

CREATE PRODUCT QUESTIONS FOR SUPPLIERS

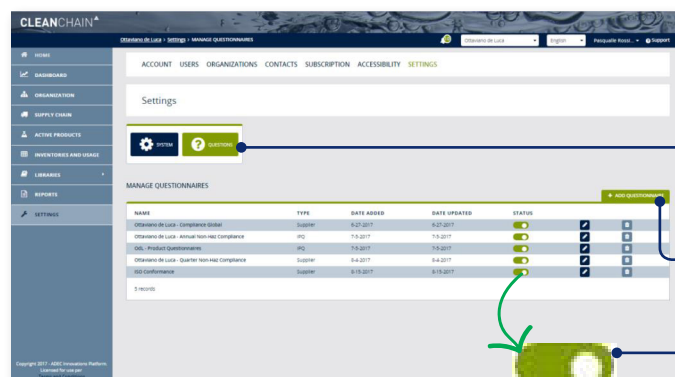
In addition to the standard data collected at a chemical product level, you can ask for supplemental information from your suppliers for one or more of the products in their inventory. With CleanChain's Inventory Product Questions (IPQ), you can seamlessly send and receive data at the chemical product level, and your suppliers can update this information at any time.



This **Quick Reference** will show you how to create product questions for your suppliers, issue the inventory product questionnaire, and review responses from your suppliers.



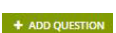
For more detailed guidance regarding Inventory Product Questions, please follow our complete **Training Guide** continued on the next page.



CREATE PRODUCT QUESTIONS FOR YOUR SUPPLIERS (PAGE 1)

1. Navigate to the left side menu and click **Settings**  **SETTINGS**.
2. Click on the **Settings** tab **SETTINGS**.
3. Click **Questions**  **QUESTIONS**.
4. Click on **Add Questionnaire**  and select type "IPQ".

ADD QUESTIONS TO YOUR QUESTIONNAIRE (PAGE 2)

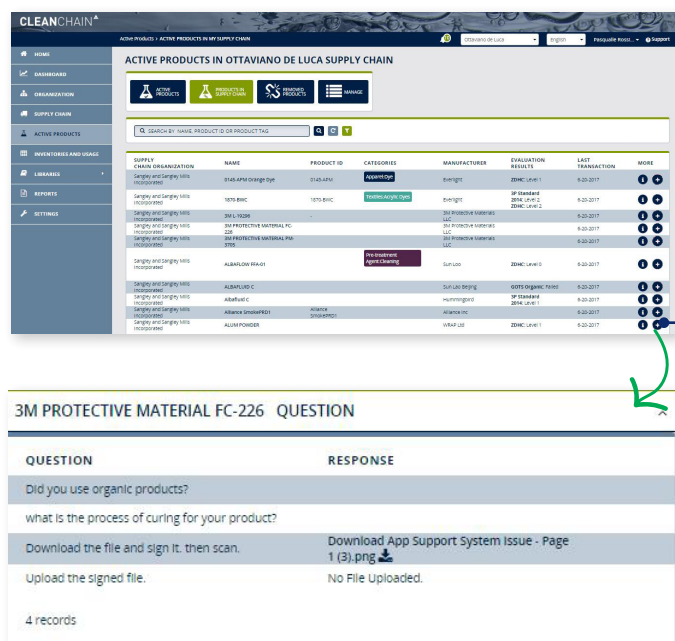
1. Click the name of your questionnaire.
2. Click **Add Question** .

ISSUE THE IPQS (PAGE 4)

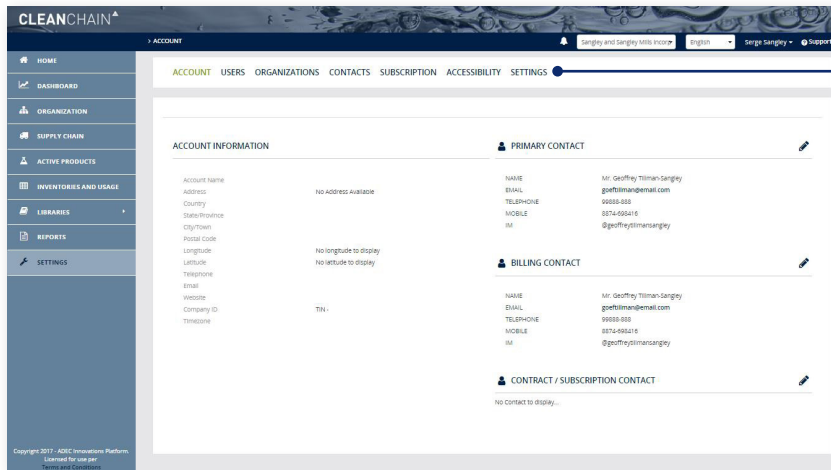
1. **Toggle** the switch to the right . Your suppliers will be notified.

