

## CREATE PRODUCT QUESTIONS FOR SUPPLIERS

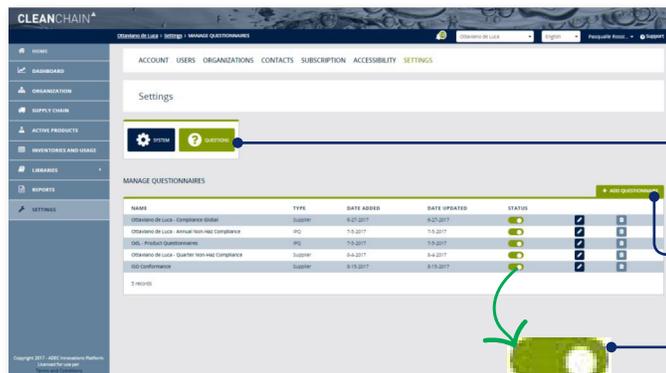
In addition to the standard data collected at a chemical product level, you can ask for supplemental information from your suppliers for one or more of the products in their inventory. With CleanChain's Inventory Product Questions (IPQ), you can seamlessly send and receive data at the chemical product 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** .
2. Click on the **Settings tab** .
3. Click **Questions** .
4. Click on **Add Questionnaire**  and select type "IPQ".

### ADD QUESTIONS TO YOUR QUESTIONNAIRE (PAGE 2)

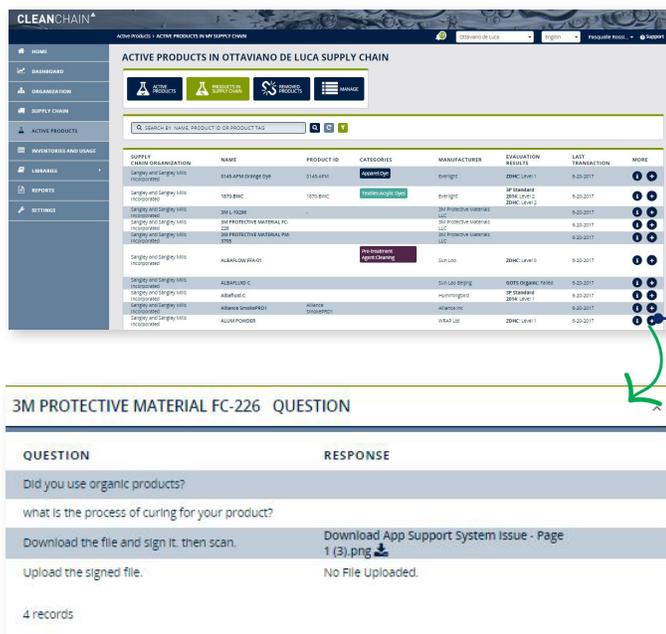
1. Click the name of your questionnaire.
2. Click **Add Question** .

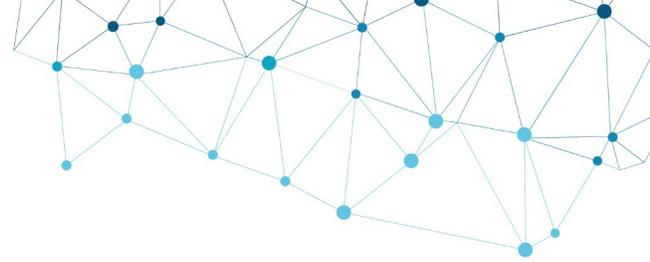
### ISSUE THE IPQS (PAGE 4)

