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INTRODUCTION

e-Qual is a second stage qualification system that is used by buyers after a search of questionnaires. Buyers can set up, through the website, a list of contract-specific questions to help them draw up lists of suppliers to quote for them, or tender lists, depending on the value of the contract.

An e-Qual will contain basic details of the nature of the contract(s) as well as contact details, before developing a number of questions that are specific to the project(s). Once you have completed the questions that you wish to answer, simply submit your answers online back to the buyer. They will then assess your responses and, if satisfactory, will contact you for the next steps.

Please note that you are under no obligation to answer the questions should you decide that you do not wish to be considered for the contract. Should you decide to submit answer back to the Purchaser, only that Organisation will see your information, and it will be considered only for that specific project.

TECHNICAL SPECIFICATIONS

EMAIL ALERT

When your company is invited to respond to an e-Qual, an email is sent to alert you of that. You should ensure that these emails are not blocked by Spam filters in your server or your firewall, if in doubt please call us to arrange a Test e-Qual. Also, ensure the email addresses on your Achilles questionnaire are correct – this is vital. For your IT, our emails are sent from server ID 146.101.138.21

OPEN THE e-Qual

To ensure you open e-Qual correctly and avoid experiencing problems with it, you should make sure you **access** the e-Qual from a PC, possibly a desktop.

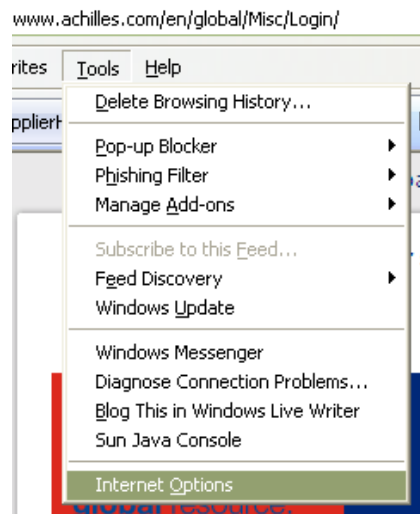
e-Qual will open in a new window after you click on LAUNCH, see "Allow **pop-ups**" in the next page if this does not happen. Should you have other Internet windows open, the e-Qual may upload on one of them.

IMPORTANT: the Achilles On-Line system was designed in such a way that, once a page is left idle for more than two minutes, you will be logged off, this for security reasons. Should you have an e-Qual with questions that require time to be answered, you are advised to work on an electronic document that you can save for your records and then paste the answer on-line to be included in the e-Qual.

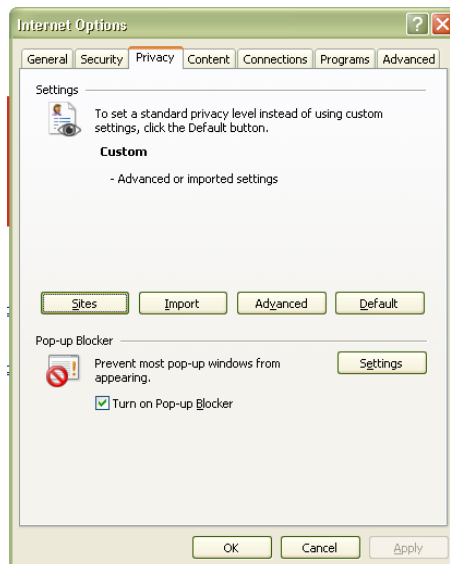
Allow pop-ups

You may have to allow pop-up windows from the Achilles website before you start using e-Qual. To do this, please follow these simple steps (for Internet Explorer 6 or higher):

