

Bank of England

Oracle Procurement

S2C10 Supplier Responses

Responding to a Questionnaire



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Introduction

Learner Guidance

This step-by-step guide has been designed to help provide you with the confidence and system skills required to fulfil your role.

Objectives

After completing this exercise workbook, you will be able to:

- Respond to a Questionnaire

Note

Please remember that every effort has been taken to make the service and training documents as accurate and up to date as possible, but software, hardware and their related information do change, therefore the documents are living documents, and will be subject to updates over time to match system changes.

Remember to always check for any current releases of software, such as patches or new versions.

The images within these training documents may differ slightly from the actual Oracle screens used as it is possible to save custom searches and amend page layouts (adding, removing, reordering columns of data).

Please also note that where screen shots show the word “Negotiation”, users will see the word “Tender” in their Oracle screens..

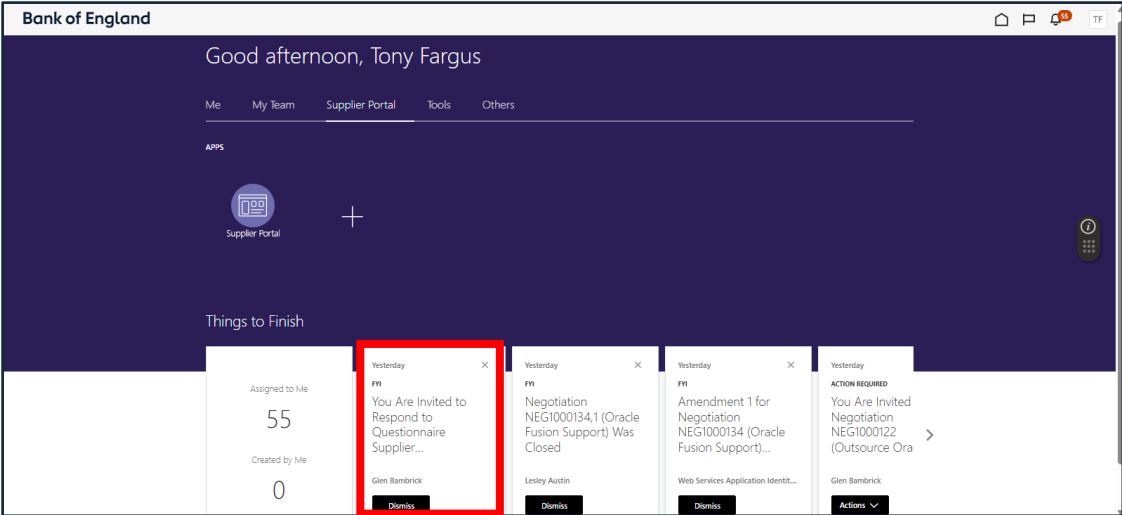
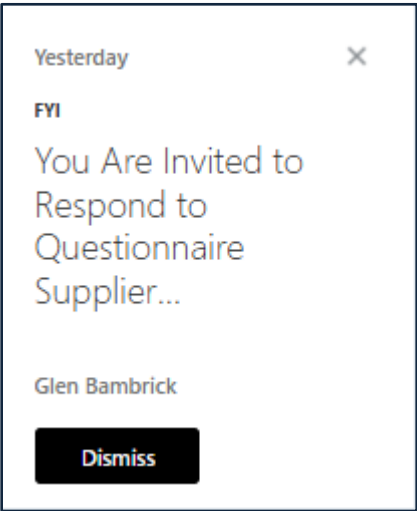
Responding to a Questionnaire