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

### REVIEW RESPONSES FROM YOUR SUPPLIERS (PAGE 5)

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



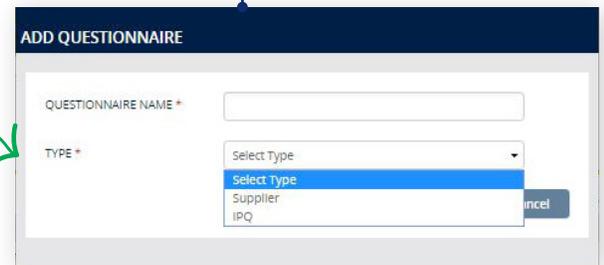
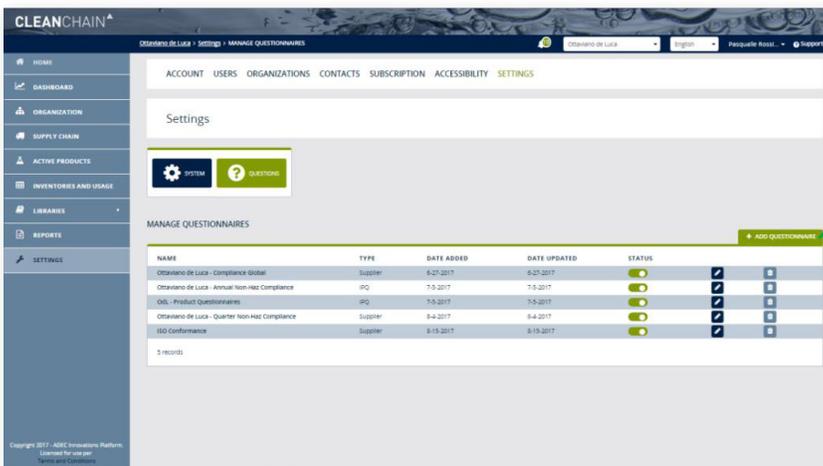
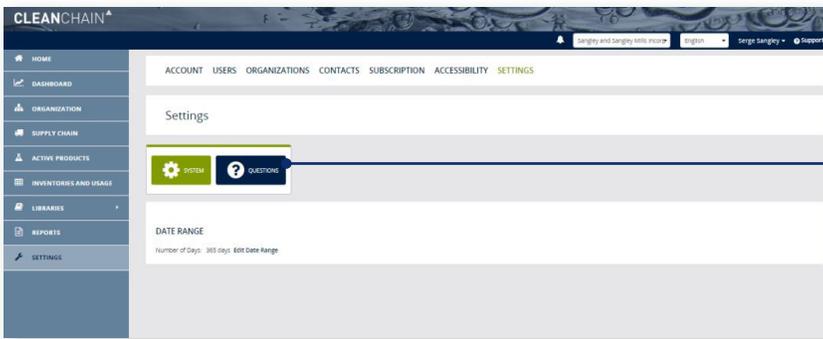
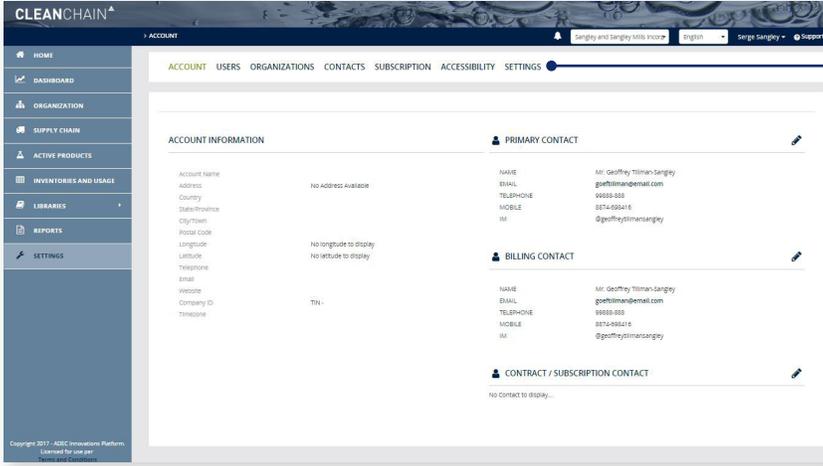


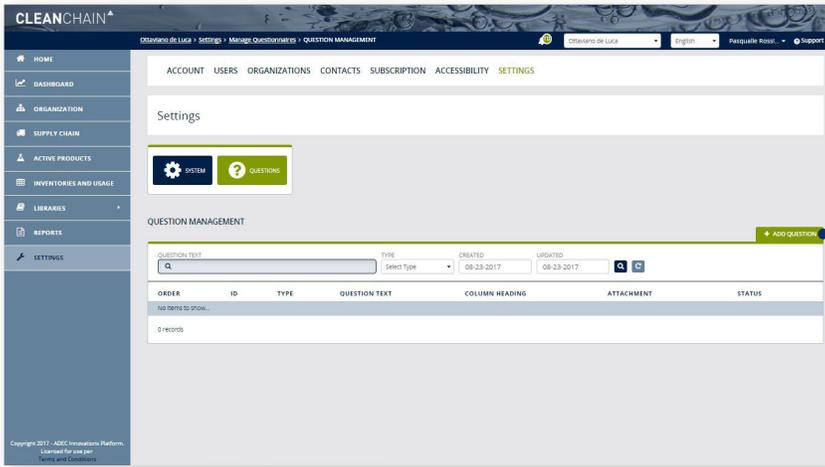
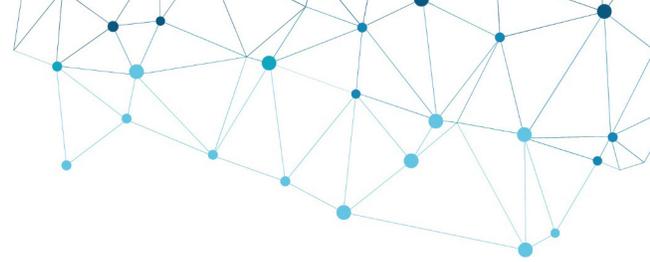
# CREATE PRODUCT QUESTIONS FOR SUPPLIERS

