell. A purple sidebar on the left contains navigation icons. The main content area features a 'MESSAGE BOARD' and 'Procurement Resources and OK Corral Support' section. A dropdown menu is open on the right, listing 'Action Items' such as 'My Assigned Approvals', 'Requisitions To Approve', 'Sourcing Event Evaluations', 'Sourcing Events', and 'Incomplete Sourcing Event Questionnaire'. An orange arrow points to the 'Incomplete Sourcing Event Questionnaire' option, which has a notification badge with the number '1'.

2. Select the sourcing event from the list.

The screenshot displays a list of sourcing events. The interface includes a search filter on the left and a main results table. The table shows two events, both with a status of 'Under Evaluation'. The first event, 'Office Stationery Products', is highlighted with an orange arrow. The second event is 'Test 0%'. The table columns include 'Status', 'Event Details', 'Created', 'Release', 'Open', 'Close', 'Sealed Bid Open', 'Submitted Bids', 'Intending to Bid', and 'No bids'.

Status	Event Details	Created	Release	Open	Close	Sealed Bid Open	Submitted Bids	Intending to Bid	No bids
Under Evaluation	<b>Office Stationery Products</b> OSUA&M-RFP-000118-2017 Request for Proposal	12/16/2016 11:01 AM CST	-	12/16/2016 12:00 AM CST	12/20/2016 10:00 AM CST	12/20/2016 10:00 AM CST	2	2	0
Under Evaluation	<b>Test 0%</b> OSUA&M-RFP-000115-2017 Request for Proposal	10/11/2016 1:36 PM CST	-	10/11/2016 12:00 AM CST	10/12/2016 12:00 AM CST	10/12/2016 12:00 AM CST	2	2	0

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

**Office Stationery Products**  
OSUA&M-RFP-000118-2017

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

Settings and Content >

Evaluations ▾

**Supplier Responses**

Panel Questionnaire ▾

My Response

Setup ✓

Panelists 1

**Supplier Responses** Event Actions ▾ History ?

Evaluation Actions ▾

**2 Invited Suppliers** Evaluate Selected Responses

Progress ▲	Response % Complete ▲	Supplier Name ▲	Required Items Total Bid ▲	Optional Items Total Bid ▲	
Submitted	100%	Marty's Anything ⓘ	0.00 USD	147,677.50 USD (5 of 5)	<input type="checkbox"/> View Response
Submitted	100%	Matts Purchasing Test Vendor ⓘ	0.00 USD	162.50 USD (5 of 5)	<input type="checkbox"/> View Response

Save Progress

4. Click on “View Questionnaire”.

**Office Stationery Products**  
OSUA&M-RFP-000118-2017

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

Settings and Content >

Evaluations >

Panel Questionnaire ▾

**My Response**

Setup ✓

**My Response** Event Actions ▾ History ?

Questionnaire Status: **Published**. The Questionnaire will close on **12/20/2017 12:00 AM CST**  
Response status: **In Progress** Questionnaire Actions ▾

View Questionnaire

Supplier Name ▲	My Progress ▲	
Supplier 1	0 of 5 Ratings Entered	<input type="button" value="Go to Supplier on Questionnaire"/>
Supplier 2	0 of 5 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

	Supplier 1	Supplier 2
<b>My Progress</b>	0 of 5 Ratings Entered	0 of 5 Ratings Entered
▼ Page 1		
▼ Group 1		
Technical Capabilities	<div style="border: 1px solid black; padding: 5px;"><ul style="list-style-type: none"><li>0 - Poor</li><li>1</li><li>2</li><li>3</li><li>4</li><li>5 - Good</li><li>6</li><li>7</li><li>8</li><li>9</li><li>10 - Excellent</li></ul></div>	<input type="text" value=""/> ▼
		▶ Comment
Performance		<input type="text" value=""/> ▼
		▶ Comment
Pricing Proposal		<input type="text" value=""/> ▼
		▶ Comment
Stability	<input type="text" value=""/> ▼	<input type="text" value=""/> ▼



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 ▼

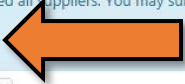
Expand All | Collapse All


	Supplier 1	Supplier 2
<b>My Progress</b>	4 of 5 Ratings Entered	4 of 5 Ratings Entered
▼ Page 1		
▼ Group 1		
Technical Capabilities	<input type="text" value="9"/> ▼	<input type="text" value="10 - Excellent"/> ▼
	▶ Comment	▼ Comment <div style="border: 1px solid gray; padding: 5px; min-height: 40px;">The information provided shows this supplier to be more than capable of meeting our technical needs.</div> <p>900 characters remaining</p>
Performance	<input type="text" value="4"/> ▼	<input type="text" value="7"/> ▼



7. Once you have chosen all your rankings for all suppliers on the questionnaire click “Save” 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 [Save](#) 

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**Rate Suppliers Below On Their Responses and Panel Questions**

1 of 1 Pages 4 Per Page ▼

Expand All | Collapse All

	Supplier 1	Supplier 2
<b>My Progress</b>	✓ Complete	✓ Complete
▼ Page 1		
▼ Group 1		
Technical Capabilities	9 <input type="text"/>	7 <input type="text"/>
	<a href="#">Comment</a>	<a href="#">Comment</a>
Performance	4 <input type="text"/>	7 <input type="text"/>
	<a href="#">Comment</a>	<a href="#">Comment</a>