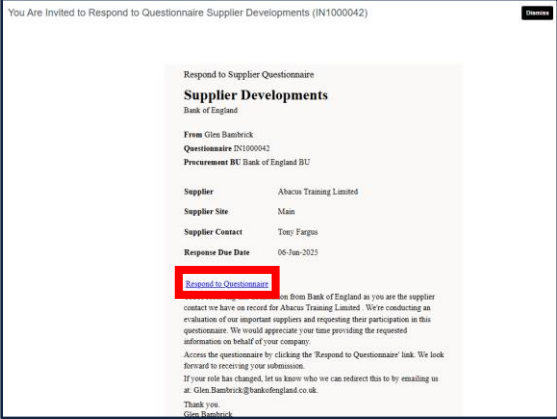
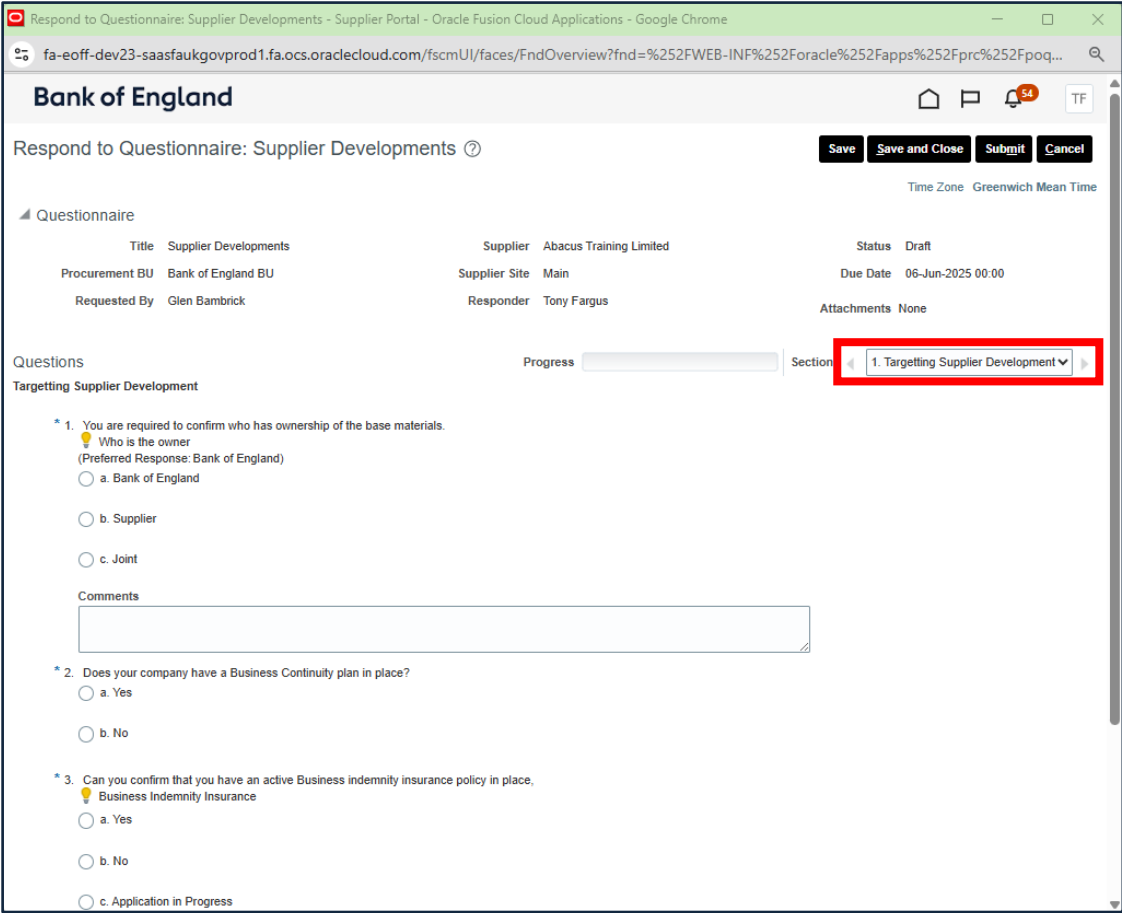
Introduction

