

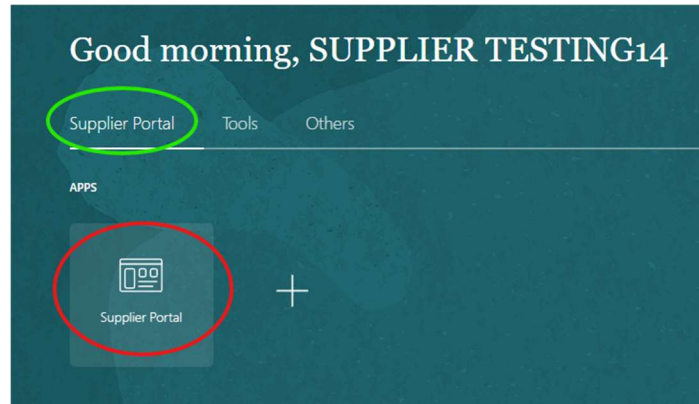
Textron Systems Supplier Portal How-To Guide

Topic: Answering Supplier Qualification Forms in the Supplier Portal

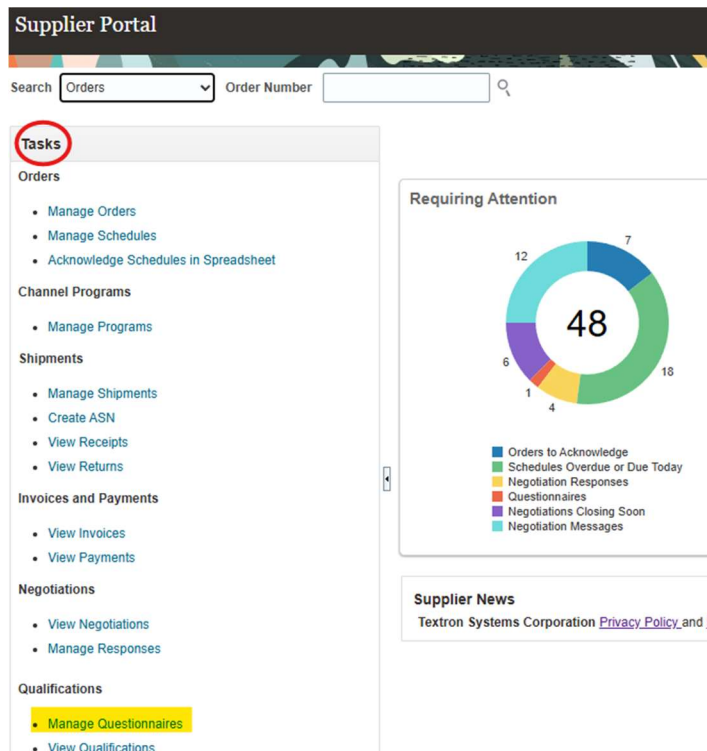
Link to Portal: <https://fusion-iaaymg.fa.ocs.oraclegovcloud.com/fscmUI/faces/FuseOverview>

Note: This training guide will help you with answering any forms sent to you via the supplier portal. This goes for the Annual Supplier Certification (sent annually), M108 Supplier Quality form, etc.

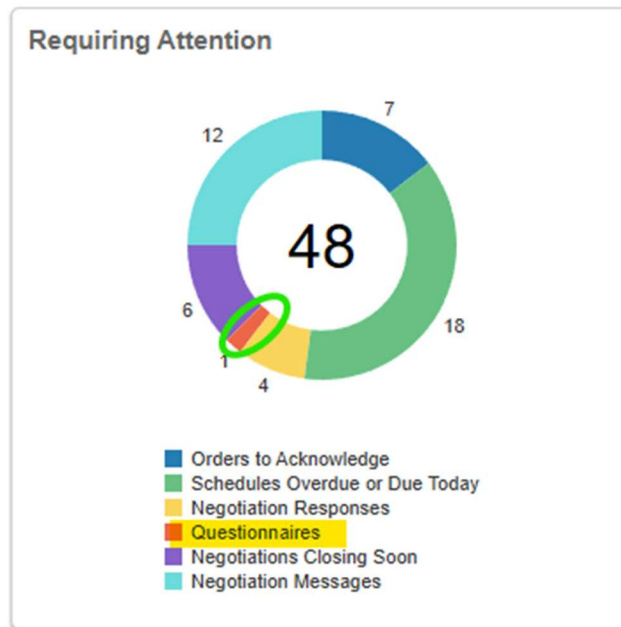
1. Go to the “Supplier Portal” App under the “Supplier Portal” tab.