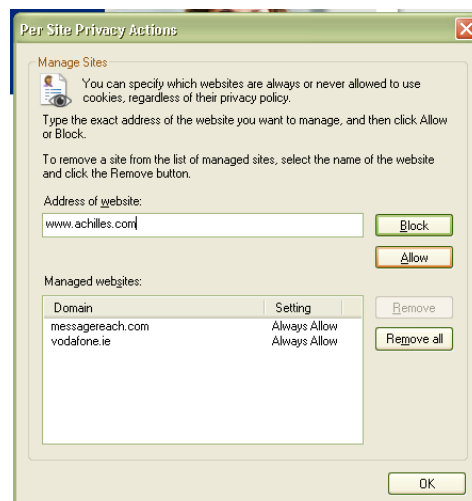
1. On your Internet browser, click on **Tools/Internet Options**



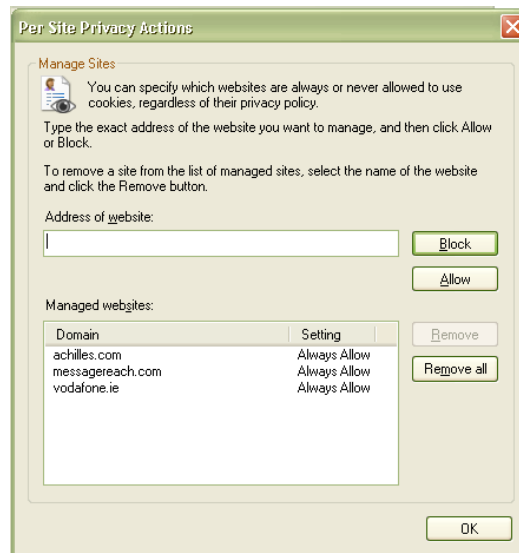
2. Click on the **Privacy** tab



3. Click on **Settings** under the Pop-up Blocker section and type in **www.achilles.com** under "Address of Web site to allow"



4. Click on **"Add"** and **www.achilles.com** will now appear under "Allowed sites". Click on **"Close"** and **"OK"**.



5. Restart your browser so that the changes will take effect.

If you have a Google/MSN/Yahoo bar, you may have a pop-ups blocked button. By clicking on the arrow beside the number will allow pop-ups for that site

Note: Once you have done these steps, the changes will take effect every time you access **www.achilles.com**.

USING E-QUAL

Getting started

To begin your response, go to **http://www.achilles.com**, select  and enter your username and password.

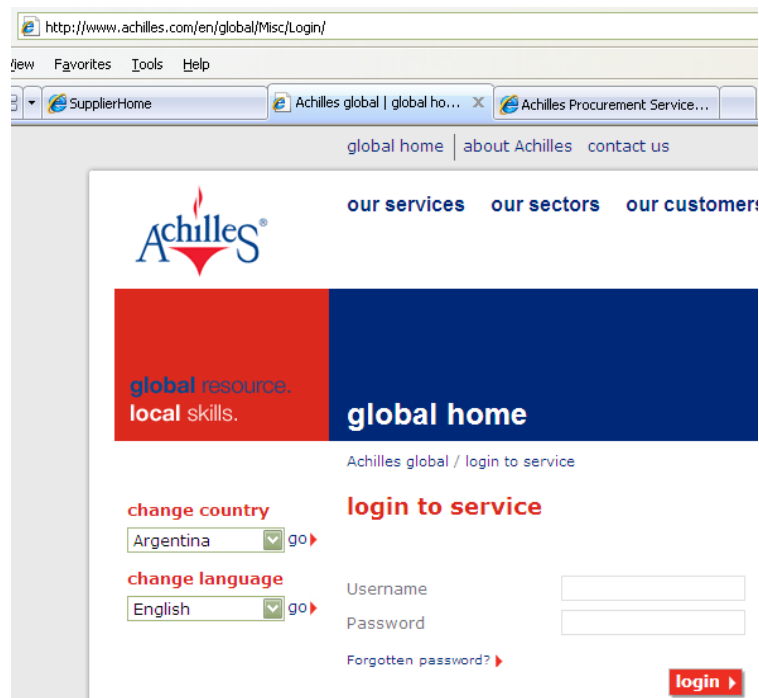


Figure 1: Logon page

Viewing your e-Qual Questionnaires

Once logged on to your profile, click on [eQual Supplier](#) and then on the [Launch](#) button to open your e-Qual Homepage.

