Agile Product Lifecycle Management for Process

eQuestionnaire User Guide

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About This Manual

Agile Product Lifecycle Management for Process Documentation

The Agile Product Lifecycle Management (PLM) for Process documentation set includes Adobe® Acrobat™ PDF files. The Oracle Technology Network (OTN) Web site: http://www.oracle.com/technetwork/documentation/agile-085940.html contains the latest versions of the Agile Product Lifecycle Management for Process PDF files. You can view or download these manuals from the Web site, or you can ask your Agile administrator if there is an Agile Product Lifecycle Management for Process Documentation folder available on your network from which you can access the Agile PLM for Process documentation (PDF) files.

Note To read the PDF files, you must use the free Adobe Reader™ version 7.0 or later. This program can be downloaded from the Adobe Web site: http://www.adobe.com/.

If you need additional assistance or information, please go to http://metalink.oracle.com or phone 1.800.233.1711 for assistance.

Before calling Oracle Support about a problem with an Agile PLM for Process manual, please have the full part number, which is located on the title page.

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Screen readers may not always correctly read the code examples in this document. The conventions for writing code require that closing braces should appear on an otherwise empty line; however, some screen readers may not always read a line of text that consists solely of a bracket or brace.

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Audience

This guide is intended for end users who are responsible for creating and managing information in Agile Product Lifecycle Management for Process. Information about administering the system resides in the *Agile Product Lifecycle Management for Process Administrator User Guide.*

Variability of Installations

Descriptions and illustrations of the Agile Product Lifecycle Management for Process user interface included in this manual may not match your installation. The user interface of Agile Product Lifecycle Management for Process applications and the features included can vary greatly depending on such variables as:

- Which applications your organization has purchased and installed
- Configuration settings that may turn features off or on
- Customization specific to your organization
- Security settings as they apply to the system and your user account

Where to Find Information

Consult the table below to find specific information from the relevant Agile PLM for Process information source.

Table 1: Agile PLM for Process documentation topics, by source

Information type	eQ User Guide	Admin. User Guide	Release Notes	Agile training	Help Desk	Agile sales rep
Administering Agile PLM for Process		●		●		
Cache management		●				
Core data management		●				
Creating questionnaires	●			●		
Custom data management		●				
Feature requests					●	●
Installing Agile PLM for Process				●		●
Known issues			●			
Integrating questionnaires into GSM	●					
New in this release			●	●		●
Receiving questionnaires	●					
Resolved issues			●			

Table 1: Agile PLM for Process documentation topics, by source (continued)

Information type	eQ User Guide	Admin. User Guide	Release Notes	Agile training	Help Desk	Agile sales rep
System-based roles		●				
Returning questionnaires	●					
Technical support					●	
Using the eQ application	●			●		

Document Conventions

The following formatting elements are used in Agile PLM for Process documentation.

Element	Meaning
Helvetica Condensed, 9 pt. bold type	A user interface (UI) element that a procedure is instructing you to click, select, or type into. For example, buttons or text entry fields.
`9 pt. monospace font`	Code samples
`10 pt. monospace font`	File names or directory names
Blue italic font	The linked portion of a cross-reference. Click it to go to the referenced heading, table, or figure.
Minion Typeface, Title Case	A named UI element that a procedure is describing but not instructing you to click, select, or type into.
Note Minion 11.5 pt, with faint blue bar over & under	Alerts you to supplemental information.
Caution! Minion 11.5 pt, with faint red bar over & under	Alerts you to possible data loss, breaches of security, or other more serious problems.
Important Minion 11.5 pt, with thick red bar over & under	Alerts you to supplementary information that is essential to the completion of a task.

CHAPTER 1

Introducing eQuestionnaire

This document provides an overview of Agile Product Lifecycle Management for Process eQuestionnaire and includes the following topics:

- *The eQuestionnaire Application*
- *Getting Started with eQuestionnaire*

The eQuestionnaire Application

The eQuestionnaire (eQ) extension to Global Specification Management (GSM) provides the capability to electronically solicit, review, enrich, and leverage specification data from suppliers. You can create a questionnaire by importing data from an existing GSM specification or you can start with a blank one.

Once you have created the questionnaire, you can send it to a supplier. Agile Product Lifecycle Management for Process sends the supplier an email message containing a link to the questionnaire. The supplier can then access the questionnaire, supply the requested data, and submit the requested data to you. Suppliers can also initiate questionnaires in Supplier Portal.

You can then review the returned questionnaire and selectively push data into a new or existing GSM specification or return it to the supplier to solicit more information.

Agile Product Lifecycle Management for Process saves every questionnaire; you can always retrieve one if needed, for auditing purposes.

Getting Started with eQuestionnaire

Accessing eQuestionnaire

To access the eQuestionnaire application, click **eQ** from the left navigation panel as shown in figure 1-1 below, or select **eQ** from the Applications menu on the top menu bar, as shown in figure 1-2.

Figure 1-1: Selecting eQ from the application navigation

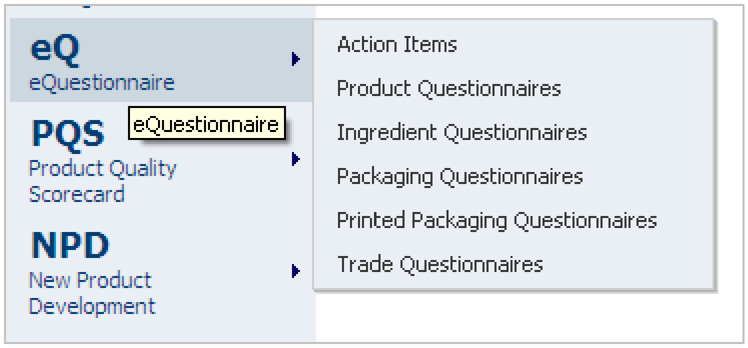


Figure 1-2: Selecting eQ from the top menu bar

For general information on using Agile Product Lifecycle Management for Process software, see the *Agile Lifecycle Management for Process Getting Started Guide*.

Defining Access to Questionnaires

There are two modes for eQuestionnaire security. These modes are set by your Agile implementer when installing your application:

Enabled—In this mode, the primary owner and those users defined in the Additional Administrators field have read and write access to this questionnaire. All other users are unable to access the questionnaire.

Disabled—In this mode, all users with access to the eQuestionnaire application have read and write access to all questionnaires.

CHAPTER 2

Working with Questionnaires

This chapter describes how to use eQuestionnaire to solicit and integrate data provided by suppliers. Topics in this chapter include:

- *Action Items*
- *Creating a Questionnaire*
- *Receiving a Questionnaire - Supplier*
- *Creating Supplier-Initiated Questionnaires*
- *Processing a Completed Questionnaire*

Action Items

When you select **Action Items** from the top menu bar or left navigation panel, eQ displays the Action Items page. This page contains a list of questionnaires that identify you as the primary owner and require your action—think of this page as your "to do" list. This list does not include questionnaires that have already been imported into the Global Specification Management (GSM) application.

Viewing a Questionnaire

You can view any questionnaire by clicking the linked number in the **Questionnaire #** column.

Figure 2-1: Hyperlinked specification numbers in the Questionnaire # column

eQuestionnaire

eQ Action Items

Questionnaire #	Title	Company Name	Email Address
5012002	Product Spec	A Grocers, Ltd.	[illegible]
5012368	Beans - Peas - White (Navy) - Dry	Consolidated Carriers, Inc.	[illegible]
5012741	CACS Lemon Flavor	Citrus 'R' Us	[illegible]
5013396	Concentrated Orange Juice (DWB)	Citrus 'R' Us	[illegible]
5013707	Daisy Land Apples	ABC Company	[illegible]
5013716	Parmesan Cheese	ABC Company	[illegible]
5013717	Cheese Slice	ABC Company	[illegible]
5013765	Chili Powder	The Food Company	[illegible]

Action Items Table

To sort rows by column, click any hyperlinked column head, as shown in figure 2-2 below.

The Status column displays a green on schedule ( ), amber warning ( ) or red late ( ) symbol based on the dates that you specified in the Due Date and Amber Date fields when creating the questionnaire. The value of the Amber Date field is a number of days.