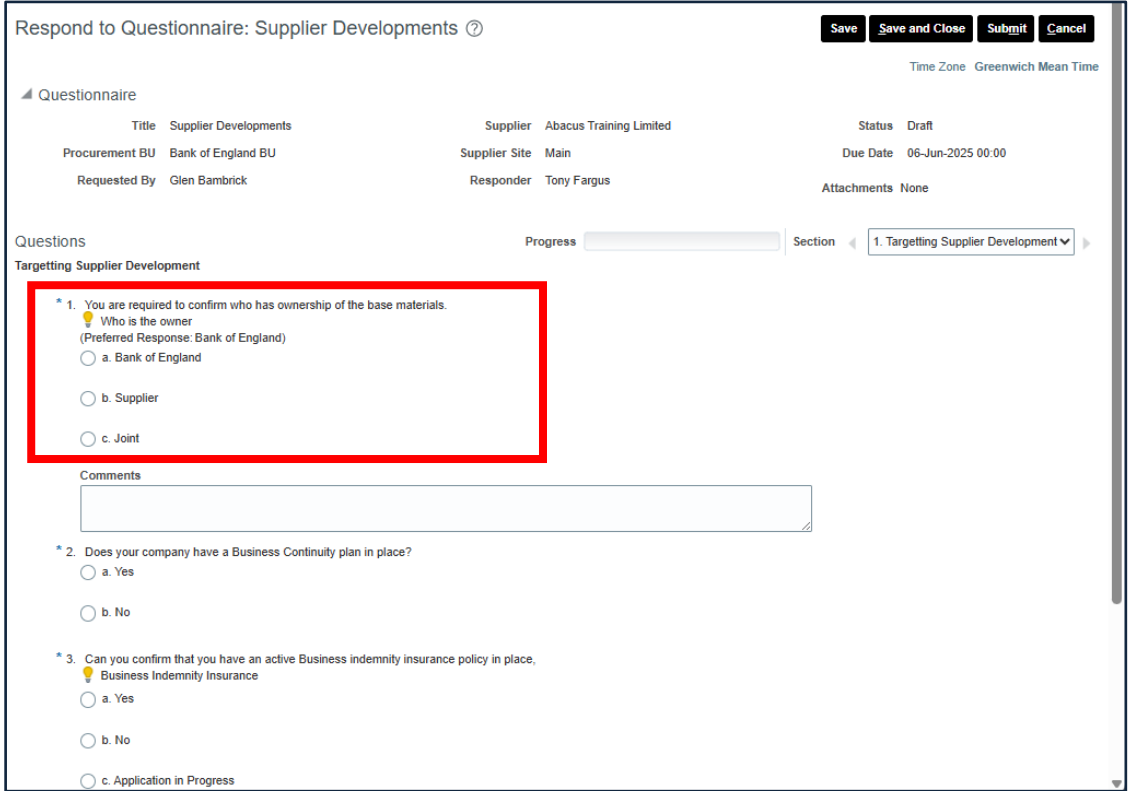
The Bank will send questionnaires to suppliers for them to actively respond. The requested response will depend upon the nature of the questionnaire.

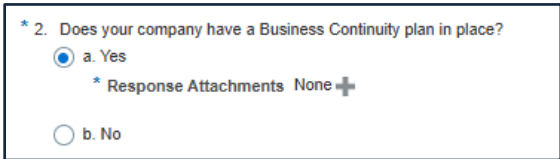
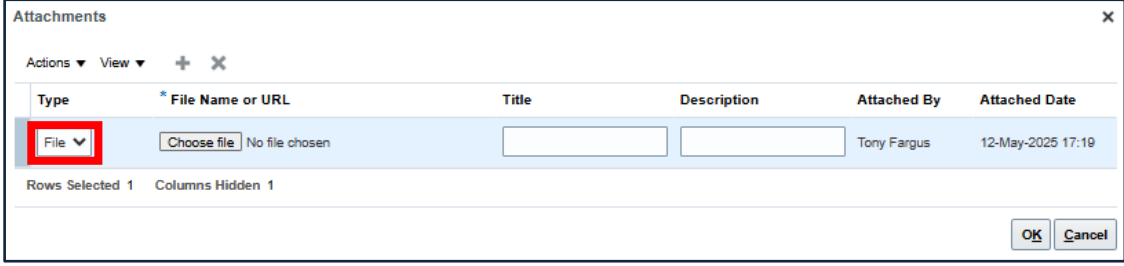
Responses may need to be submitted to the Bank with all information included. The response may include requests for information and may require the addition of supplementary information.

