

# How to respond to an internal questionnaire

## Summary:

This post illustrates how users respond to an internal questionnaire assigned to them.

To qualify suppliers, organizations can send out questionnaires to supplier contacts to seek their responses in order to qualify them. Similarly, organizations can also send questionnaires to internal users to seek their feedback on the supplier, such questionnaires are called internal questionnaires. An internal questionnaire is launched via the initiative process along with supplier questionnaire. Suppliers respond to the questionnaires through Supplier Portal, while internal users respond to internal questionnaires by accessing the link sent to them through a notification.

## Prerequisite

- A valid user with internal responder privileges.
- A qualification area which consists of questions for internal responders.
- An internal questionnaire has been generated and assigned to the user to respond.

## Procedure

- The internal responder receives a notification to respond to the internal questionnaire.
- Below is a sample of internal questionnaire notification.

You Are Invited to Respond to Questionnaire Qualify Contract Suppliers for Workers Health & Safety Regulations (667) for Supplier CV\_SuppA08

**Details**

Assignee	Maricela Siefert	Questionnaire Title	Quality Contract Suppliers for Workers Health & Safety Regulations	Supplier	CV_SuppA08
From	Dona Gorelick	Procurement BU	Vision Operations	Supplier Site	
Assigned Date	6/29/18 7:45 AM	Response Due Date		Internal Responder	Maricela Siefert
Expiration Date	7/29/18 7:45 AM				
Task Number	220754				

**Recommended Actions**

- [Respond to Questionnaire](#)

**Invitation**

Greetings,

You are receiving this notification because you have been identified as someone who can provide information pertaining to the supplier CV\_SuppA08 that will be useful to us in the reevaluation process.

Access the questionnaire by following the recommended actions.

If you do not want to receive future notifications, or would like us to redirect this message to another person in the organization, write to us at this email address: [CVBUYER06@nws65463fwks.us.oracle.com](mailto:CVBUYER06@nws65463fwks.us.oracle.com)

Thank you.

Dona Gorelick

- Clicking the "Respond to Questionnaire" link under Recommended Actions will direct the user to the "Respond to Questionnaire" page.
- Enter responses on the Respond to Questionnaire page and submit them for supplier qualification evaluation.

Respond to Questionnaire: Qualify Contract Suppliers for Workers Health & Safety Regt... Save Save and Close Submit Cancel

Questionnaire

Title	Qualify Contract Suppliers for Workers Health & Safety Regulations	Supplier	CV_SuppA08	Status	Draft
Procurement BU	Vision Operations	Supplier Site		Due Date	
Requested By	Dona Gorelick	Responder	Maricela Siefert	Attachments	None

Questions Progress  Section < 1. Worker Health and Safety >

**Worker Health and Safety**

1. Based on experiences and background checks, what is your feedback on this supplier pertaining to Labor and Human Rights. Does the supplier uphold the rights of its workers and not tolerate involuntary labor, underage labor, excessive work hours, and discrimination

2. Based on experiences and background checks, what is your feedback on this supplier pertaining to Worker Health and Safety. Does the supplier create a safe and healthy work environment for its workers