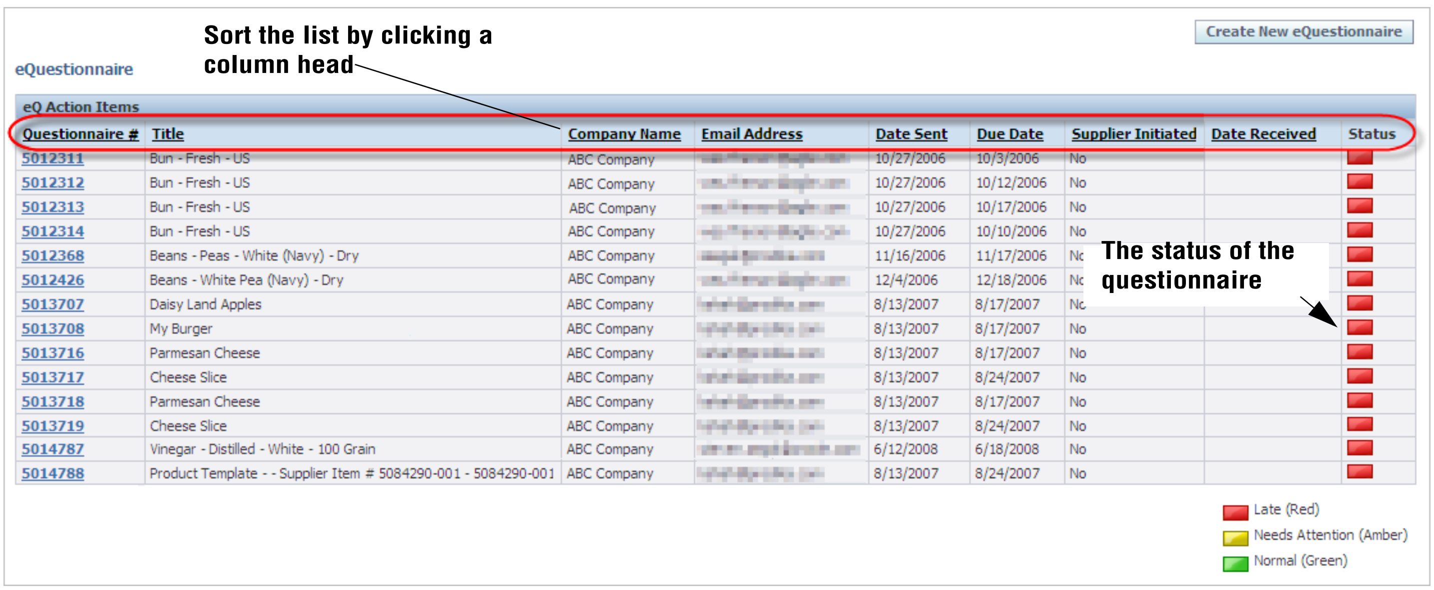
For example, if the value of the Amber Date field is **3** and the value of Due Date is **August 18**, then the following will be true:

On August 14 or before, the symbol will be:

On August 15, 16, and 17, the symbol will be:

On August 18 or later, the symbol will be:

Figure 2-2: Action Items page



Questionnaire #	Title	Company Name	Email Address	Date Sent	Due Date	Supplier Initiated	Date Received	Status
5012311	Bun - Fresh - US	ABC Company		10/27/2006	10/3/2006	No		
5012312	Bun - Fresh - US	ABC Company		10/27/2006	10/12/2006	No		
5012313	Bun - Fresh - US	ABC Company		10/27/2006	10/17/2006	No		
5012314	Bun - Fresh - US	ABC Company		10/27/2006	10/10/2006	No		
5012368	Beans - Peas - White (Navy) - Dry	ABC Company		11/16/2006	11/17/2006	No		
5012426	Beans - White Pea (Navy) - Dry	ABC Company		12/4/2006	12/18/2006	No		
5013707	Daisy Land Apples	ABC Company		8/13/2007	8/17/2007	No		
5013708	My Burger	ABC Company		8/13/2007	8/17/2007	No		
5013716	Parmesan Cheese	ABC Company		8/13/2007	8/17/2007	No		
5013717	Cheese Slice	ABC Company		8/13/2007	8/24/2007	No		
5013718	Parmesan Cheese	ABC Company		8/13/2007	8/17/2007	No		
5013719	Cheese Slice	ABC Company		8/13/2007	8/24/2007	No		
5014787	Vinegar - Distilled - White - 100 Grain	ABC Company		6/12/2008	6/18/2008	No		
5014788	Product Template - - Supplier Item # 5084290-001 - 5084290-001	ABC Company		8/13/2007	8/24/2007	No		

Each row in the eQ Action Items table gives more information about the questionnaire, as explained in table 2-1 below:

Table 2-1: Key eQ Action Items fields

Field	Definition
Questionnaire #	The number assigned to the questionnaire by the system. You can click the field link to view the questionnaire.
Title	The title of the questionnaire.
Company Name	The name of the company that sent the questionnaire.
Email Address	The name of the person that initiated the questionnaire.
Date Sent	The date the questionnaire was sent to the supplier.
Due Date	The date on which the questionnaire must be returned from the supplier.

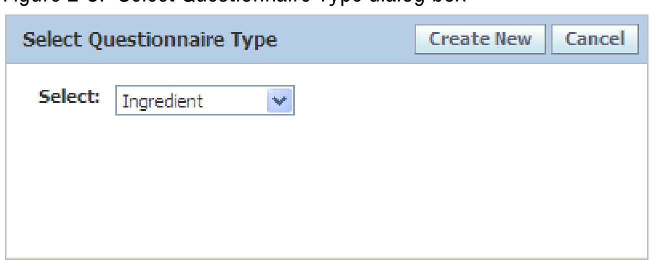
Table 2-1: Key eQ Action Items fields

Field	Definition
Supplier Initiated	Indicates whether the questionnaire was initiated by a supplier ('Yes') or was created in eQ ('No'). This column is only available when the supplier initiated questionnaire option is configured on.
Date Received	The date that the questionnaire was received from the supplier.
Status	This field displays a red, amber, or green status bar symbol indicating whether the due date was met. It is based on the current date, Due Date, and Amber Date: Red—The Due Date has passed (Current Date has passed the Due Date). Amber—The Due Date is approaching (Current Date plus the Amber Date is greater than or equal to the Due Date). Green—Displays when the questionnaire was returned in the allotted time (Due Date met) or if the Due Date is still some days away (the current date plus the Amber Date is less than the Due Date).

Creating a Questionnaire

If you have the necessary user privileges, you can create a questionnaire by clicking **Create New eQuestionnaire** at the top right corner of any default page in the six main eQ sections (Action Items, Product Questionnaires, Ingredient Questionnaires, Packaging Questionnaires, Printed Packaging Questionnaires, and Trade Questionnaires). Agile Product Lifecycle Management for Process displays a **Select Questionnaire Type** dialog box, as figure 2-3 shows below.

Figure 2-3: Select Questionnaire Type dialog box



Selecting a Questionnaire Type

Select a questionnaire type from the drop-down list. There can be up to five questionnaire types, depending on the configuration of the system. These questionnaire types map directly to the following GSM specification types:

- Ingredient
- Packaging
- Printed packaging
- Product
- Trade

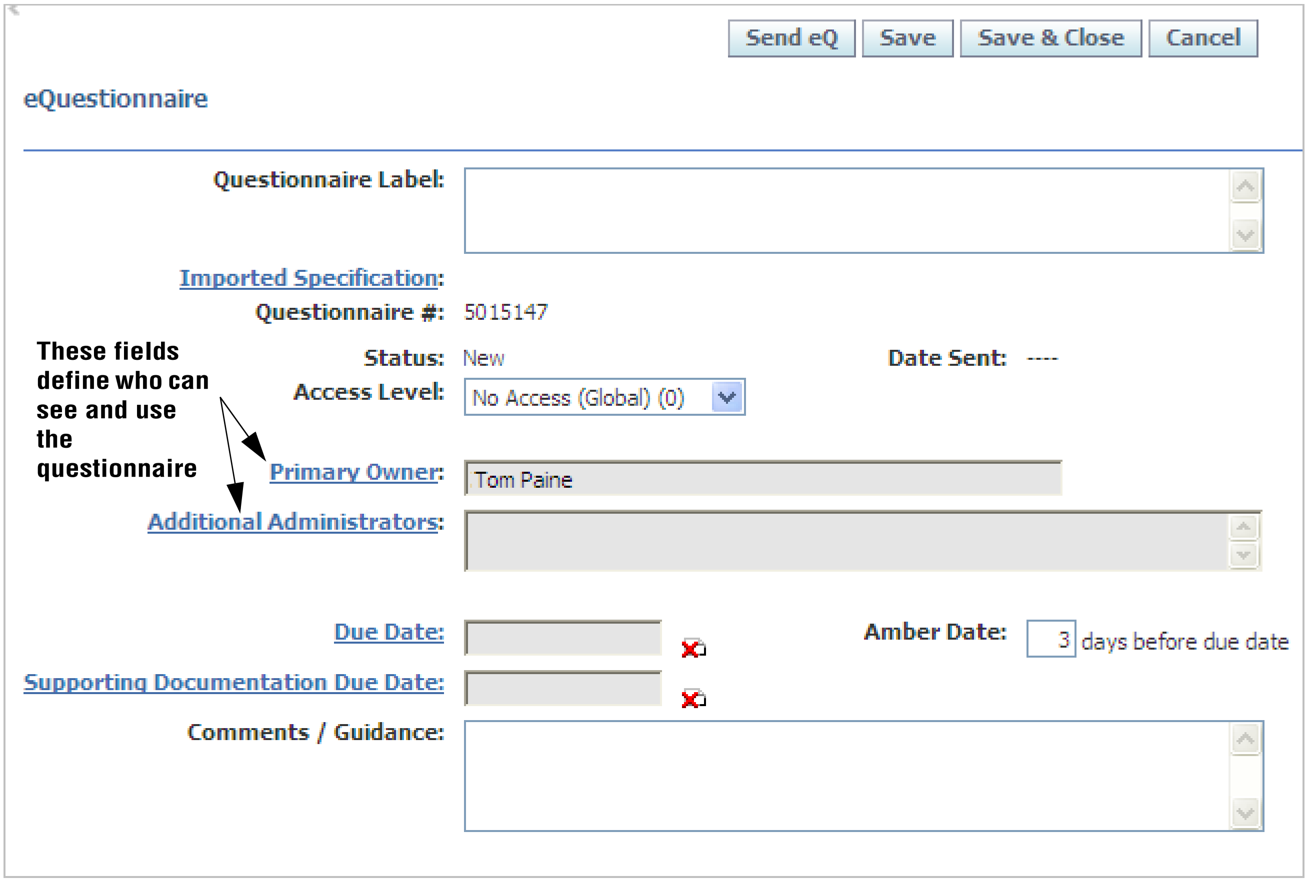
The content of the questionnaires varies by type and will be relevant only to the type that you choose.

After you select the questionnaire type, click **Create New**. An empty questionnaire displays.

Header Section

Figure 2-4 below shows the header section of a questionnaire.

Figure 2-4: Questionnaire, header section



Key fields include:

Questionnaire Label—The name of the questionnaire. It can be the name of the imported specification or an open text field. This is a required field. Suppliers will see this as the title of their questionnaire. This name will appear in the email as well as the questionnaire. For supplier-initiated questionnaires, variables can be entered in this field. See *Creating a Questionnaire Template* on page 2-15 for more information.

Imported Specification—For information on importing a specification, refer to *Importing a Specification* on page 2-6.

Questionnaire #—An auto-generated ID. If this questionnaire is a supplier-initiated template, '-template' displays to the right of the questionnaire number.

Status—System-defined status of the questionnaire.

- **New**—The questionnaire has been created and saved, but not sent to the supplier.
- **Sent**—The questionnaire has been sent to the supplier, but the supplier has not yet logged into eQ. While the eQ is in this status, the user can change the supplier contact info from Contact A to Contact B if needed.
- **In Progress**—The questionnaire has been sent to the supplier and the supplier has logged into eQ. The contact information becomes locked once this occurs.
- **Submitted**—The supplier has returned the questionnaire. The questionnaire is available to be imported into GSM.

Date Sent—The date the questionnaire was sent to the supplier. “Supplier Initiated” appears to the right of the date if the questionnaire was initiated by the supplier.

Access Level —Only relevant if Object Level Security is enabled in the system. Only users with the role of `[EQ_ACCESS_LEVEL_EDITOR]` can change this field. Consult your Agile administrator if you need to have this role. When you import a specification, GSM copies the access level of the specification to this field. This access level controls which extended attributes and custom sections the eQ administrator can see once the questionnaire is returned from the supplier. Refer to the *Agile Product Lifecycle Management for Process Administrator User Guide* for more information on OLS.

Primary Owner—Used to determine what questionnaires are visible on the Action Items page. If eQ security is configured on, only the primary owner and those users defined in the Additional Administrators field have access to the questionnaire. If eQ security is configured off, all users with access to the eQuestionnaire application have access to the questionnaire. The user creating the questionnaire will be identified as the “primary owner”. The “primary owner” can be changed by the owner or an additional administrator. The Action Items list is based on the primary owner.

Additional Administrators—By default, the Additional Administrators field will be blank. You can modify either of these fields in the same way: click the linked label, search for the desired users, and select those users. If eQ security is configured on, only the primary owner and those users defined in the Additional Administrators field have access to the questionnaire.

Due Date—The date on which the questionnaire must be returned from the supplier. A date must be specified in order for a questionnaire to be sent. This is a required field.

Amber Date —Sets the number of days prior to the Due Date when this questionnaire becomes flagged as amber.

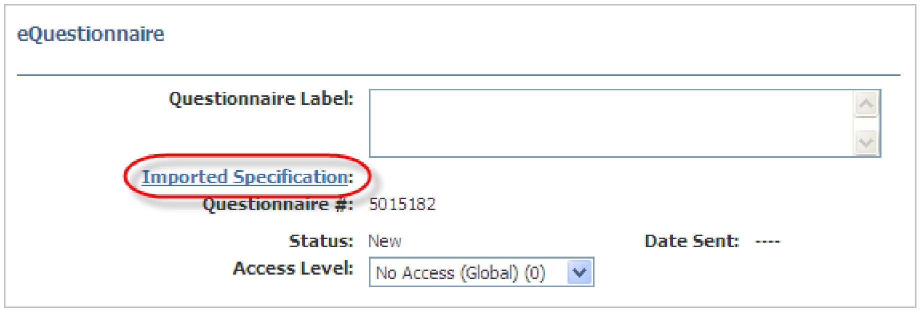
Supporting Documentation Due Date—The date on which supporting documents must be returned from the supplier.

Comments/Guidance—Additional notes or instructions to the supplier.

Importing a Specification

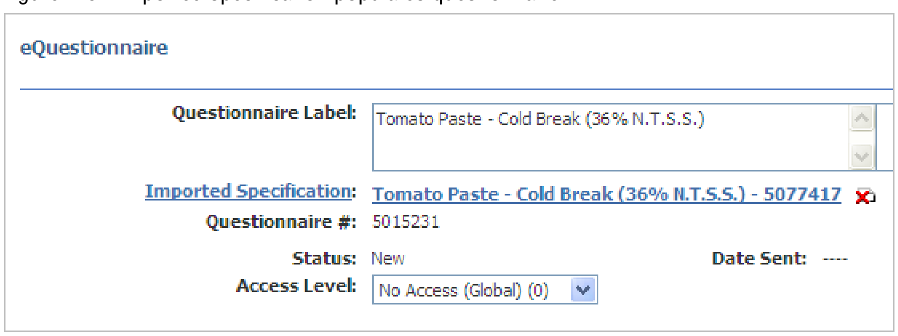
By default, questionnaires that are created are sent to the supplier blank. If you want the supplier to review data that exists on a specification, you can leverage that specification to create a questionnaire. To do so, click the **Imported Specification** field, as figure 2-5 shows below.

Figure 2-5: Importing a specification's data



A search page is displayed in which you can search and select the desired specification. Once you have selected the specification, data from the specification will display in the delivered questionnaire. In addition, the specification's name will populate the Questionnaire Label field, as figure 2-6 shows below.