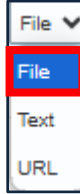
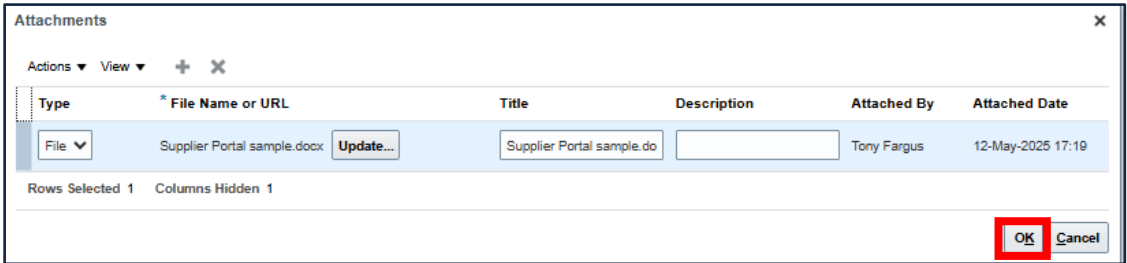
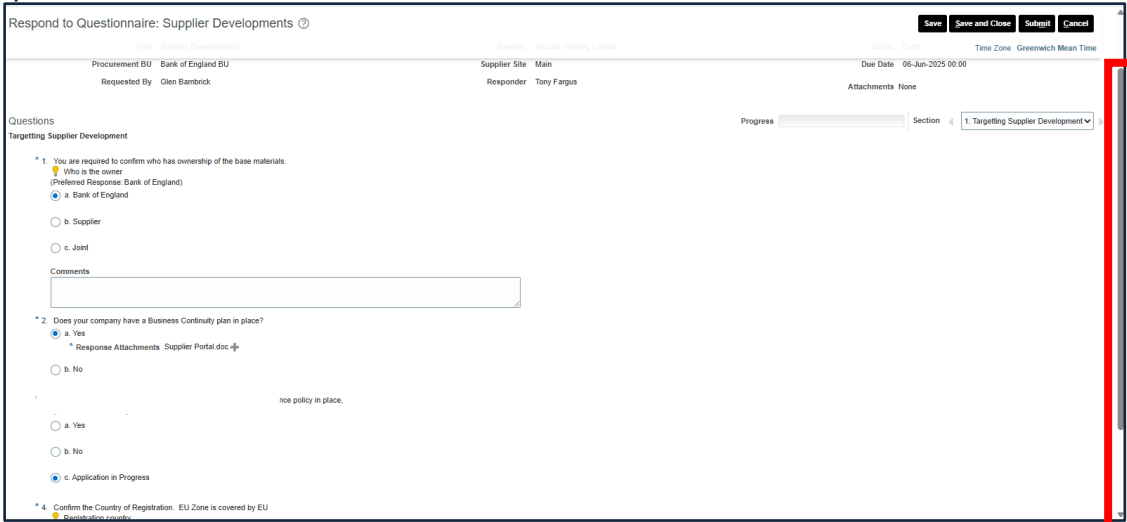
Steps