REVIEW RESPONSES FROM YOUR SUPPLIERS (PAGE 5)

1. Go to **Active Products**  **ACTIVE PRODUCTS**.
2. Click **Products in Supply Chain** .
3. In the "More" column, click on .







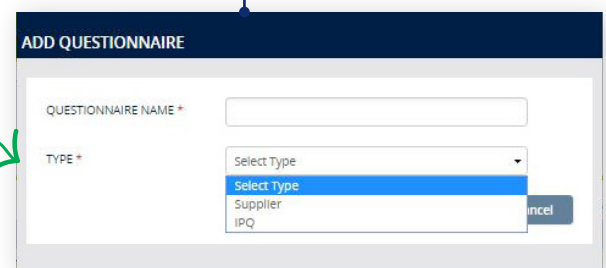
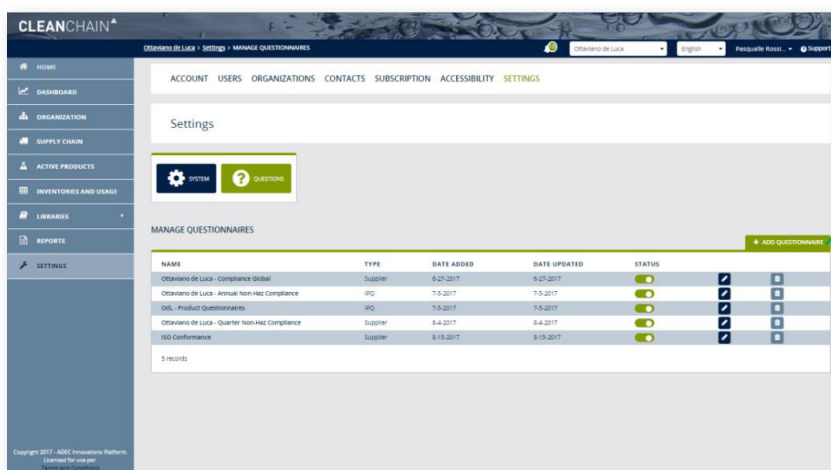
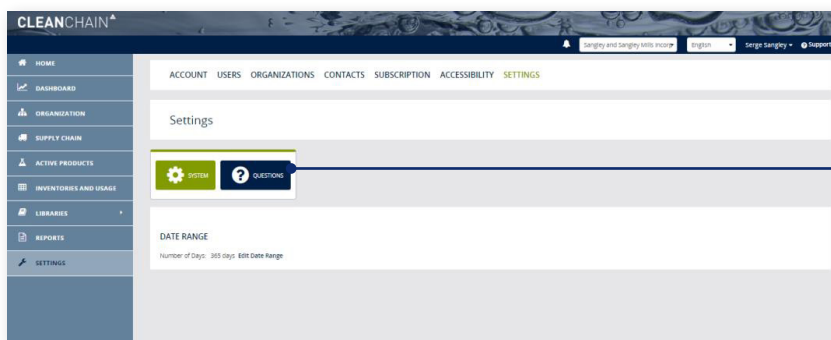
CREATE PRODUCT QUESTIONS FOR SUPPLIERS