Figure 2-6: Imported specification populates questionnaire

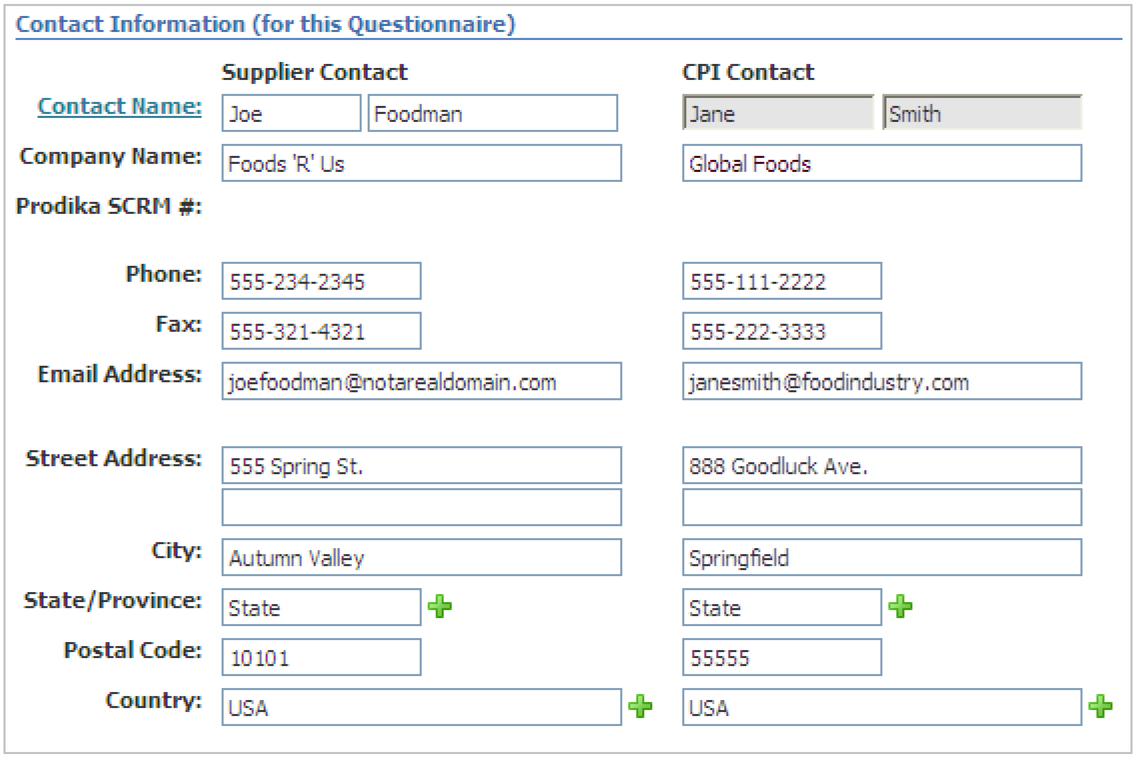


You can view the imported specification in a dialog box by clicking the linked specification name in the Imported Specification field. This will allow you to review the specification you selected. You can change the imported specification by selecting the Imported Specification link again, or clear the imported specification by selecting the clear data field. Once cleared, the questionnaire will be sent without data.

Contact Information Section

This section contains contact information for the supplier as well as your company, as figure 2-7 shows below.

Figure 2-7: Contact Information section



This section consists of two areas:

Supplier Contact—This area is for the supplier's contact information. This identifies who the questionnaire will be sent to. Required fields are: Contact Name and Email Address.

Company (CPI) Contact—This is the area to designate the questionnaire sender's information. This information will default to the originator's contact information, and will be the contact information provided to the supplier on the questionnaire. Required fields are: Company Name, Phone, Street Address, City, State/Province.

Caution! The eQ application uses email messages to communicate with both parties when they send and return questionnaires. For that reason, be sure to enter valid email addresses in both fields.

To fill out contact information:

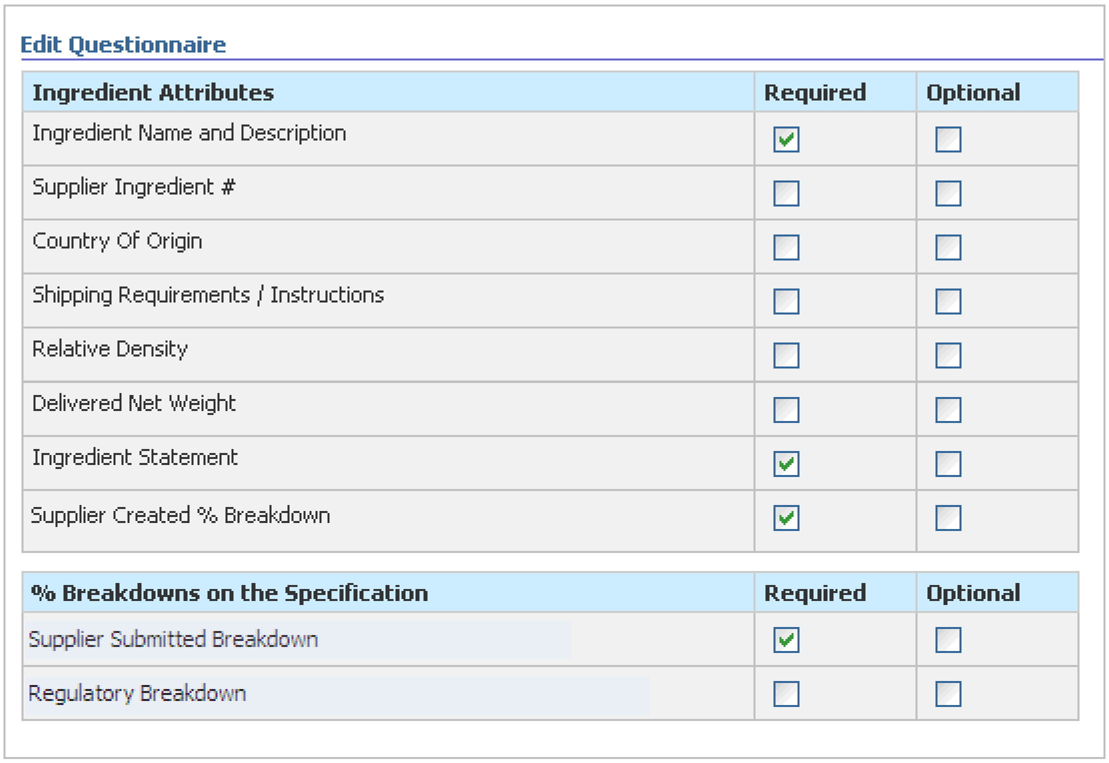
1. Click the **Contact Name** link. A Company and Facility search dialog box displays.
2. Search and select a Company or Facility. eQ displays a list of all associated contacts.

3 Select a company or facility contact. The dialog box closes and eQ populates the contact information section with the information of that user. (You can also manually enter the supplier contact information.)

Edit Questionnaire Section

Use the Edit Questionnaire section to define which questions are required, optional, or not asked by the questionnaire. This is the section where you identify the specific information for the supplier to provide. Figure 2-8 shows a portion of the Edit Questionnaire section of an ingredient questionnaire.

Figure 2-8: Ingredient questionnaire, Edit Questionnaire section



Attributes

Each questionnaire type contains an attributes section. Information listed here varies depending on the questionnaire type. By default, no attributes are selected. You must select either optional or required to include the specific attribute in the questionnaire. If neither is selected, the attribute will not be included in the questionnaire. If optional is selected, the attribute will be included in the questionnaire, but the supplier will not be required to provide the information. If required is selected, the supplier will be forced to fill the field out before they can submit the questionnaire.

