

## How to Forward a Questionnaire to a Manufacturer

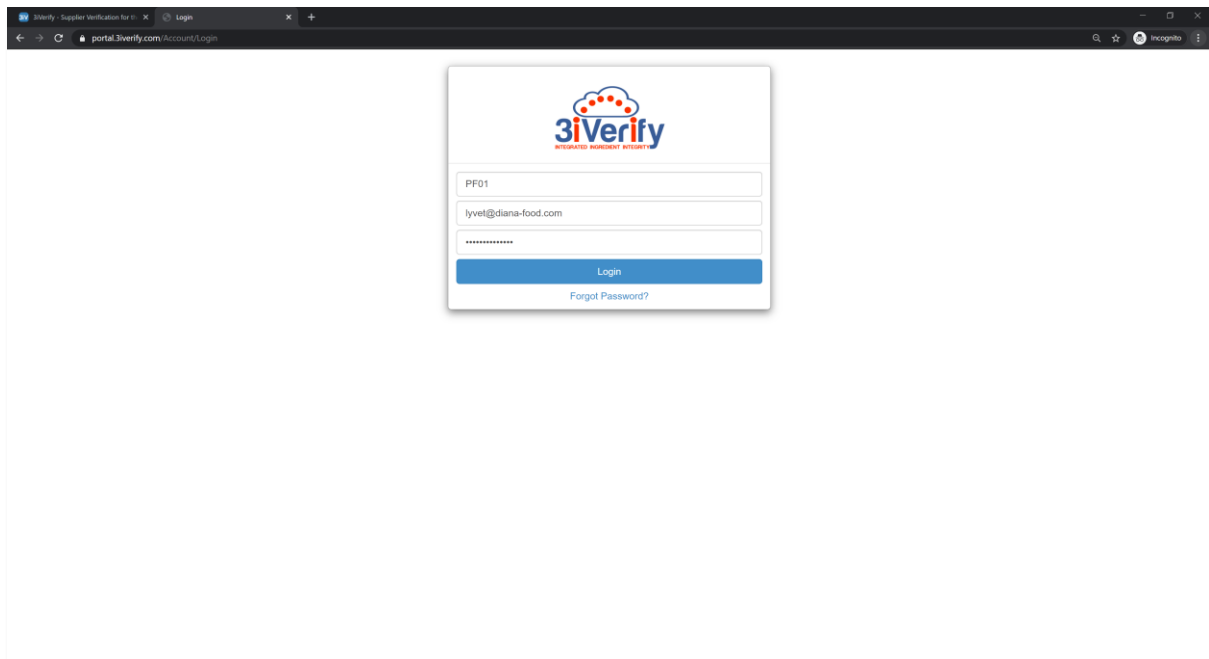
### Objective:

The procedure below is used by a Supplier who has received a questionnaire from 3iVerify for the situation where there is a third-party manufacturer who manufactures a product which is to be assessed for product safety.

In this case, we need to record the supplier in the system and then send the assessment questionnaire to the supplier. Once the supplier has received the questionnaire they are required to login to the system and enter the details of the manufacturer and then FORWARD the questionnaire on to the manufacturer so the questionnaire can be completed.