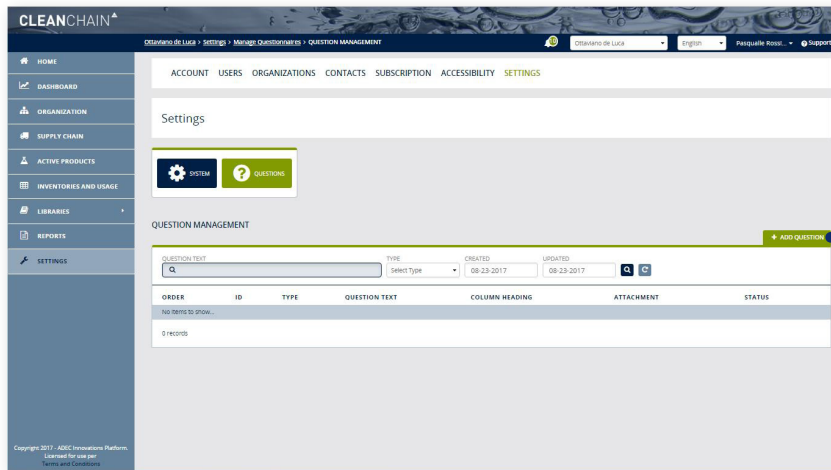


CREATE PRODUCT QUESTIONS FOR YOUR SUPPLIERS

To create an inventory product questionnaire (IPQ) to send to your suppliers:

1. Navigate to the left side menu and click **Settings** .
2. Click on the **Settings**  tab.
3. Click **Questions** .
4. Click on **Add Questionnaire** .
5. Name your Questionnaire.
6. Select question type **Inventory Product Question (IPQ)**.





ADD QUESTIONS TO YOUR QUESTIONNAIRE

1. The questionnaire you created will be displayed in the **Manage Questionnaires** table.
2. Click the name of your questionnaire to add questions.
3. Click **Add Question** + ADD QUESTION.
4. Select the **question type**:

Text: Responders will input text responses. These are limited to either 100 or 500 characters.

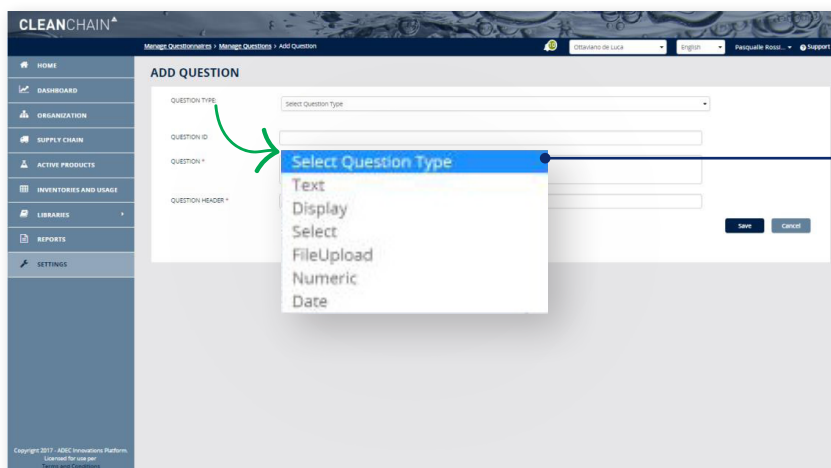
Display: Text fields that display or convey information to your supply chain. Examples: "Attached is our new policy regarding MRSLs" or "Please download the attached instructions."

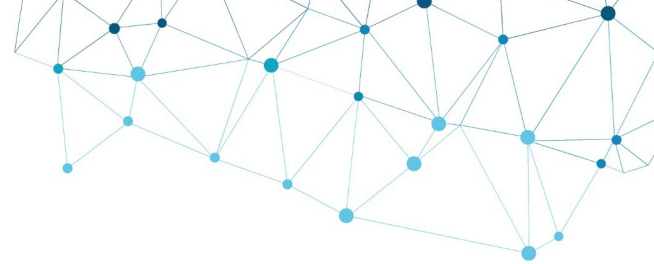
File Upload: Responders will upload the necessary file needed instead of a manual input response.

Select: Responders will choose an answer from the selections you have created.

Date: Responders will select a date as a response.

Numeric: Responders will enter a numeric value as an answer.





ADD QUESTION

QUESTION TYPE: Select

QUESTION ID:

QUESTION: Do you have a local conformance permit for your chemicals?