All fields relate to the associated GSM specification type. There are few exceptions:

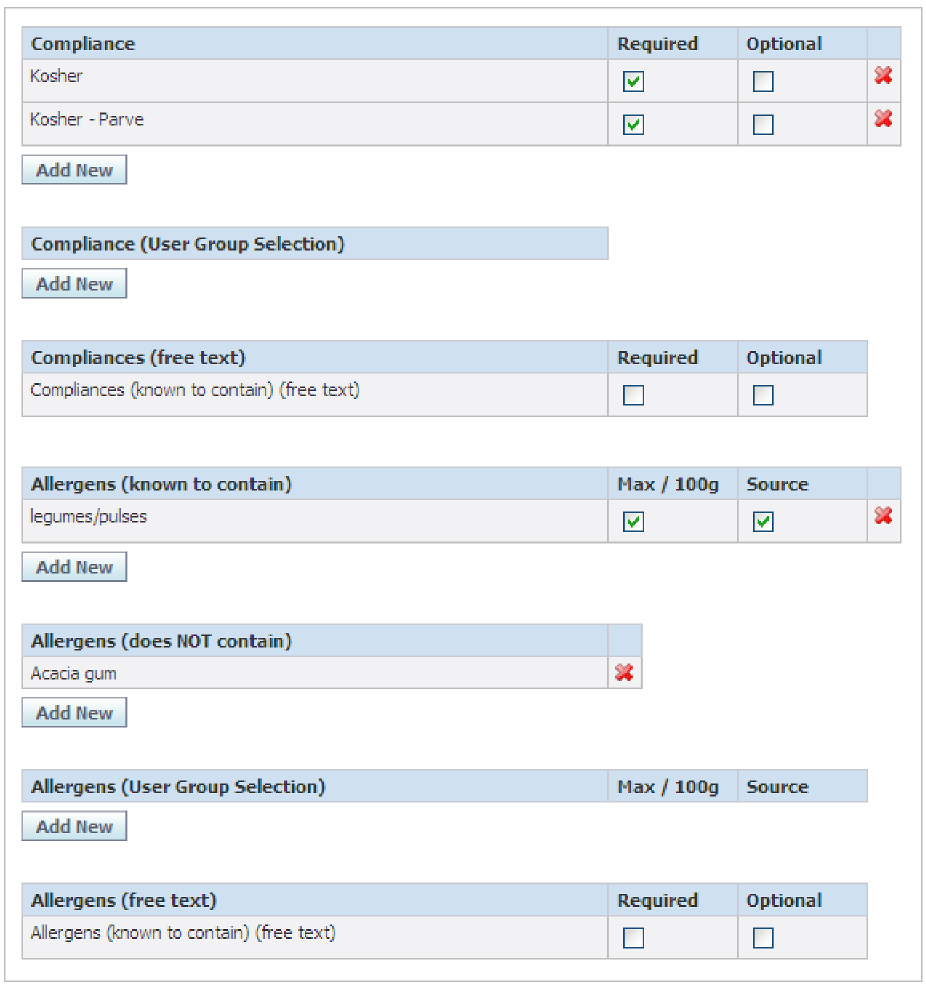
Supplier Ingredient #
This field is not available on a GSM specification. This is a field commonly used on an SCRM sourcing approval, as a supplier item #.

Supplier Created %Breakdown
When this attribute is selected, a blank % breakdown is provided to the supplier. This attribute also allows the supplier to add multiple %breakdowns. When this attribute is marked as required, only one %breakdown is required.

When a specification is imported, if the specification contains the attribute, the attribute will be automatically checked as required.

Figure 2-9 below shows attribute sections of an ingredient questionnaire.

Figure 2-9: Ingredient questionnaire, Edit Questionnaire section



The attribute sections are defined below:

%Breakdowns on the Specification
This section only appears if you import a specification. If you import a specification with multiple breakdowns, all breakdowns marked with the "Publish to Supplier" tag will be listed. The breakdowns you select as optional or required will be included in the questionnaire.

Shelf Life
This section lists the shelf life relevant to the specification.

Compliance
This section lists the complies with data linked to the specification. The following header variables are included:

- **Compliance**—Enables the supplier to provide complies with data.
- **User Group Selection**—Enables the supplier to add new data elements that have not been explicitly requested. You limit the selection of data elements that a supplier can add by adding a data group to this table. Only the data elements assigned to that group will be available to the supplier to add.

  For example, if you want a North American supplier to add the compliance items that an ingredient complies with, you might add a group called "North America" to the "Compliance (User Group Selection)" table. The North America group would only contain the complies with items that pertain to the north american region.
- **free text**—Enables the supplier to enter free text to further define attributes.

Allergens, Intolerances, Additives
This section lists allergens, intolerances, and additives linked to the specification. The following header variables are included:

- **known to contain**—Enables the supplier to provide "known to contain" data for allergens, intolerances, and additives linked to the specification.
- **does NOT contain**—Enables the supplier to confirm "does not contain" data for allergens, intolerances, and additives linked to the specification.
- **User Group Selection**—Enables the supplier to add new data elements that have not been explicitly requested. You limit the selection of data elements that a supplier can add by adding a data group to this table. Only the data elements assigned to that group will be available to the supplier to add.
- **free text**—Enables the supplier to enter free text to further define attributes.

Analytical Properties
This section lists analytical properties for the specification.

Extended Attributes

This section displays extended attributes for the specification. Extended attributes define important features and characteristics of the specification.

Nutrient Properties

This section lists the nutrient data linked to the specifications. The following header variables are included:

- **User Group Selection**—Enables the supplier to add new data elements that have not been explicitly requested. You limit the selection of data elements that a supplier can add by adding a data group to this table. Only the data elements assigned to that group will be available to the supplier to add.

Environmental Waste

This section lists known waste materials for this specification.

Supporting Documents

This section lists supporting documents for the specification.

DRL

This section lists DRL (Document Reference Library) documents linked to the specification.

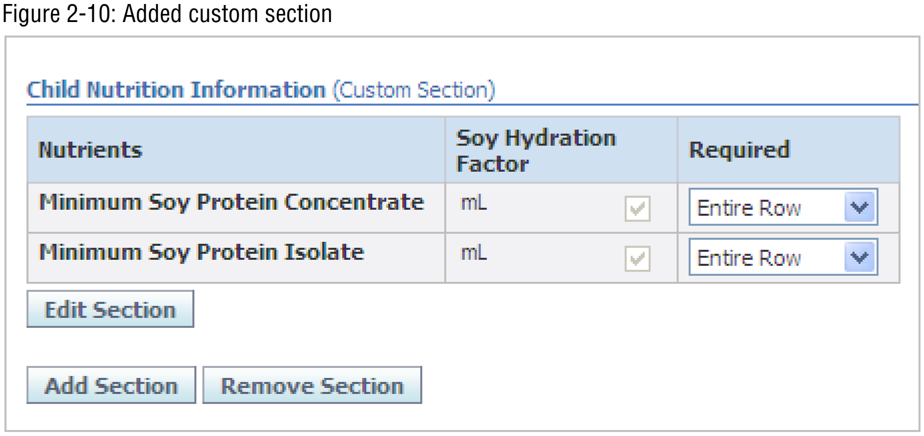
Comments

This section allows the supplier to provide comments.

Custom Sections

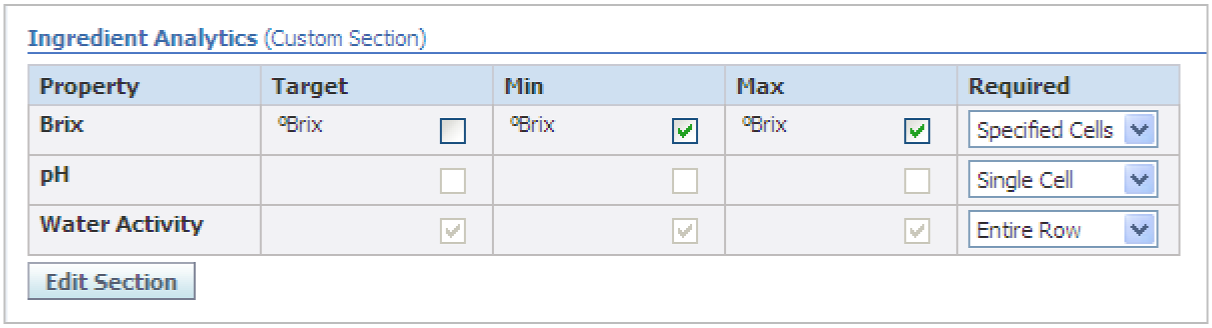
This section lists custom sections associated with the specification. Custom sections are configurable sets of extended attributes. You can add a custom section to the questionnaire using this section of the questionnaire. Click **Add Section**. eQ displays a dialog box listing available custom sections. Select a section, and then click **Done**. As figure 2-10 shows below, eQ adds the custom section to the bottom of the page.

Figure 2-10: Added custom section



For custom sections in eQ, validation rules allow users to designate which individual cells in the custom section are required to be completed by the supplier. Using the drop-down list in the Required column, the eQ creator can also indicate whether just a single cell per row is required (versus specified cells) or the entire row. Individual checkboxes appear in each cell, as figure 2-11 shows below.

