

How to Respond to a Questionnaire

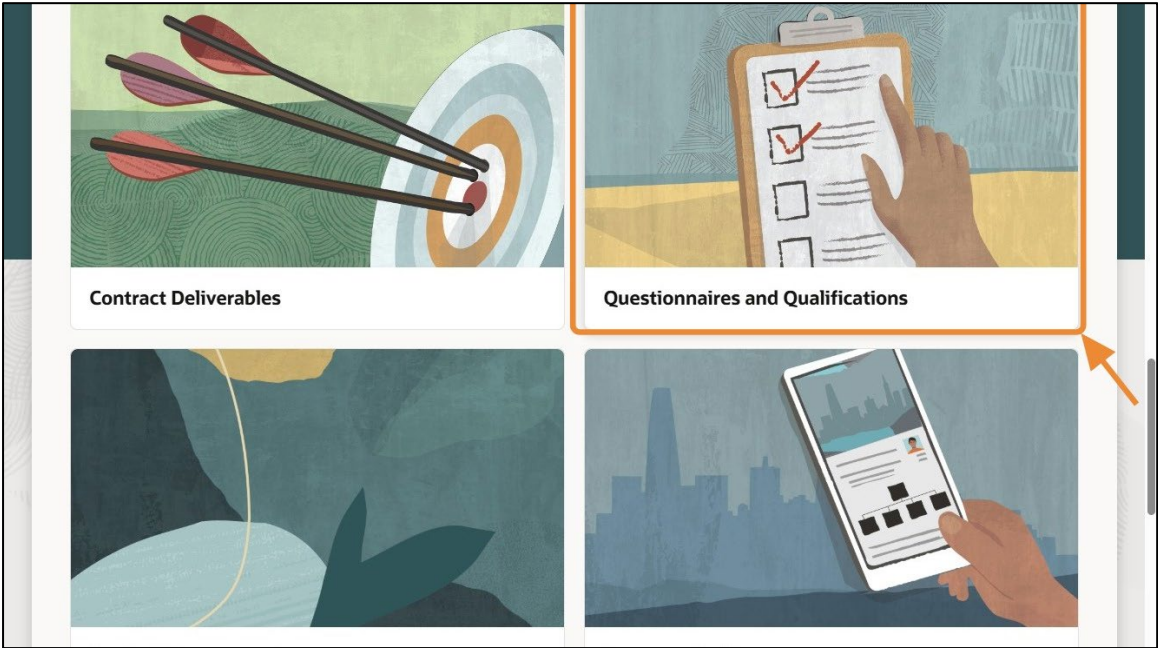
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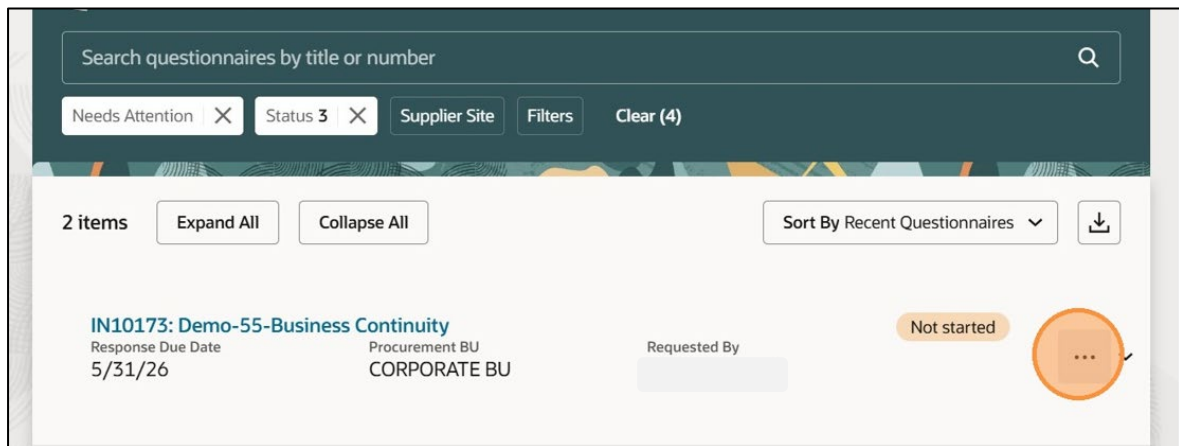
How to Respond to Questionnaire