QUESTION HEADER: Local Chemical Conformance

RESPONSE	DISPLAY TEXT COLOR	DISPLAY ORDER	STATUS
YES	Dark Plum	1	<input checked="" type="checkbox"/>
NO	Yellow	2	<input checked="" type="checkbox"/>

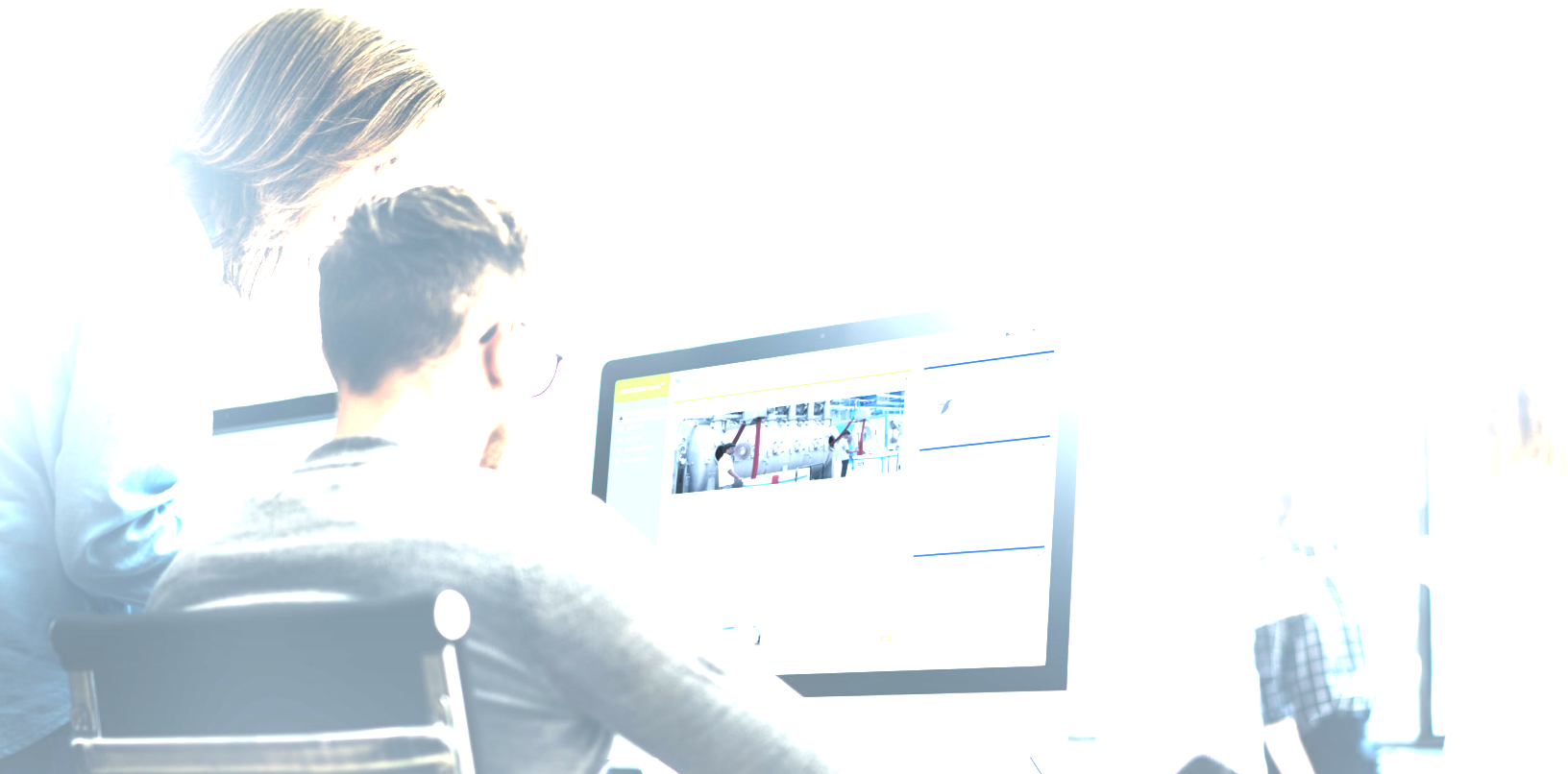
ADD RESPONSE

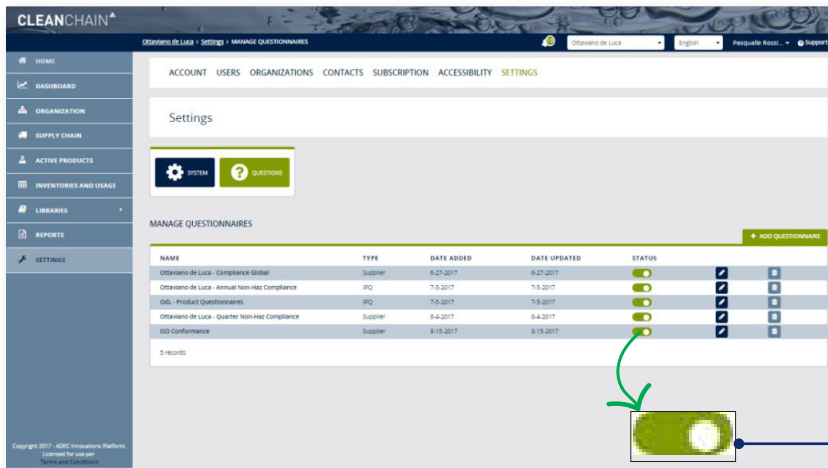
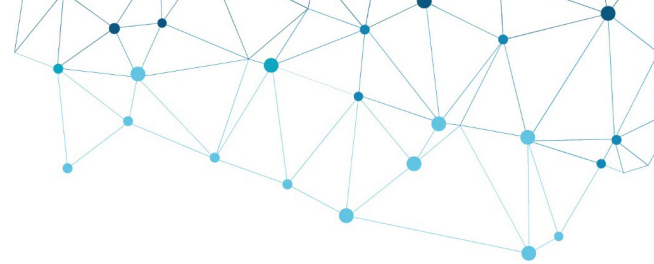
Response:

Color: Select Color

Save Cancel

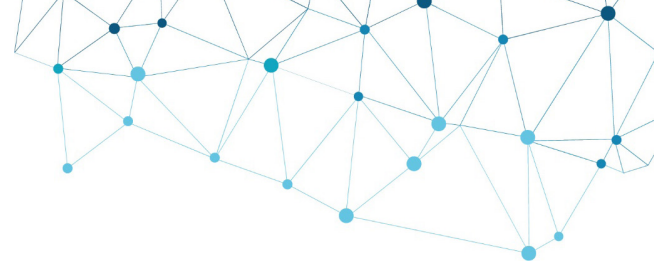
5. Select your Question ID (not required). Question and Question Header are required. Once complete click **Save**.
6. If your question is a Select type, this requires the supplier to choose a response. Click **Add Response** **ADD RESPONSE**.
7. Input each response the supplier can answer the question with. For example, if the question is "Is this product on the ZDHC MRSL 1.1 list?" The responses you would input would be, "Yes" or "No." Also select which color you want the response to be colored in data visualizations.
8. Click **Save** **Save**.





ISSUE THE INVENTORY PRODUCT QUESTIONNAIRE:

1. Navigate to the left side menu and click **Settings** **SETTINGS** .
2. Click on the **Settings** tab.
3. Click **Questions** **QUESTIONS** .
