

Responding to Lot Questionnaires

When a buying organisation publishes questionnaire sets using Lots, they will appear in your Tender Summary page as shown below.

My response
27 Draft

Evaluation criteria/question sets

Title	Action	Progress
Pre Qualification Questionnaire	Edit response	<div style="width: 100%; height: 10px; background-color: green;"></div> Mandatory
Lot 1 Questionnaire	Edit response	<div style="width: 20%; height: 10px; background-color: #ccc;"></div> Opt out
Lot 2 Questionnaire	Edit response	<div style="width: 20%; height: 10px; background-color: #ccc;"></div> Opt out

[<Back to summary](#)

Time remaining
 Respond by: 25 March 2015 01:30

4
Days

10
Hours

59
Minutes

6
Seconds

Response controls

[Open response wizard](#)

Submission checklist

Note: Where 'Mandatory' is stated alongside a 'Lot' this means that the question set must be answered.
Note: Where 'Opt out' appear this means that the questions are optional to be completed.

Evaluation criteria/question sets

Title	Action	Progress
Pre Qualification Questionnaire	Edit response	<div style="width: 100%; height: 10px; background-color: green;"></div> Mandatory
Lot 1 Questionnaire	Edit response	<div style="width: 20%; height: 10px; background-color: #ccc;"></div> Opt out
Lot 2 Questionnaire	Edit response	<div style="width: 20%; height: 10px; background-color: #ccc;"></div> Opt out

The response is completed by clicking Edit response and answering the questions. Once you have complete a series of questions the progress bar will be full.

Pre Qualification Questionnaire [Edit response](#) Mandatory

If you wish to opt out of a non mandatory set of questions, then you are required to click on **Opt out**.

Lot 1 Questionnaire [Edit response](#)[Opt out](#)

The system will then display your question sets in the following manor, to show questions sets you are required to answer and question sets you have opted out of.

Evaluation criteria/question sets

Title	Action	Progress	
Pre Qualification Questionnaire	Edit response		Mandatory

Lot 1 Questionnaire	Edit response		Opt out
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Title	Action	Progress	
Lot 2 Questionnaire	View question set		Opt in

You can easily opt back in by clicking the *Opt in* option.