

eQual for Connexio Suppliers



Manual

Version I-EN – January 2008





About eQual

eQual by Achilles is an Online-Tool used by buyers to obtain additional information with the help of additional questionnaires.

Buyers mostly use eQual if the information that you provided in Connexio is not sufficient enough to shorten the list of potential suppliers. However buyers can also use eQual in order to verify if suppliers that are pre-qualified with Connexio (Pre-qualification Level 1) also comply with company or project specific requirements (Pre-qualification Level 2).

INDEX

1	Getting started – Login and launch eQual _____	3
2	eQual Overview - Additional questionnaires for your company _____	4
3	Details of the additional questionnaire _____	5
4	Answer questions _____	6
5	Submit additional questionnaire _____	7
6	Request to re-answer question(s) _____	8

1 Getting started – Login and launch eQual

Step 1 / 2

Logon to the Achilles Portal

In order to access your additional questionnaire please logon to the Achilles Portal www.achilles.com.

Below the headline Login (see figure 1) please enter your known login details from Connexio. Now click on "Login".

User name

Enter your Connexio ID

Password

Enter your Connexio Password



Figure 1

Step 2 / 2

Launch eQual

For your information: eQual is only available in English.

Once you clicked on login you will be directed to the page where you can launch eQual (see figure 2). Now, simply click on "Launch"

Note: you will need to have your pop-ups temporarily allowed.

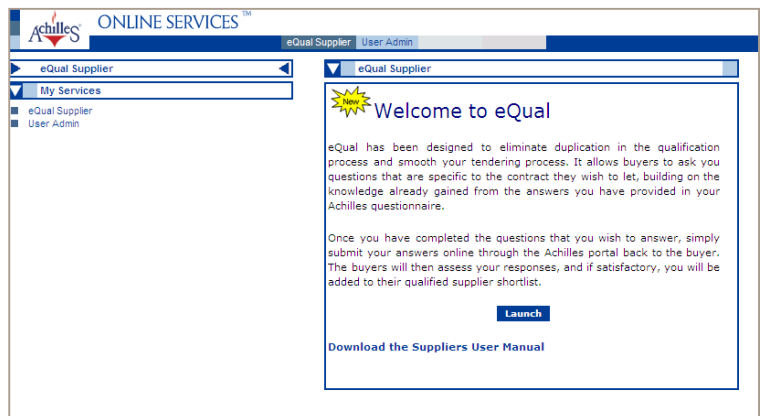


Figure 2

By clicking on "User Admin" you can change your current password. **But we kindly ask you that you do not change your login details for the Achilles Portal.** Otherwise you would have two different login details - one for eQual (Achilles Portal) and one for Connexio.

2 eQual Overview - Additional questionnaires for your company

Once you clicked on "Launch" you will see a screen containing all additional questionnaires that you have been invited to respond to – current and old ones. To access a particular additional questionnaire, simply click on its name as shown in Figure 3.



eQual

eQual is the service provided by Achilles which allows you to send and receive second stage pre-qualification data.

Please note that the 'Time Zone' column refers to the time zone where the deadline was set. Daylight Saving Time applies in some of these zones and has therefore been taken into account in the 'Time to Run' column.

Current Set of eQual Questions - Please click on the name to view

Name	Status	Respond By Date (GMT)	Time To Run:
IT-Consulting	Submitted	31 Jan 2008 12:00 (GMT+01:00)	22Days 14Hrs 57Mins
Demo	Invited	31 Jan 2008 19:30 (GMT+01:00)	22Days 22Hrs 27Mins

Old Set of eQual Questions - Please click on the name to view

You have no old eQual questionnaires to view.

Figure 3

Current Set of eQual Questions

Overview of all current additional questionnaires that the utilities sent to your company. The different statuses indicate the following:

Status = Submitted

This means that you completed the additional questionnaire and sent it to the buyer. Your answers to the questions in this particular questionnaire can only be viewed by the buyer. Furthermore it is the buyer (not Achilles!) who verifies your answers. The buyer will contact you. **Note:** You can view your answers but you cannot make any changes at this stage!