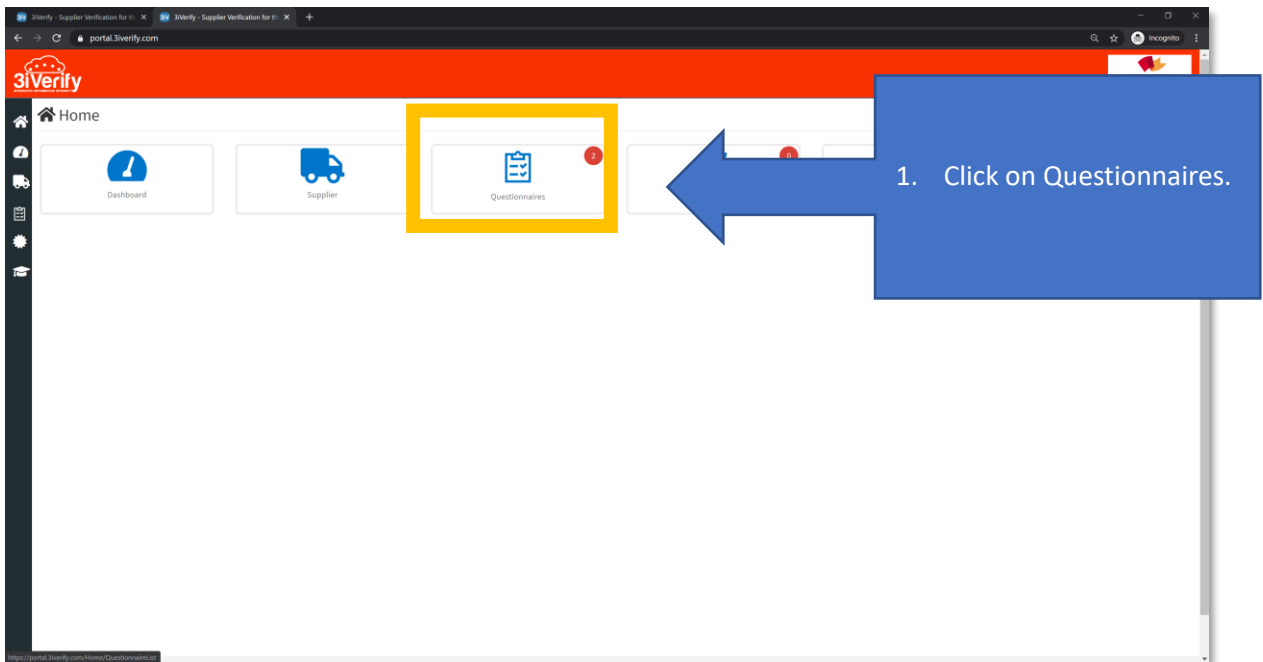
This document outlines the steps for doing the above task, which are given below.

**Step 1: Login (You will require your Account name, Username and Password) – this will be provided to you, as the Supplier, in an email from the system. *Important Note: Do NOT forward this email to the Manufacturer as it contains YOUR login details and they will be able to see ALL of your data. Instead, follow the steps below to forward ONLY the Questionnaire you want them to complete.***