Figure 2-11: Defining required cells



The drop-down options are defined as follows:

- **Specified Cells**—Indicates that selected cells will be required. When this option is selected, individual checkboxes appear in each cell. Select the cells that are required. This is the default value.
- **Single Cell**—Indicates that only one cell out of the entire row is required. When this option is selected, the individual checkboxes are cleared and cannot be selected.
- **Entire Row**—Indicates that all cells in the row are required. The checkboxes are auto-selected and cannot be deselected.

For complete instructions on working with custom tables, refer to the *Agile Product Lifecycle Management for Process Administrator User Guide*.

When the questionnaire has been saved and is viewed by a supplier in Supplier Portal, required cells on the custom table are marked with indicators.

Saving a Questionnaire

At any point during creation of a questionnaire, you can save the questionnaire by clicking **Save** or **Save & Close** at the top right of the page and return to it later.

Sending a Questionnaire to a Supplier

When you have completed the questionnaire, you can send it to the supplier specified in the Contact Information section by clicking **Send eQ** at the top right of the page.

If any required fields have not been completed, the relevant error message(s) will display at the top of the page and the questionnaire will not be sent. If completed correctly, the questionnaire will close and the status will change to “Sent.”

You can view the questionnaire by selecting it from the Action Items page or by using the search tool.

The supplier will receive an email indicating that there is an eQuestionnaire to complete. The supplier's email address will be the userid for the eQ. You can change the supplier contact using the Contact Information section up until the point when a supplier logs in and establishes a password for the eQ.

Creating a Copy of a Questionnaire

You can create a questionnaire based on a copy of another questionnaire.

To create a new questionnaire based on an existing one:

1. Open the questionnaire to copy.
2. Click **Create New Copy** at the top right of the page.

Receiving a Questionnaire - Supplier

After you have sent a questionnaire to a supplier, the supplier receives an email containing a link to the questionnaire to complete. The supplier can then click the link, which displays the Supplier Portal login page. After logging in, the supplier sees the questionnaire. For more information on the Supplier Portal, please see the *Agile Product Lifecycle Management for Process Supplier Portal User Guide.*

Logging in to Supplier Portal

The Welcome page of the Supplier Portal displays options for preferred language. (These options vary based on your configuration.) After the supplier chooses a language, eQ displays the Login page. The supplier provides the email address that was used in the questionnaire along with a new password. If returning to the same questionnaire, the supplier must use the password used in the original login.

Completing a Questionnaire

The questionnaire contains instructions along with the data that you entered when creating it. Red stars indicate required fields. Suppliers can click any hyperlinked heading to add data elements to the table. Suppliers can also add attachments to the questionnaire.

Saving a Questionnaire

Suppliers can save the questionnaire by clicking **Save**, or to save the questionnaire and return for completion later suppliers can click **Save and Close**. Upon return, the supplier must enter the original email address and password to access the questionnaire.

Returning a Questionnaire

To send the questionnaire back to you, the supplier clicks **Completed - Send to**. eQ checks for any required fields and only returns the form if all required fields are complete. For supplier-initiated questionnaires, the words “Supplier Initiated” display to the right of the Date Sent. For more information on supplier-initiated questionnaires, refer to *Creating Supplier-Initiated Questionnaires* on page 2-15.

If any required fields are incomplete, eQ informs the supplier as to what fields require completion.

Creating Supplier-Initiated Questionnaires

Suppliers can initiate their own questionnaires through Supplier Portal. If configured properly, the supplier will be presented with a Supplier Actions icon in Supplier Portal. When the supplier chooses **Submit Changes** in the Supplier Actions dialog box, a questionnaire will be created. This process will import all specification and template data. Specification will be required or optional depending on a system configuration.

A supplier initiated template needs to be created to act as the base for the supplier initiated questionnaire. In combination with the imported specification, this template will help create the supplier initiated questionnaire. This template can contain the questionnaire name, company contact information, and template specific sections (User Group selections, Comments, Supplier Created Breakdown, etc.).

Creating a Questionnaire Template

Users with the role `[EQ_TEMPLATE_CREATOR]` can create a supplier-initiated questionnaire template. The template acts as a base questionnaire for supplier-initiated questionnaires. You can create one template per questionnaire type.

Naming Your Supplier-Initiated Template

In the Questionnaire Label field, you can use variables to define the field. These variables will pull in the appropriate information to name the questionnaire. The variables that are available are as follows:

{CrossReference}—Pulls the imported specification's cross reference numbers. This can return multiple values separated by commas (for example: `SAP 354623, JDE 235325`)

{GSMSpecNumber}—Pulls the imported specification's number.

{GSMSpecName}—Pulls the imported specification's name.

{GSMSpecShortName}—Pulls the imported specification's short name.

{SupplierCompany}—Pulls the company name of the supplier that initiated the questionnaire. This company name comes from the supplier registrant's information.

{SupplierItemCode}—Pulls the supplier item code on the sourcing approval that associated the specification to Supplier Portal.

An example of using variables in the Questionnaire Label field follows:

{GSMSpecNumber} – {GSMSpecName}

This will be replaced as:

```
5088888-001 – Some Spec Name
```

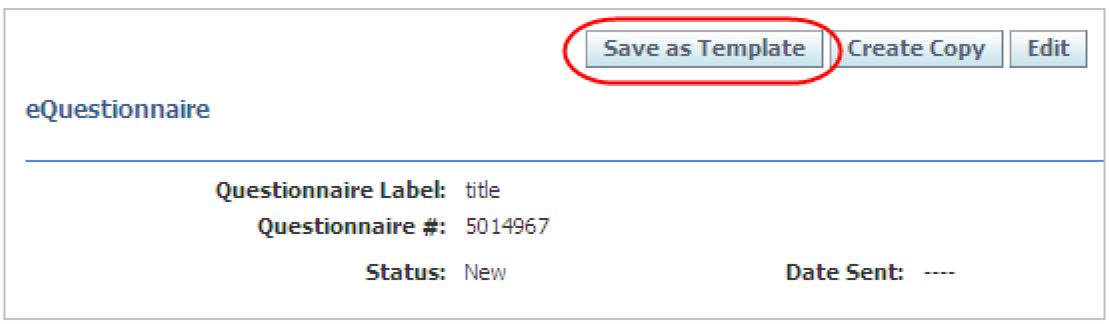
In addition, you are able to restrict the amount of characters returned. For example, {GSMSpecName,15} would restrict the string returned to 15 characters. You can add a character restriction limit to any variable listed above.

Follow the instructions outlined on page 2-3 through page 2-8 for completing the rest of the questionnaire template.

Saving Your Supplier-Initiated Template

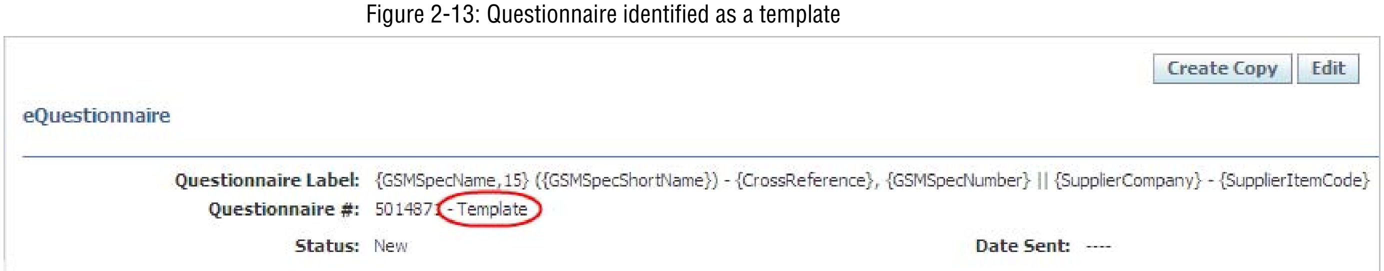
To save the questionnaire template, click the **Save As Template** button, as figure 2-12 shows below. The button is available only to users with the template creation role. For saved questionnaire templates, the **Send eQ** button will not be available. This button is only available in read mode. You must save and close the questionnaire before you can save it as a template.

Figure 2-12: Save As Template button



Once a questionnaire template is saved, the word “Template” displays next to the Questionnaire #, as figure 2-13 shows below.