Status = Invited

As long as the status is "Invited" you have not completed and submitted the additional questionnaire. Consequently the buyer requesting additional information from you cannot view your answers. **Note:** Please consider the deadline for submitting the particular questionnaire. The deadline is shown in the column "Respond by date". It is not mandatory to answer additional questionnaires but you get the chance to provide more information with respect to projects/tenders of the utilities.

Status = ReAnswer

This means that you completed and submitted the questionnaire to the buyer. However the buyer asks you to re-answer/revise your previous answer(s) of one or more question(s). **Note:** You can easily find the appropriate question(s) as they are highlighted in red.

Status = ReAnswerPending

This means that you submitted the revised questionnaire to the buyer (also see Status „ReAnswer“). It is the buyer who does the verification of your revised answer(s). The buyer will contact you. **Note:** You can view your answers (the old and the revised ones) but you cannot do any changes.

Old Set of eQual Questions

Overview of all questionnaires that are closed by the appropriate buyer of the utility.

Respond by Date:

In this column you see the date and the time by which the buyer requires your responses of the additional questionnaire. The buyer will have specified the time zone the deadline refers to, which you will need to take into account if you reside in a country outside of this zone.

Time To Run:

In this column you see a countdown showing how much time you have left to submit the completed questionnaire.

To access the additional questionnaire simply click on the name.

3 Details of the additional questionnaire

Once you clicked on the name of the additional questionnaire you are provided with all details of this questionnaire (see figure 4).

Figure 4

Status	Open: You can answer the questions and submit the additional questionnaire. Closed: You cannot complete the additional questionnaire. The buyer closed it.
Respond by date	This is the date and the time by which the buyer requires your responses of the additional questionnaire. The buyer will have specified the time zone the deadline refers to, which you will need to take into account if you reside in a country outside of this zone.
Description	Introduction - here you will find all necessary information about the project/tender as well about the questionnaire.
Attachments	The buyer can provide you with further details by adding documents to the additional questionnaire. You can view and download every single document.
Purchaser	Name of the utility
Purchaser's contact name	Name of the responsible buyer
Purchaser's contact Email	Email address of the responsible buyer; please direct your questions to the responsible buyer.

Submit Answers Click on this icon if you want to submit **irrevocably** your answers.

eQual Home Click on this icon if you want to go back to the Achilles Portal Homepage - view page 3

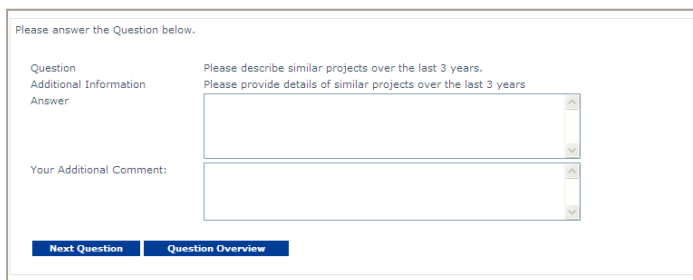
4 Answer questions

In order to complete the additional questionnaire, simply click on the question. The buyer defined already how you can answer each question. The possible answer types are the following:

- Answer type = Free text (max. 8.000 characters) – View example figure 5
- Answer type = Yes/No - View example figure 6
- Answer type = Multiple Choice (just one answer is possible) – view example figure 7
- Answer type = Multiple Choice (multiple answers are possible) – view example figure 8

The „Additional Comment“-Field allows you to provide additional information regarding the particular question.

EXAMPLES



Please answer the Question below.

Question: Please describe similar projects over the last 3 years.
Additional Information: Please provide details of similar projects over the last 3 years.