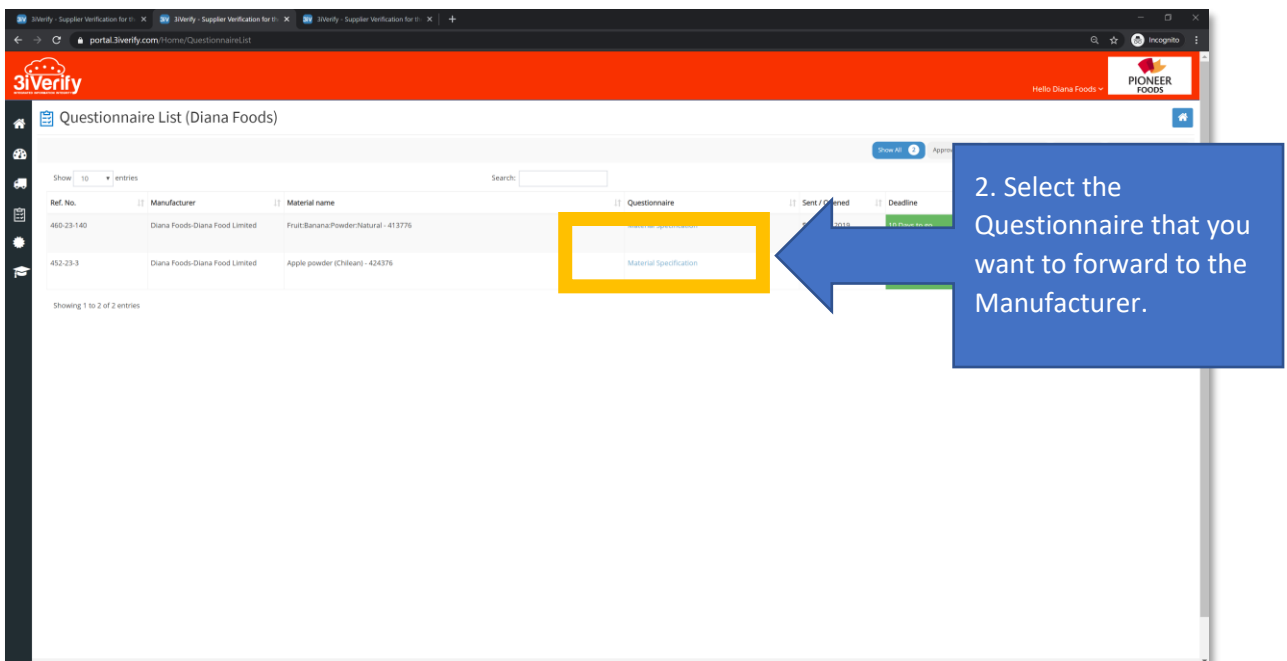


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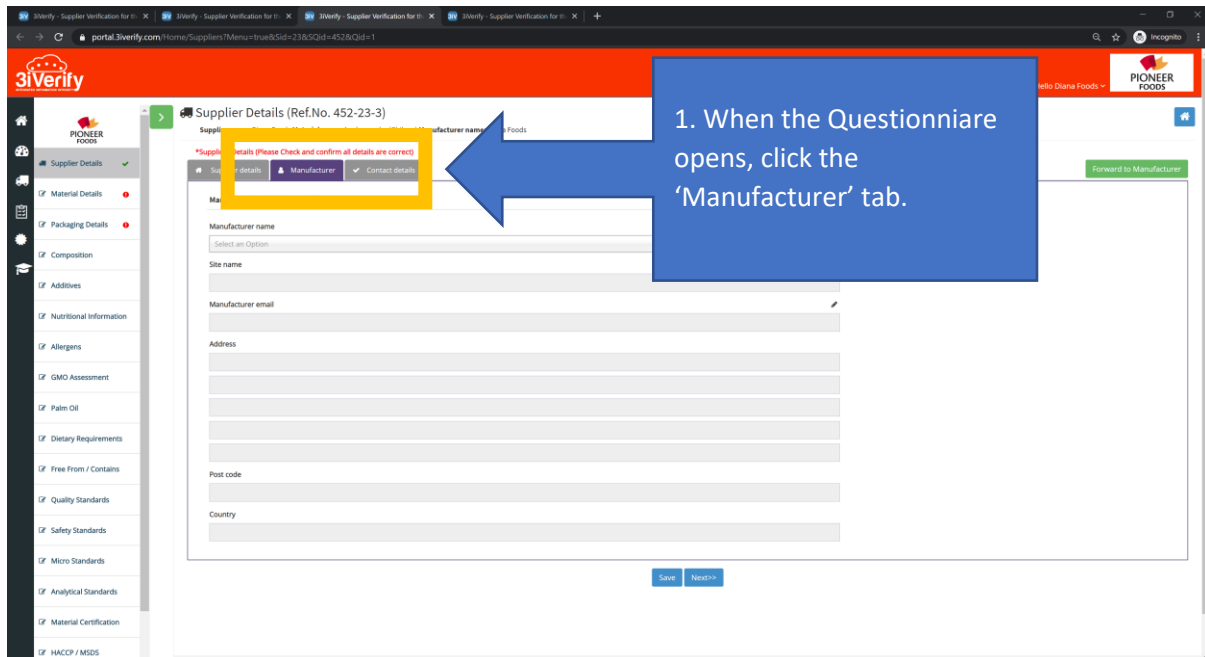
**Step 2: Once you have logged in as the Supplier with your account details, open the relevant Questionnaire by following the steps below:**