You will see a screen containing details of all the e-Qual questionnaires that you have been invited to.

Current = still time to run

Closed = time has expired

Archived = time to reply has expired and Buyer has completed reviewing answers

To access a particular e-Qual, click on its name as shown in Figure 2.

Logged on as : Achilles Procurement Services Ltd

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" of the e-Qual is the one 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.

Go to: [Open](#), [Closed](#), [Archived](#)

Open eQuals - still time to run

Name	Invited by company	Status	Deadline Date	(GMT)	Time To Run:
Test SL 12.6.08	Portal Administration	Invited	13 Jun 2008 12:00	(GMT)	22 Hours 21 Mins

Closed eQuals - Time to reply has expired

Name	Invited by company	Status	Deadline Date	(GMT)	Time To Run:
Test Supply-Line	Portal Administration	Submitted	20 May 2008 12:00	(GMT)	
test 19.5.08 supply-line	Portal Administration	Invited	20 May 2008 12:00	(GMT)	
Test e-Qual 05.06.2008 Samuela	Portal Administration	ReAnswer	09 Jun 2008 12:00	(GMT)	

Archived eQuals - Time to reply has expired and buyer has completed

Name	Invited by company	Status	Deadline Date	(GMT)
IUS Developer Consultancy Contract update.	Bord Gais Eireann	Closed	23 Nov 2006	(GMT)
IUS Developer Consultancy Contract	Bord Gais Eireann	Closed	16 Nov 2006	(GMT)
coffee machine	Portal Administration	Closed	27 Jul 2006	(GMT)

Figure 2: Your e-Qual homepage

Details of an e-Qual Questionnaire

At the top of the e-Qual details page, you will find the basic information about the e-Qual, including:

Status: this indicates whether the e-Qual needs your attention.

- **Invited** – you have not submitted this e-Qual yet
- **Submitted** – you have sent in your answers
- **Re-Answer** – the purchaser has asked you to review some answers provided, or is probably looking for additional information

Respond by date: it is important to SUBMIT your answers before the deadline, for you will not be able to do so after the deadline is passed. Please note that this date is entered in GMT time.

Description: this field contains the basic description of the future contract.

Purchaser: this shows the name of the company wishing to let the contract.

Purchaser's contact name: this is the name of the main contact in the purchasing company for this particular e-Qual.

Purchaser's contact email: if you have any questions regarding the e-Qual, then please direct them to the purchaser using this email address.

Attachments: Buyers may attach documents **for reference only**, should there be any just click on the document name and you will be able to view it.

The screenshot shows the Achilles e-Qual interface. At the top left is the Achilles logo. Below it, a blue bar indicates the user is logged in as 'Achilles Procurement Services Ltd'. The main heading is 'eQual: Test SL 12.6.08'. Below this, a message says '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.'

Key details shown include:

- Status: Open
- Respond By Date: 13 Jun 2008 12:00
- Time Zone: (GMT) Greenwich Mean Time : Dublin, Edinburgh, Lisbon, London
- Purchaser: Purchaser's Contact Name, Purchaser's Contact Email
- Portal Administration: Supply-Line Team, supply-line@achilles.com
- Description: Test Test Test
- Attachments: No files

Three questions are listed:

- 1) If you answered yes to question 2, which schemes have you previously been registered on? (Answered)
- 2) Previous experience (Answer: We would like to know if you have previously been registered on any Achilles schemes)
- 3) Would you like to become a subsc... (Answer: ...d be a at a bargain price of £4050, although we would require all your suppliers to regist...)