Roles Required
PGE Supplier Portal Sales Representative
PGE Supplier Portal Customer Service Representative
PGE Supplier Portal Bidder

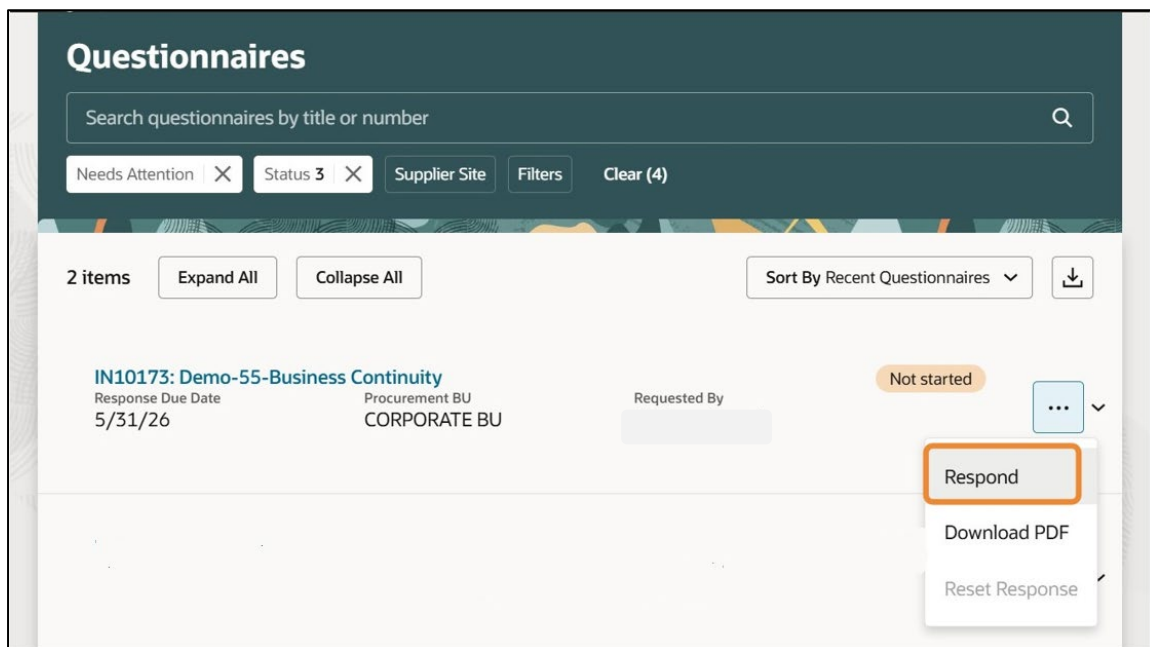
1. Log in to the Oracle Applications Cloud Supplier Portal. Upon successful login, the application displays the Supplier Portal landing page, as shown below. Click on **Questionnaires and Qualifications** tile.



2. Click on the ... as shown below



3. Click "Respond"



4. Select the responses for the questionnaires

The screenshot shows a questionnaire interface. At the top, there are two radio button options: ☐ a. Yes and ☒ b. No. Below these are three questions, each marked as 'Required':

- 8. Will your company participate in PGE's Disaster Recovery Drills?
☒ a. Yes
☐ b. No
- 9. Will you allow PGE to participate in your Disaster Recovery Drills?
☒ a. Yes
☐ b. No
- 10. Does your organization's BCM/DR program address your organization's key external vendors and service providers?
☒ a. Yes
☐ b. No

Below the questions, it says "End of Section 1 of 1". At the bottom, there are two buttons: "Previous Section" and "Next Section".

5. Click "Submit"

The screenshot shows the "Respond to Questionnaire" page. At the top, there is a header with the title "Respond to Questionnaire" and a "Draft" button. To the right of the title is a "Submit" button, which is highlighted with an orange box. Below the header, there is a section titled "Business Continuity QA" with a green checkmark icon. Below this, it says "Section 1 of 1". There are two questions, each marked as 'Required':

- 1. Does your organization maintain a Business Continuity Management (BCM) program that addresses people, process, and technology?
☒ a. Yes
☐ b. No
- 2. Does your organization conduct Business Continuity Business Impact Analysis?
☒ a. Yes