Figure 2-13: Questionnaire identified as a template

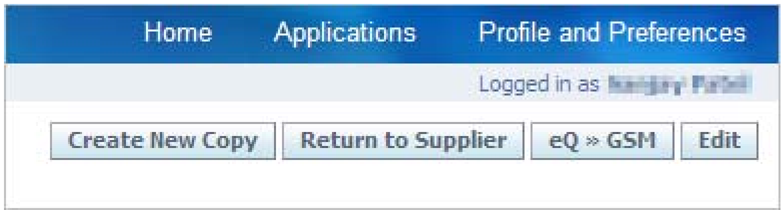


Refer to the *Agile Product Lifecycle Management for Process Supplier Portal User Guide* for more information about supplier-initiated questionnaires.

Processing a Completed Questionnaire

After a supplier has returned the questionnaire, eQ sends an email to the address listed for your company in the Contact Information section of the questionnaire. The email tells you which questionnaire was returned. You can then log into eQ, review the questionnaire, and complete the process by either integrating the data into the Global Specification Management (GSM) application or by returning the questionnaire to the supplier, as shown in figure 2-14 below.

Figure 2-14: Buttons that display in the upper right corner of eQ for a completed questionnaire



Reviewing a Questionnaire

You can access the questionnaire to be reviewed from the Action Items page or from the questionnaire search pages. Upon opening the questionnaire, you can review the submitted data.

Changing Ownership and Access Rights

When reviewing a returned questionnaire, you can change the Primary Owner and Additional Administrators fields. To change this information, click **Edit.** The page reloads and those two fields (located in the header section) display in editable mode. Click the hyperlinked field name to begin the process of changing that information.

Exporting a Questionnaire to GSM

To update a GSM specification or to create a specification using data from this questionnaire, click **eQ >> GSM** at the upper right of the page.

Selecting an Import Target

After you click **eQ >> GSM**, a dialog box asks how you would like to import the questionnaire. Your options are listed in table 2-2 below:

Table 2-2: Options for importing eQ data into GSM

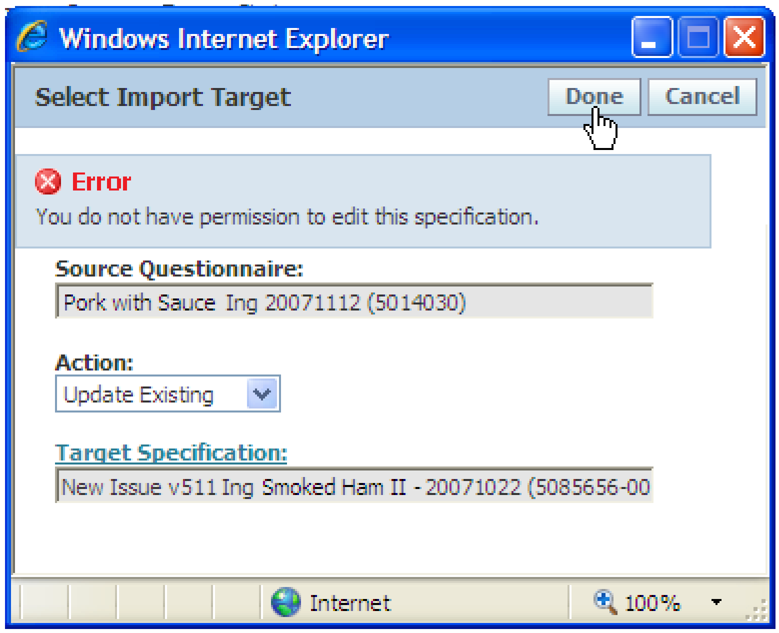
Option	Action
Create New	Creates a new specification of the same type as the questionnaire
Create New Issue	Creates a new issue of an existing specification
Update Existing	Updates an existing specification without versioning it

For the Create New Issue or Update Existing options, you must enter a target specification. If you create a new issue, eQ appends a version number to the issue.

To select this target, click the **Target Specification** link. eQ displays a dialog box with which you can search for a specification. Click **Done** when you have selected the target specification.

Note If you do not have permission to edit an existing GSM specification or to create a new GSM specification, eQ displays an error message (as shown in figure 2-15) after you click **Done**.

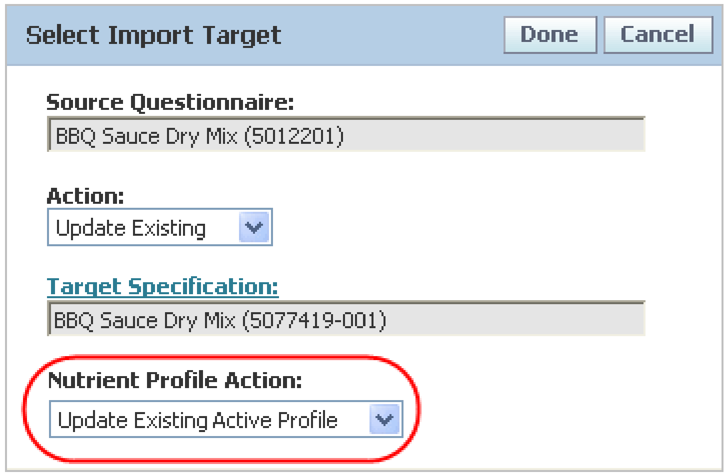
Figure 2-15: Insufficient editing permissions error message



Importing a Trade Specification

When importing a trade specification, you can update or create a nutrient profile along with the trade specification. eQ only supports trade specifications with the item type of Consumer Unit (co-pack) and Consumer Unit (not for resale - co-pack). Figure 2-16 below shows the Nutrient Profile Action drop-down list containing nutrient profile options.

Figure 2-16: Imported trade specification, nutrient profile options



Nutrient Profile Drop-down options:

Update Existing Active Profile—When this option is selected, eQ updates the existing nutrient profile that is flagged as active. If no active profile exists, this option will not be available.

Create New Active Profile—When this option is selected, eQ creates a new nutrient profile specification and marks that profile as active on the trade specification. If an existing profile is already set as active, this action will remove that profile's active flag and assign it to the newly created profile.

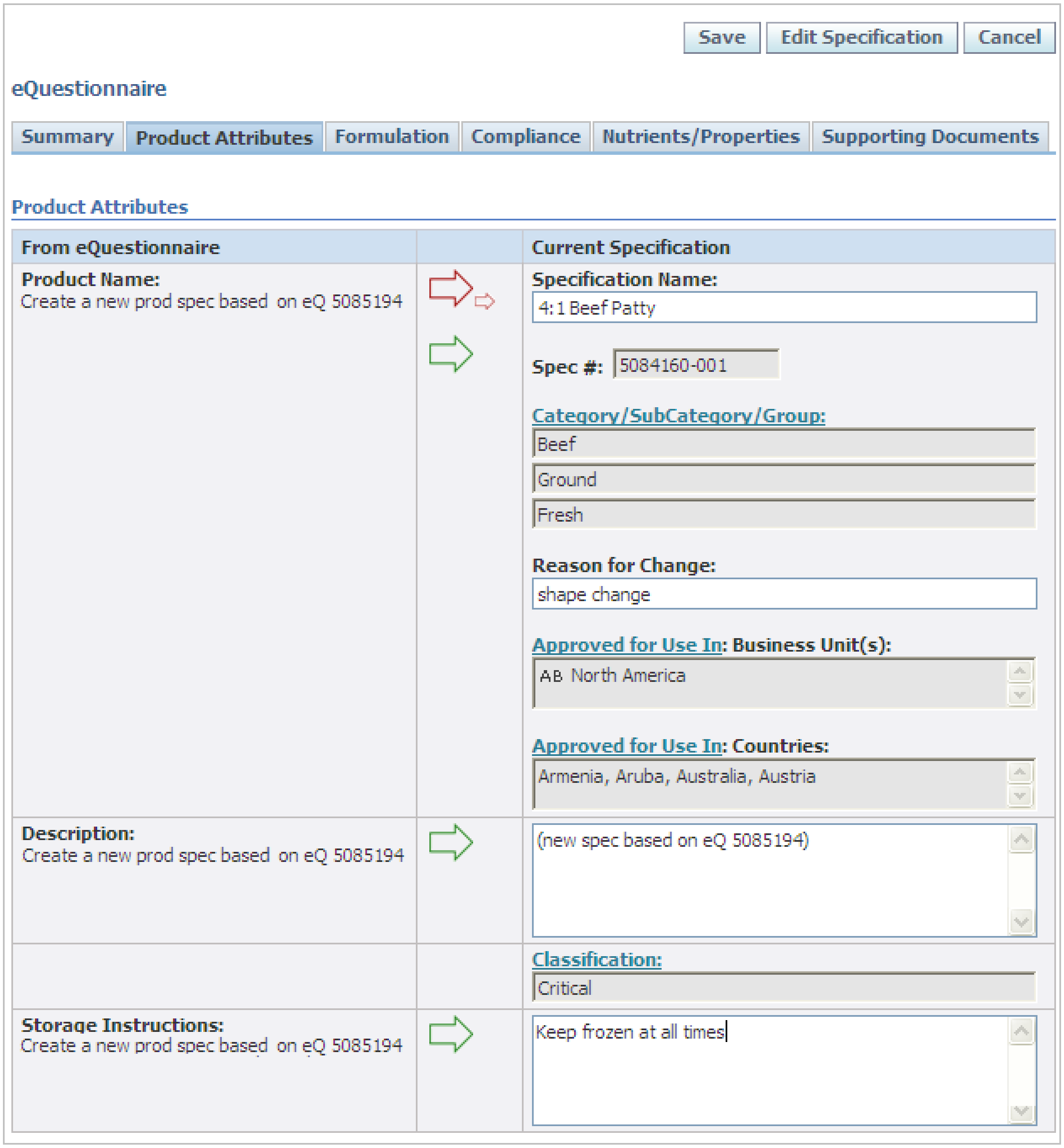
Create Issue of Active Profile—When this option is selected, eQ creates a new issue of the nutrient profile and attaches it to the trade specification as the new active profile.