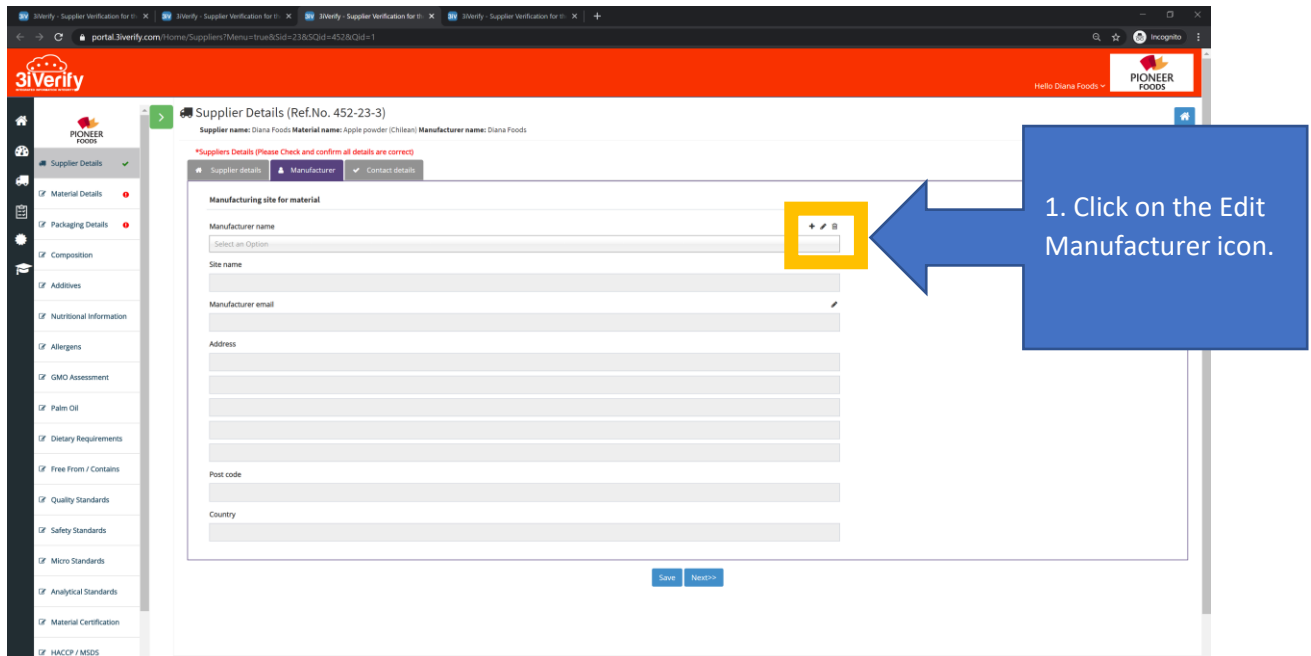
After the Questionnaire List screen shows, locate the Questionnaire you wish to forward to the Manufacturer.



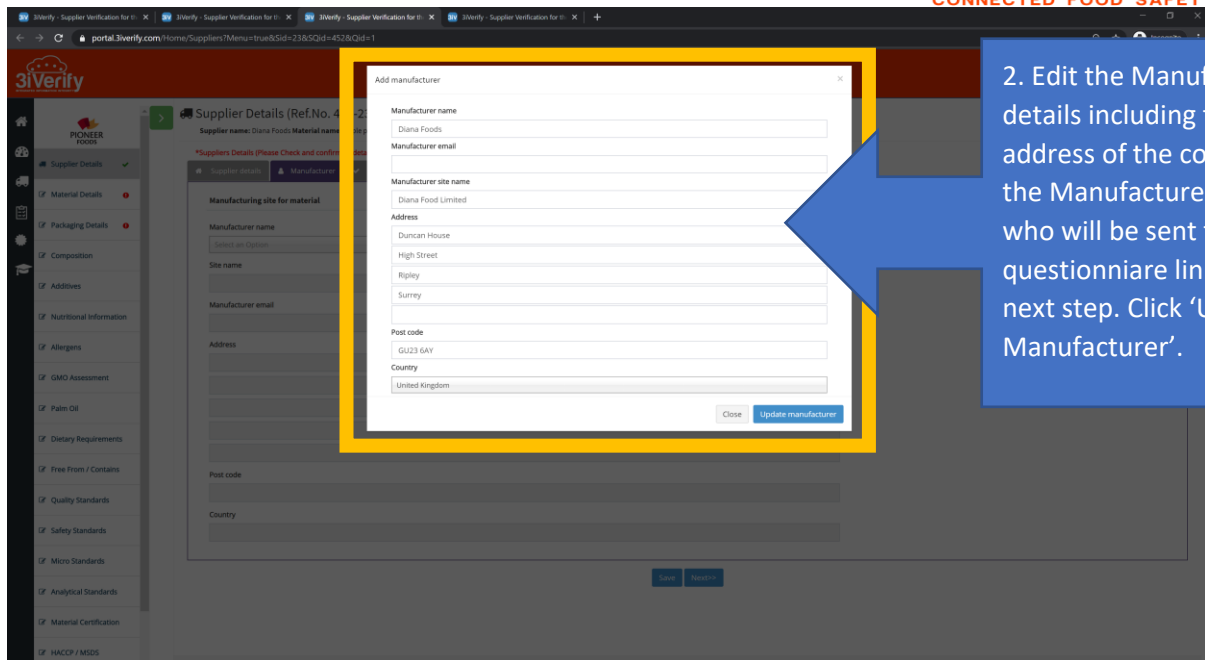
**Step 3: Once you have opened the Questionnaire click the Manufacturer tab on the Supplier Details page.**