Buttons at the bottom include 'Supplier Report', 'Submit Answers', and 'eQual Home'. Two callout boxes provide instructions: 'Click on the question to see it fully and answer it' and 'Important: remember to SUBMIT your answers back to the buyer'.

Figure 3. e-Qual details

Answering e-Qual questions

In order to see the question and answer it, click on it (Figure 4). The Buyer determines the required format for you answer. This can be one of the following:

- Yes/No
- Free Text
- Multiple Choice (one answer only)
- Multiple Choice (multiple answers possible)

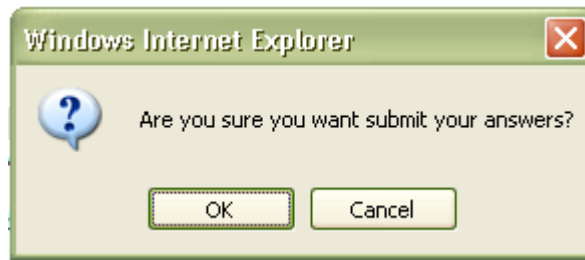
There is, under each question, an extra box called "Your Additional Comment" which will allow you to provide additional information to support your answers if you wish to.

The screenshot shows the 'Enter your answer' form. It includes the following elements:

- Question: If you answered yes to question 2, which schemes have you previously been registered on?
- Additional Information: Please select all the answers that apply.
- Answer: A list of checkboxes for UVDB, Link Up, Source Select, FPAL, and Supply Line. The 'Supply Line' checkbox is checked.
- Your Additional Comment: A text input field with a vertical scrollbar.
- Buttons: 'Next Question' and 'Question Overview'.

Figure 4: Enter your answer

IMPORTANT: When you have answered each question Click "Next Question" or "Question Overview" to **SAVE** your information. You must see this communication box in order to save your information.



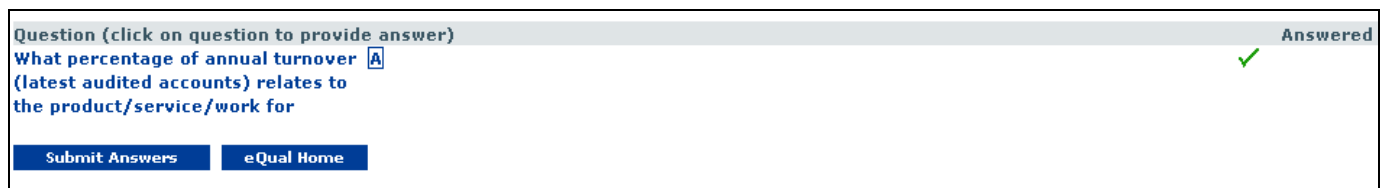
Questions that have been answered are designated by a check mark ✓ on the right-hand side of the page.

Reviewing your answers

You can quickly make sure that you have answered all questions by returning to the main e-Qual summary page.

Submitting your answers

Please ensure you send back your answers to the buyer BEFORE the deadline by clicking on the button **Submit Answers** at the bottom of the e-Qual summary screen.



Important - Please ensure that you have answered and saved all of the questions before submitting your response to the Buyer. Typically, the question summary should look like the figure above.

🏠 To return to the main e-Qual summary page click on the home button in the upper right corner

BUYER ASSESSMENT OF RESPONSES

If the buyer requires additional information from you, they will be able to attach a comment to the answer they need clarifying. You will be informed of this requirement via email. You can provide this extra information by logging into the Achilles portal as before and accessing e-Qual (see the section on viewing your e-Qual questionnaires).

On your e-Qual homepage you will see that the Status field next to the relevant e-Qual reads "ReAnswer". Click on the name of the e-Qual to access the details page. The question(s) that the supplier would like you to ReAnswer will be highlighted in RED.

In order to re-answer, you will be required to enter your new answer in an additional box below the one containing your original answer.

Click "Question Overview" to return to the summary page. All questions should now have a green tick against them. You can now submit your new answers back to the buyer for review.