4. In the **Manage Questionnaires** Table, find the status column and the row your new questionnaire is located. Toggle the to the right to issue your Inventory Product Questionnaire.
5. Your suppliers will be notified that a new Inventory Product Questionnaire has been issued by you.



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OTTAVIANO DE LUCA English Pasquale Rossi Support

ACTIVE PRODUCTS FOR OTTAVIANO DE LUCA

ACTIVE PRODUCTS PRODUCTS IN SUPPLY CHAIN REMOVED PRODUCTS

SEARCH BY NAME, PRODUCT ID OR PRODUCT TAG

NAME	PRODUCT ID	CATEGORIES	MANUFACTURER	EVALUATION RESULTS	LAST ACTIVITY DATE	MORE
Endzeit Black M			Hummingbird	ZINC Level 0	8-16-2017	1 2
Diana Orange C-4N 150%			Dystar	ZINC Level 0	8-15-2017	1 2
Diana Navy 9-20 200%			Dystar	ZINC Level 0	8-15-2017	1 2
CITRIC ACID		Textiles/Acrylic Dye	ACP Limited	ZINC Level 1	8-16-2017	1 2
CHOROX SUPER BRILLIANT RED 38F 150%		Pre-treatment Agents/Chemical	Borifacio Corp.	ZINC Level 1	8-16-2017	1 2
CERALLURE J91 Rq			Arctonova Management LLC		8-15-2017	1 2
Cooperation Uni p		Apparel Dye Laundry/Laundry	Arctonova	ZINC Level 0	8-16-2017	1 2
CENYL LUMINOUS RED B		Textiles/Acrylic Dye	Hing Tao	ZINC Level 2	8-16-2017	1 2
CELAN BLACK MSL		Pre-treatment Agents/Washing Agents	Hing Tao	ZINC Level 1	8-16-2017	1 2
Blue DyeStuff	805001		A-X Supplies Inc.		8-16-2017	1 2