**Step 4: Click the Edit Manufacturer 'pencil' icon and edit the Manufacturer details, including the email address of the contact who will complete the questionnaire**



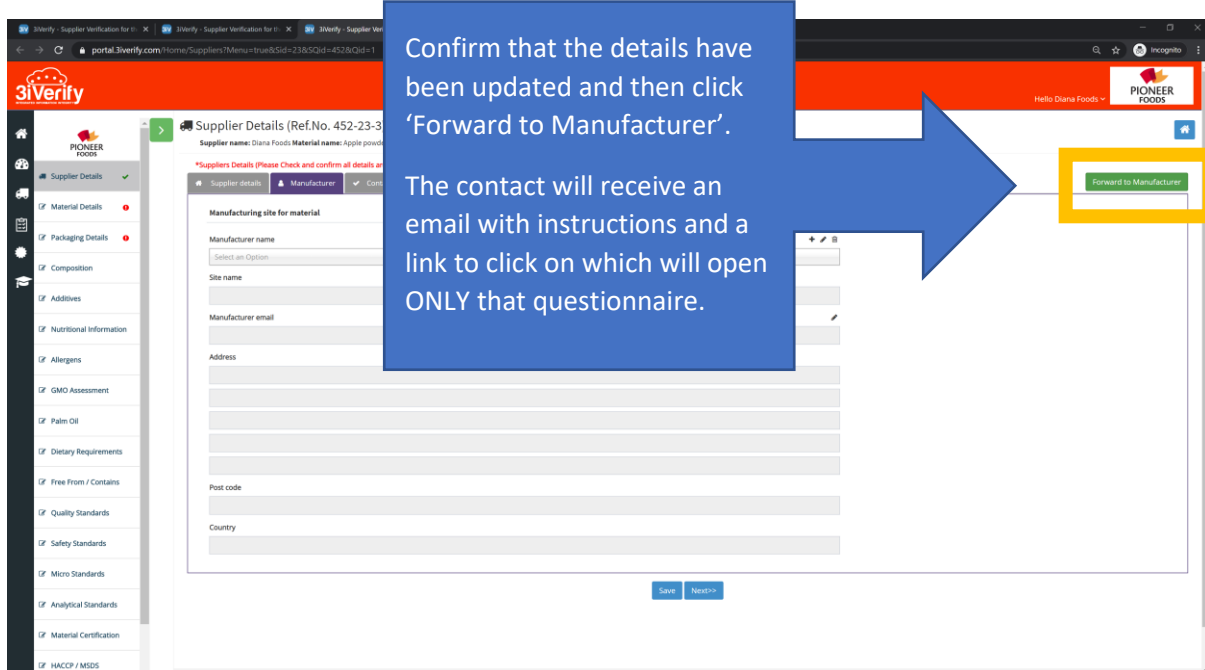
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2. Edit the Manufacturer details including the email address of the contact at the Manufacturer. This is who will be sent the questionnaire link in the next step. Click 'Update Manufacturer'.

**Note:** It is important to *ensure that you have the correct email address entered for the contact at the Manufacturer who will complete the assessment Questionnaire*. It is also important to *let them know that you are sending this to them so that they do not ignore the Questionnaire*.

**Step 5: Click the Forward to Manufacturer button**



Confirm that the details have been updated and then click 'Forward to Manufacturer'.  
The contact will receive an email with instructions and a link to click on which will open ONLY that questionnaire.

After clicking the Forward to Manufacturer button, the system will send an email to the Manufacturer contact and they will be able to login to the system and complete the Questionnaire.

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