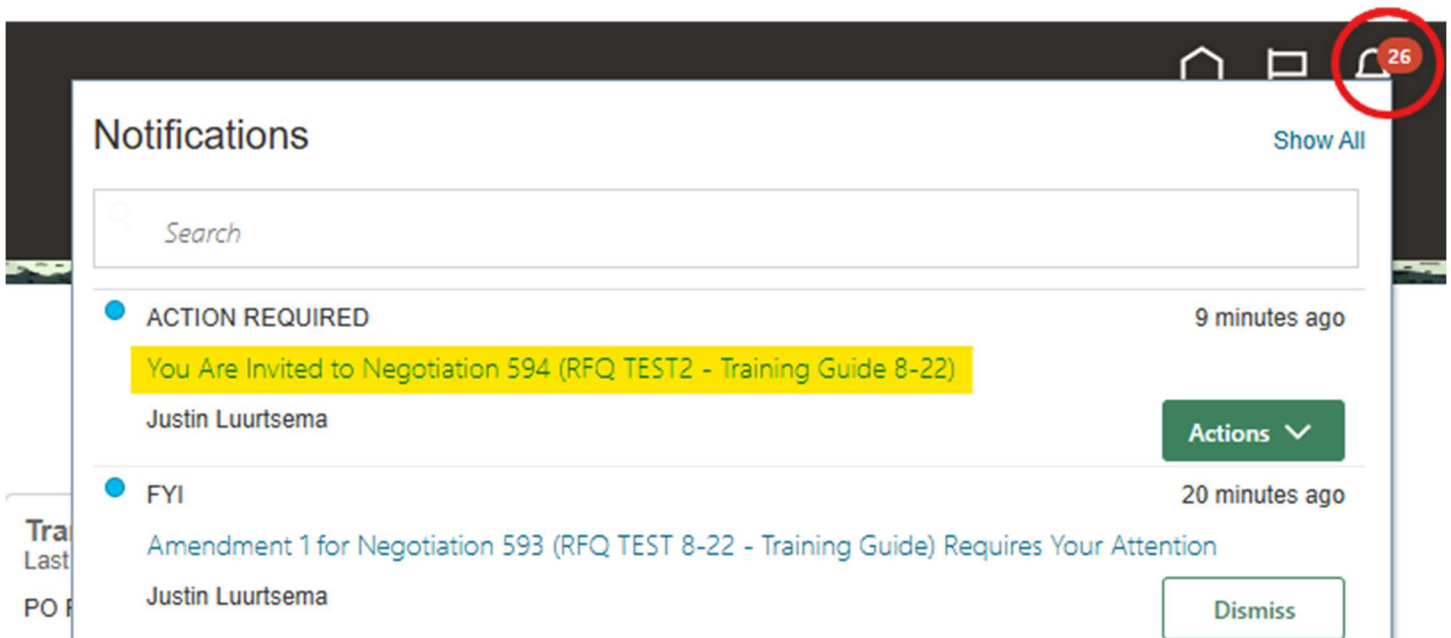
2. Access the questionnaires/forms by using one of the three methods below.
 - a. **Recommended:** Use the “Manage Questionnaires” task on the left-side of the page (see highlighted area in screenshot below). This is where **everyone** who has access to the supplier portal can view the questionnaire and/or respond to it.



- b. Use the pie chart under the “Requiring Attention” box. The questionnaires to respond to will show here. Press on the area of the pie chart of interest. Feel free to explore this functionality as well.



- c. Use the notification bell (top-right corner of the page) in the supplier portal or your own email. See the path below in screenshots. Use the hyperlink to select the questionnaire to respond to. Then, scroll to the bottom of the message and use the path to access the supplier portal questionnaire. **Note:** This method can only be done if you are the primary POC for the questionnaire sent. Example below is an RFQ, but this would work the same for questionnaires.



Note: For the rest of this training guide, it will follow step 2a above.

- Press the hyperlink for the questionnaire(s) of interest.

Search Results

Actions ▾ View ▾ Format ▾ Freeze Detach Wrap Respond	
Questionnaire	Questionnaire Title
51	Justin TEST for Training Guide 8-26

- Answer the questionnaire(s) that have been sent over. If there are multiple, use the arrow buttons to move between the forms (see second screenshot below, for details).

Respond to Questionnaire: Justin TEST for Training Guide 8-26 ?

Questionnaire

Title

Justin TEST for Training Guide 8-26

Supplier

Procurement BU

Textron Systems Corporation

Supplier Site

Requested By

Justin Luurtsema

Responder

SUPPLIER TESTING14

Questions

M-674 Software Quality Survey Questionnaire

Time Zone

Coordinated Universal Time

Status

Draft

Due Date

8/29/25 12:00 AM

Attachments

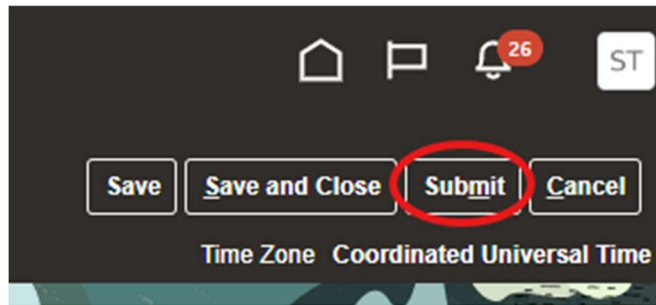
None

Progress

Section

1. M-674 Software Quality Survey Questionnaire ▾

5. Press “Submit” once all the questionnaires have been answered in the top right corner of the page. Note: This will go through an internal approval process, you will be notified of changes.



End of Training Guide - Answering Questionnaires in the Supplier Portal

If you need help with this process, contact your buyer POC and/or use the supplierportal@textronsystems.com email for any questions.