Answer: [Text input field]

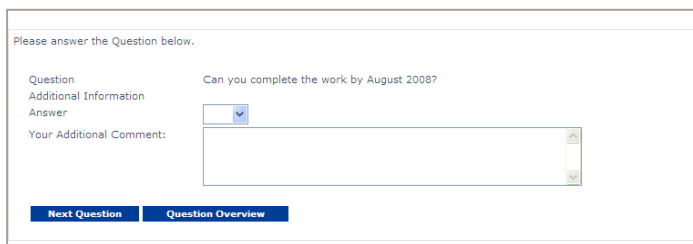
Your Additional Comment: [Text input field]

Next Question | Question Overview

Figure 5

Next Question

If you click on this icon you are directed to the next question. However you will automatically get a dialog box asking you if you wish to save your answer. Please select "Yes" if you want to save your answer.



Please answer the Question below.

Question: Can you complete the work by August 2008?

Additional Information:

Answer: [Yes/No dropdown menu]

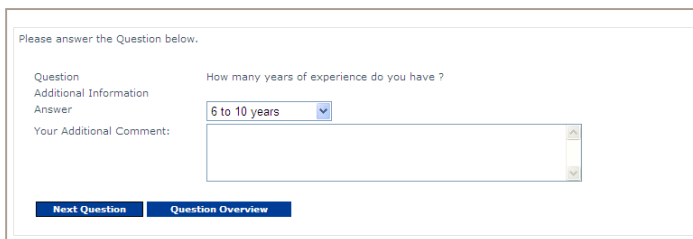
Your Additional Comment: [Text input field]

Next Question | Question Overview

Figure 6

Question Overview

If you click on this icon you are directed to the questionnaire overview page. However you will get a dialog box asking you if you wish to save your answer. Please select "Yes" if you want to save your answer.



Please answer the Question below.

Question: How many years of experience do you have ?

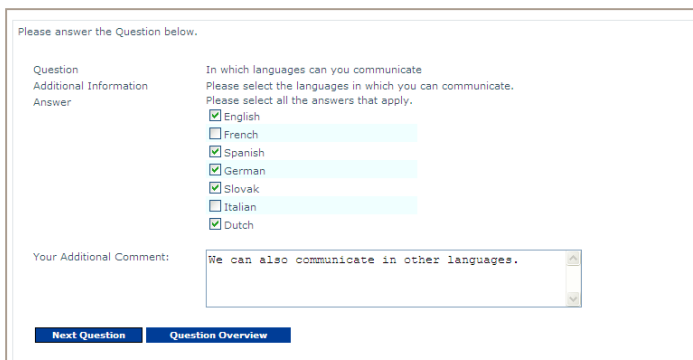
Additional Information:

Answer: [6 to 10 years dropdown menu]

Your Additional Comment: [Text input field]

Next Question | Question Overview

Figure 7



Please answer the Question below.

Question: In which languages can you communicate

Additional Information: Please select the languages in which you can communicate.
Please select all the answers that apply.

Answer: English
 French
 Spanish
 German
 Slovak
 Italian
 Dutch

Your Additional Comment: [Text input field with content: We can also communicate in other languages.]

Next Question | Question Overview

Figure 8

If you click on "Question Overview" you can see all questions that you have already answered - all questions that have been answered are designated by a check mark on the right-hand side of the page (see figure 9). You can edit your answers as long as the status of the additional questionnaire is "Open" (also see page 5)

eQual: Training

Please answer and save all questions. To send your answers back to the Purchaser click on 'Submit'. To answer a question simply click on the question.

Status	Open	Purchaser	
Respond By Date	31 Jan 2008 19:00	Purchaser's Contact Name	Stefanie Herr
Time Zone	(GMT) Greenwich Mean Time : Dublin, Edinburgh, Lisbon, London	Purchaser's Contact Email	sh@achilles.com

Description
We plan to..

Attachments
 ConnexioENGLISH.pdf

Question (click on question to provide answer)	Answered
Can you complete the work by August 2008?	<input type="checkbox"/>
How many years of experience do you have ?	<input type="checkbox"/>
In which languages can you communicate	<input checked="" type="checkbox"/>
Please describe similar projects over the last 3 years.	<input checked="" type="checkbox"/>

Submit Answers **eQual Home**

Figure 9

5 Submit additional questionnaire

If you have answered all questions (see figure 10) and if you are happy with your answers please click on the icon "Submit Answers". This allows the buyer requesting the additional information to view your answers. However you will get a dialog box asking you if you really want to submit your answers. Please select "Yes" if you want to submit your answers.

eQual: Training

Please answer and save all questions. To send your answers back to the Purchaser click on 'Submit'. To answer a question simply click on the question.