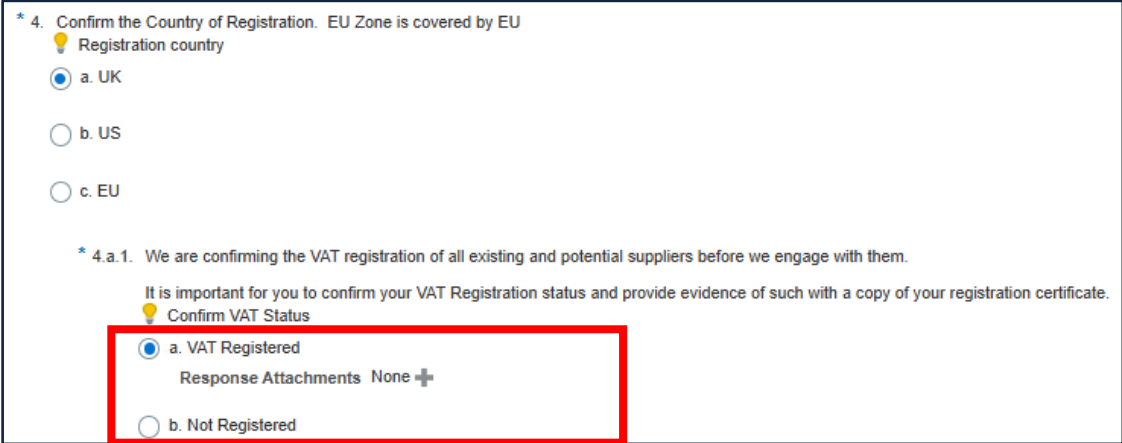
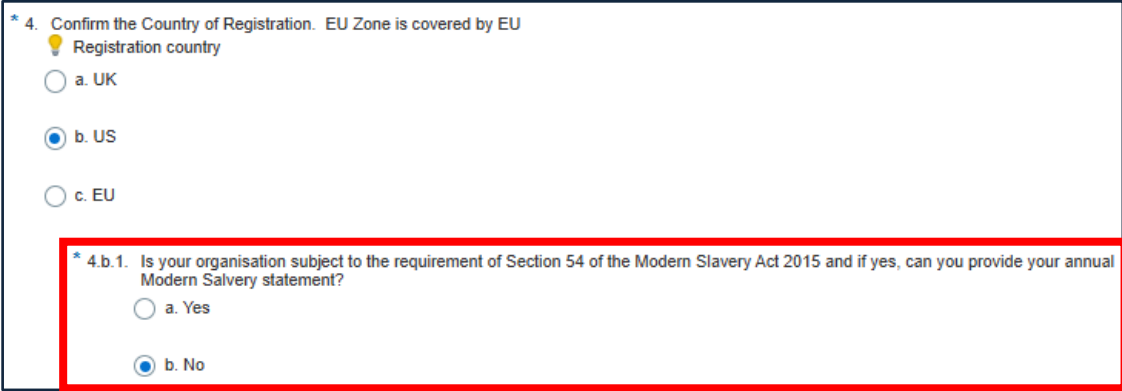
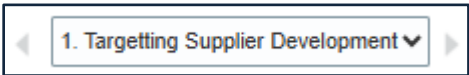
Step	Action
1.	From the Home page, select the Supplier Portal tab. 
2.	Under Things to Finish, you will see tiles containing information. You will receive a notification when invited to respond to a questionnaire. Select the Notification hyperlink. 