Do not Create Nutrient Profile—When this option is selected, the ability to push nutrient profile data will not be available.

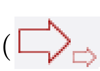
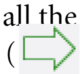
Exporting Data to GSM

After you have successfully selected an import target, eQ displays a page containing tabs that show the questionnaire data along with the data from the specification that you are importing data into, as shown in figure 2-17 below.

Figure 2-17: eQuestionnaire page, Product Attributes section, showing target and source for export from a questionnaire to a GSM specification



On this page you can view both the questionnaire data and the specification data at the same time and can selectively import data from the questionnaire to the specification. Between the questionnaire data and the specification data, there is an arrow for moving the data from the questionnaire to the specification. When clicked, this arrow overwrites the displayed specification data.

On a table that has multiple rows, you can use the move all data icon () in the first row to move all the rows of that table at one time. Most rows contain a move single row icon () that can move only that row individually. You can also override the specification data manually.

If your administrator has enabled Object Level Security, you can import data to only those specifications for which you have sufficient user privileges. If you do not have sufficient user privileges, the system will not display the data. For more information on Object Level Security, please refer to the *Agile Product Lifecycle for Process Administrator User Guide*.

You can save the updated specification by clicking **Save** at the upper right of the page.

To open the new specification in edit mode, click **Edit Specification**.

Once you have successfully imported the data and saved the specification, the status changes to “submitted” and the Action Items table no longer displays the questionnaire. For more information on statuses, see page page 2-5.

Returning a Questionnaire to a Supplier

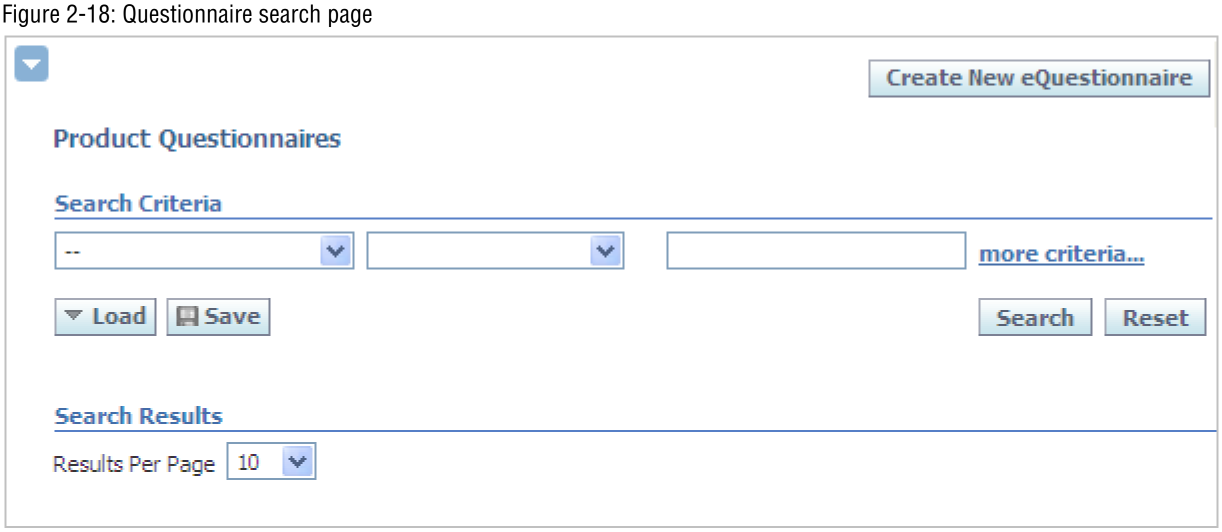
After reviewing the questionnaire, if you find that the supplier needs to provide more information, you can return the questionnaire to the supplier. To do so, click **Return to Supplier**. eQ displays a dialog box that enables you to write a message to the supplier in the Comments/Guidance field.

Once you have filled in this information, click **Return to Supplier**. eQ redisplays the Action Items page. The process then starts over with eQ sending the supplier an email about the questionnaire that needs to be completed.

Searching for Questionnaires

You can retrieve all questionnaires created by clicking the appropriate questionnaire type in the left navigation panel. eQ will then display a search form for that questionnaire type, as figure 2-18 shows below.

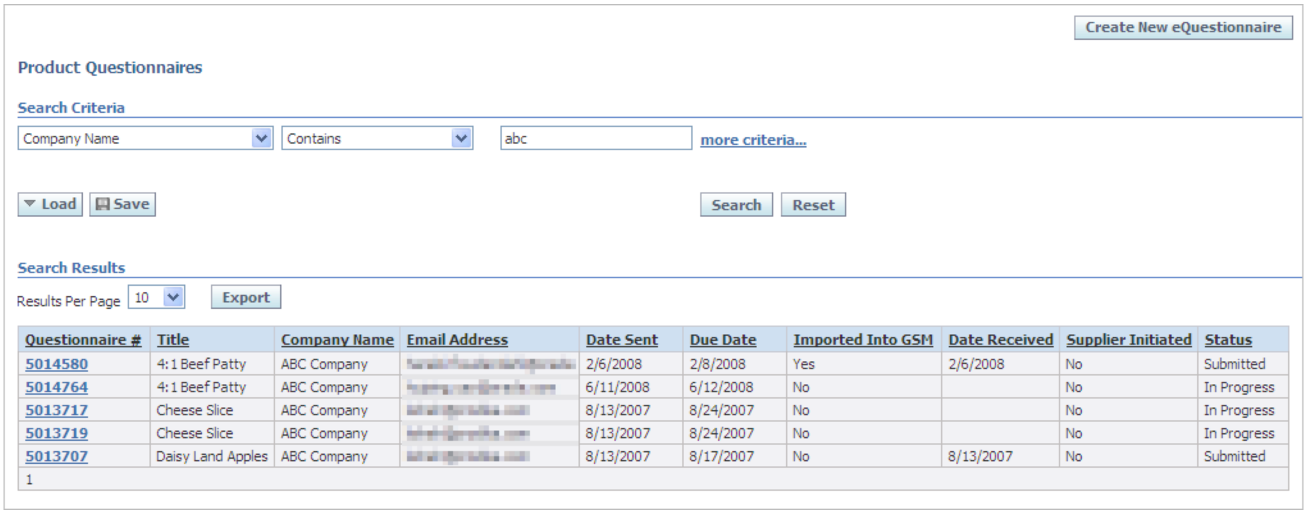
Figure 2-18: Questionnaire search page



Using the search page, you can retrieve the questionnaires by using many of the questionnaire’s attributes as search criteria.

The search results will contain all questionnaires that match your defined search criteria, as figure 2-19 shows below. You can open only the questionnaires for which you have sufficient access permissions.

Figure 2-19: Search results



For more information on using the search form, please see the *Agile Product Lifecycle Management for Process Getting Started Guide*.