1 to 10 of 26 records
View Rows By: 10 25 50

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Active Products > ACTIVE PRODUCTS IN MY SUPPLY CHAIN

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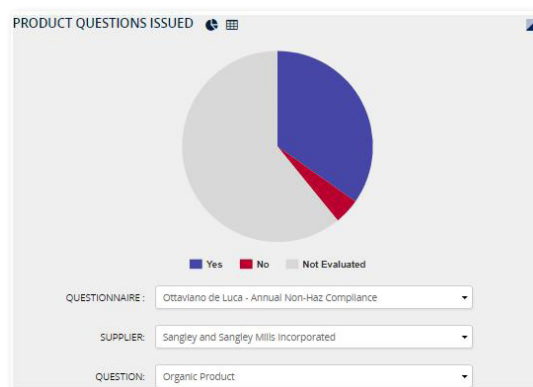
ACTIVE PRODUCTS IN OTTAVIANO DE LUCA SUPPLY CHAIN

ACTIVE PRODUCTS PRODUCTS IN SUPPLY CHAIN REMOVED PRODUCTS

SEARCH BY NAME, PRODUCT ID OR PRODUCT TAG

SUPPLY CHAIN ORGANIZATION	NAME	PRODUCT ID	CATEGORIES	MANUFACTURER	EVALUATION RESULTS	LAST TRANSACTION	MORE
Sangley and Sangley Mills Incorporated	0145-APM Orange Dye	0145-APM	Apparel Dye	Everlight	ZINC Level 1	8-20-2017	1 2
Sangley and Sangley Mills Incorporated	1870-BWC	1870-BWC	Textiles/Acrylic Dye	Everlight	2014 Level 2 ZINC Level 2	8-20-2017	1 2
Sangley and Sangley Mills Incorporated	3M L-10289			3M Protective Materials LLC	3P Standard	8-20-2017	1 2
Sangley and Sangley Mills Incorporated	3M PROTECTIVE MATERIAL FC 220			3M Protective Materials LLC	2014 Level 1 ZINC Level 1	8-20-2017	1 2
Sangley and Sangley Mills Incorporated	3M PROTECTIVE MATERIAL PAH 375L			3M Protective Materials LLC	2014 Level 1 ZINC Level 1	8-20-2017	1 2
Sangley and Sangley Mills Incorporated	ALBAFLOW PFA01		Pre-treatment Agents/Chemical	Sun Loo	ZINC Level 0	8-20-2017	1 2
Sangley and Sangley Mills Incorporated	ALBAFLUID C			Sun Loo Beijing	6079 Organic-Fat	8-20-2017	1 2
Sangley and Sangley Mills Incorporated	Albafuel C			Hummingbird	3P Standard	8-20-2017	1 2
Sangley and Sangley Mills Incorporated	Alliance (SmokePRO)	Alliance		Alliance Inc.	2014 Level 1 ZINC Level 1	8-20-2017	1 2
Sangley and Sangley Mills Incorporated	ALUM POWDER			VERAB Ltd	ZINC Level 1	8-20-2017	1 2

1 to 10 of 23 records
View Rows By: 10 25 50



REVIEW RESPONSES FROM YOUR SUPPLIERS

To create an inventory product questionnaire (IPQ) to send to your suppliers:

1. Go to **Active Products** using the left navigation menu.
2. Click **Products in Supply Chain**.
3. In the “**More**” column, click on the **Add/Edit Question** of the product you want to preview. CleanChain will display the product history and the answered product questions of your supplier.
4. In addition, you can view the results from the dashboard area. Click **Dashboard** using the left hand navigation menu.
5. Scroll down to the “**Product Questions Issued**” pie chart. Select the questionnaire, suppliers, question, to examine your results.