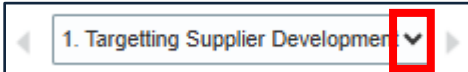
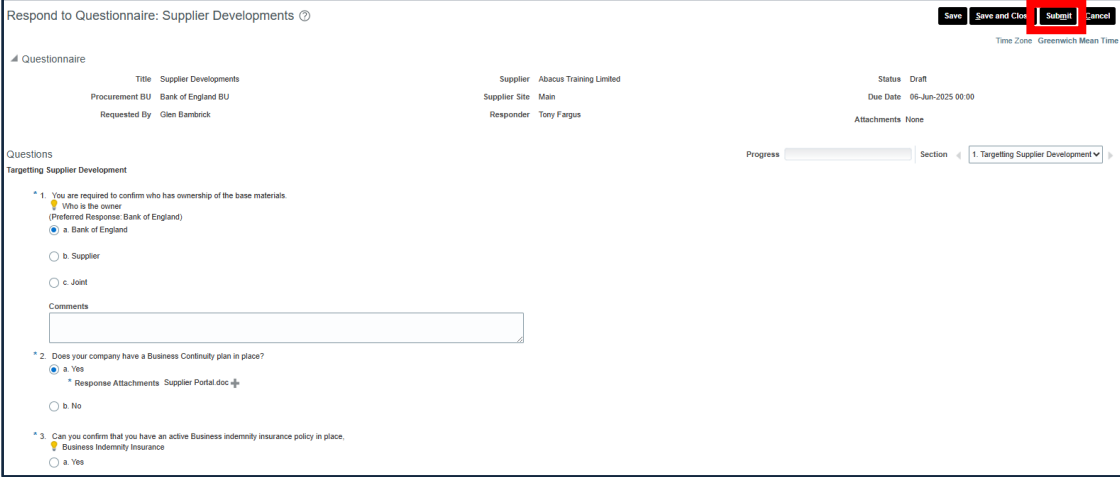
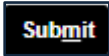
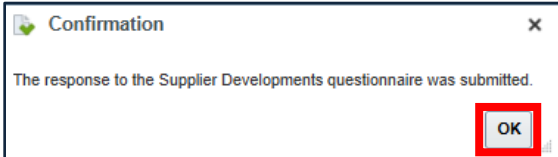
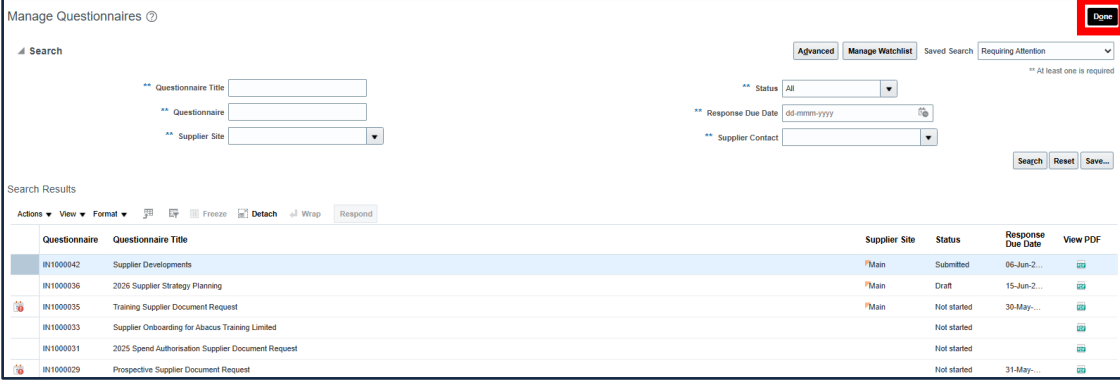
Step	Action	
3.	The invitation is shown. Select the Respond to Questionnaire hyperlink.	
4.	The questionnaire is displayed.	
	Note: On the right-hand side of the page, there is a section indicator and some navigational buttons on either side. Navigate between sections by selecting the arrows either side of the field. Alternatively, you can use the drop-down menu to select a section.	