Status	Open	Purchaser	
Respond By Date	31 Jan 2008 19:00	Purchaser's Contact Name	Stefanie Herr
Time Zone	(GMT) Greenwich Mean Time : Dublin, Edinburgh, Lisbon, London	Purchaser's Contact Email	sh@achilles.com

Description
We plan to..

Attachments
 ConnexioENGLISH.pdf

Question (click on question to provide answer)	Answered
Can you complete the work by August 2008?	<input checked="" type="checkbox"/>
How many years of experience do you have ?	<input checked="" type="checkbox"/>
In which languages can you communicate	<input checked="" type="checkbox"/>
Please describe similar projects over the last 3 years.	<input checked="" type="checkbox"/>

Submit Answers **eQual Home**

Figure 10

Once you submitted the additional questionnaire you can still view your answers but you cannot do any changes (revise your answers).

6 Request to re-answer question(s)

In case the buyer is not satisfied with your answer(s) he can ask you to revise your answers. In this case you will get an Email informing you about this request.

- Please logon to the Achilles Portal (eQual for suppliers) as described on page 3
- Please select the appropriate questionnaire by clicking on its name (see page 4)
- Please select the question(s) that you are asked to revised to re-answer again (similar to figure 11). Those questions are highlighted in red.

The screenshot shows the 'eQual: Training' interface. At the top, it says 'Please provide additional information for the questions highlighted in red. To send your answers back to the purchaser click on submit. To answer a question simply click on the question.' Below this, there are details for the questionnaire: Status is 'Open', Respond By Date is '31 Jan 2008 19:00', Time Zone is '(GMT) Greenwich Mean Time : Dublin, Edinburgh, Lisbon, London', Purchaser is 'Stefanie Herr', Purchaser's Contact Name is 'Stefanie Herr', and Purchaser's Contact Email is 'sh@achilles.com'. There is an attachment named 'ConnexioENGLISH.pdf'. A table of questions is shown with columns for the question text and an 'Answered' status. The questions are: 'Can you complete the work by August 2008?' (Answered), 'How many years of experience do you have?' (Answered), 'In which languages can you communicate?' (Answered), and 'Please describe similar projects over the last 3 years.' (Answered). The first three questions are highlighted in red, while the last one is highlighted in green. At the bottom, there are buttons for 'Submit Answers' and 'eQual Home'.

Figure 11

In order to re-answer the question simply click on the appropriate question (highlighted in red). Now you see your previous answer (see figure 12) as well as the buyer's comment ("Purchaser's comment"). Please enter your revised answer next to "Your reply to the purchaser".

The screenshot shows the 'Re-answer required' interface for the question 'In which languages can you communicate'. It displays the question text, the previous answer, and the purchaser's comment. The question text is 'In which languages can you communicate. Please select the languages in which you can communicate. Please select all the answers that apply.' The previous answer shows a list of languages with checkboxes: English (checked), French (unchecked), Spanish (checked), German (checked), Slovak (checked), Italian (unchecked), and Dutch (checked). The purchaser's comment is 'Can you also communicate in Chinese?'. There is a text area for 'Your Additional Comment' with the text 'We can also communicate in other languages.' and a text area for 'Your reply to the purchaser'. At the bottom, there are buttons for 'Next Question' and 'Question Overview'.

Figure 12

Once you are happy with your revised answer please click on the icon "Question Overview". You will get a dialog box asking you if you want to save your answer. Please select "OK" if you want to save it.

After clicking "OK" you are directed to the overview page of the questionnaire. You can see that the question is no longer highlighted in red but marked as "answered". In order to submit the revised questionnaire you simply click on "Submit Answers". This allows the buyer to view your revised answer(s).