Responding to Lot Questionnaires

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

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.

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.

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

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