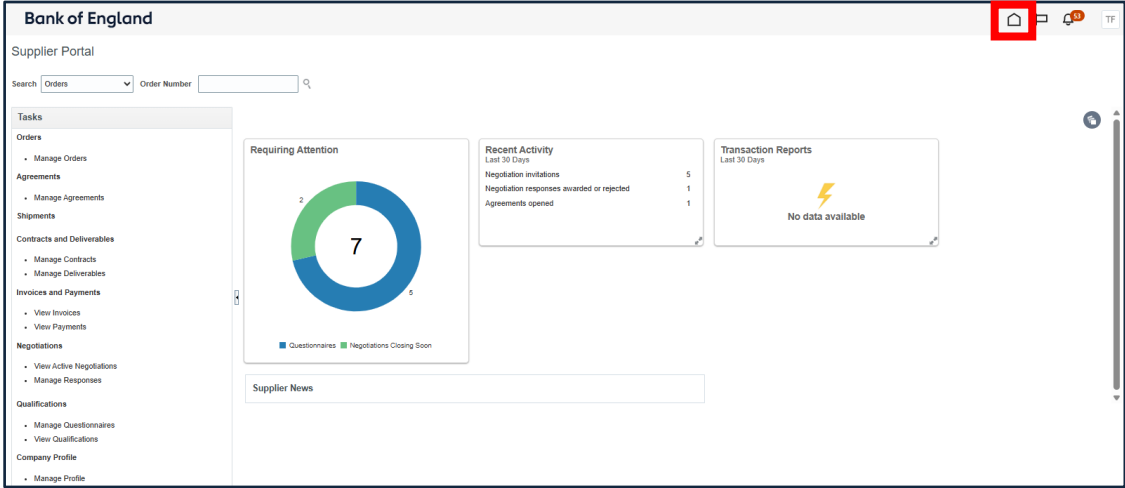
Step	Action	
5.	Navigate between sections using the arrows or select a section from the drop-down.	
6.	The requirement is shown. A hint alongside a light bulb icon may also be visible. Some questions may list a preferred response. Select your response to each question. Note that some questions provide you with the ability to add additional comments to support the response. Comments can be entered into the Comments box below the responses.	
	Note: Some questions may open additional requirements depending on the response selected.	

Step	Action	
7.	Continue to enter responses to the questions. In this example, option a. Yes is selected to question 2.	
8.	The selection of the Yes response provides a mandatory requirement to attach information.	
9.	Select the Manage Attachments icon.	
10.	The Attachments page is displayed.	
11.	Select the Add icon.	
12.	The Attachments window is displayed.	

Step	Action	
13.	Select the Type drop-down and select File .	
	Note: To add a file, you will need to include the location from your computer. You can also include URL or free text comments.	
14.	Review the attachment and confirm it is correct.	
15.	Select OK .	
16.	The attachment has been added.	
17.	Continue to complete your responses. You may also need to select the scrollbar on the right-hand side of the page. This will allow you to review all questions in the section.	

Step	Action	
	Note: Some requirements may require additional responses to be included. An example is shown below.	
18.	Selecting response a. UK to question 4 results in an additional response being required about VAT registration. 	
19.	Selecting response b. US to question 4 results in different requirements. 	
	Note: Some questionnaires may have multiple sections. Where this is the case, you can select the sections and see your progress in completing the response.	
20.	There is a section indicator and some navigational buttons either side.	
21.	To navigate to the next section, select the Next icon.	
22.	To navigate to the previous section, select the Previous icon.	

Step	Action	
23.	To navigate to a specific section, select the section from the drop-down.	
24.	Review your entries and make adjustments as required.	
25.	Select Submit .	
26.	A Confirmation is received that your response has been submitted.	
27.	Select OK .	
28.	You are returned to the Manage Questionnaires page.	
29.	Select Done .	

Step	Action
30.	You are returned to the Supplier Portal. 
31.	Select the Home icon to return to the Home page. 

Change History

Date	Version	Notes
08/05/25	v1 – File created	Initial version created for internal review
05/06/25	v2 - Internal QA Updates / Submitted for first review	Changes after internal QA complete
17/07/25	v3 – 1 st Edit / Submitted for second review	Version created with no SME review
10/04/26	v4 – 2 nd Edit if required	Amended wording in “Notes” section – Sean Tague
	v5 – Final version	

Business Sign off

Date	Final version	Signed off by