## 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**  **SETTINGS**.
2. Click on the **Settings** **SETTINGS** tab.
3. Click **Questions**  **QUESTIONS**.
4. Click on **Add Questionnaire**  **+ 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** .
4. Select the **question type**:

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

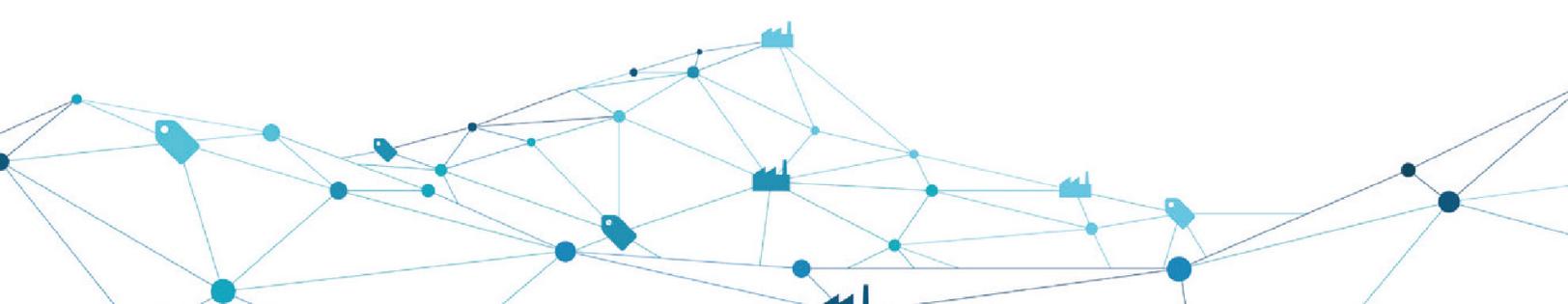
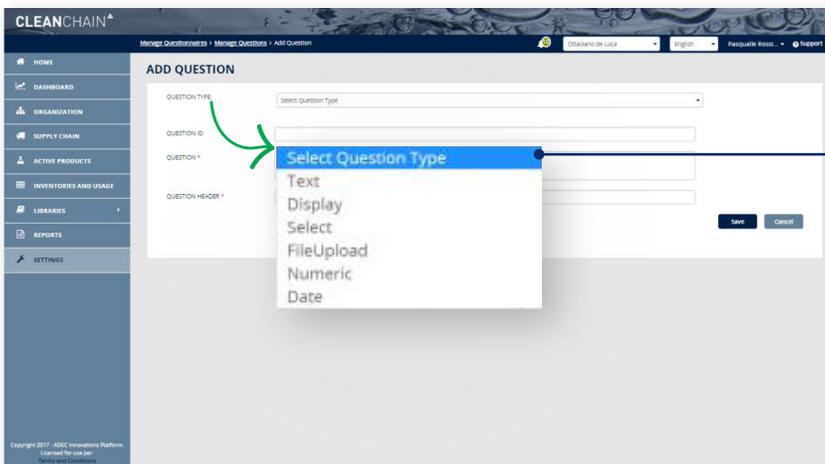
**Display:** Text fields that display or convey information to your supply chain. Examples: "Attached is our new policy regarding MRSLs" or "Please download the attached instructions."

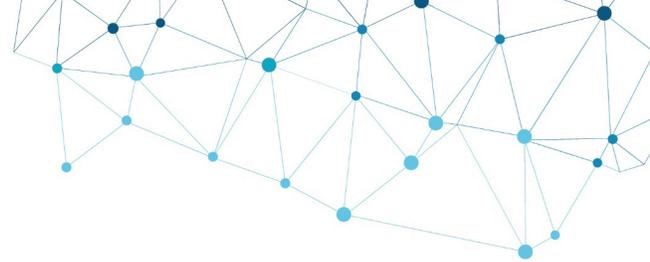
**File Upload:** Responders will upload the necessary file needed instead of a manual input response.

**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: [Text Field]

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 type="checkbox"/>

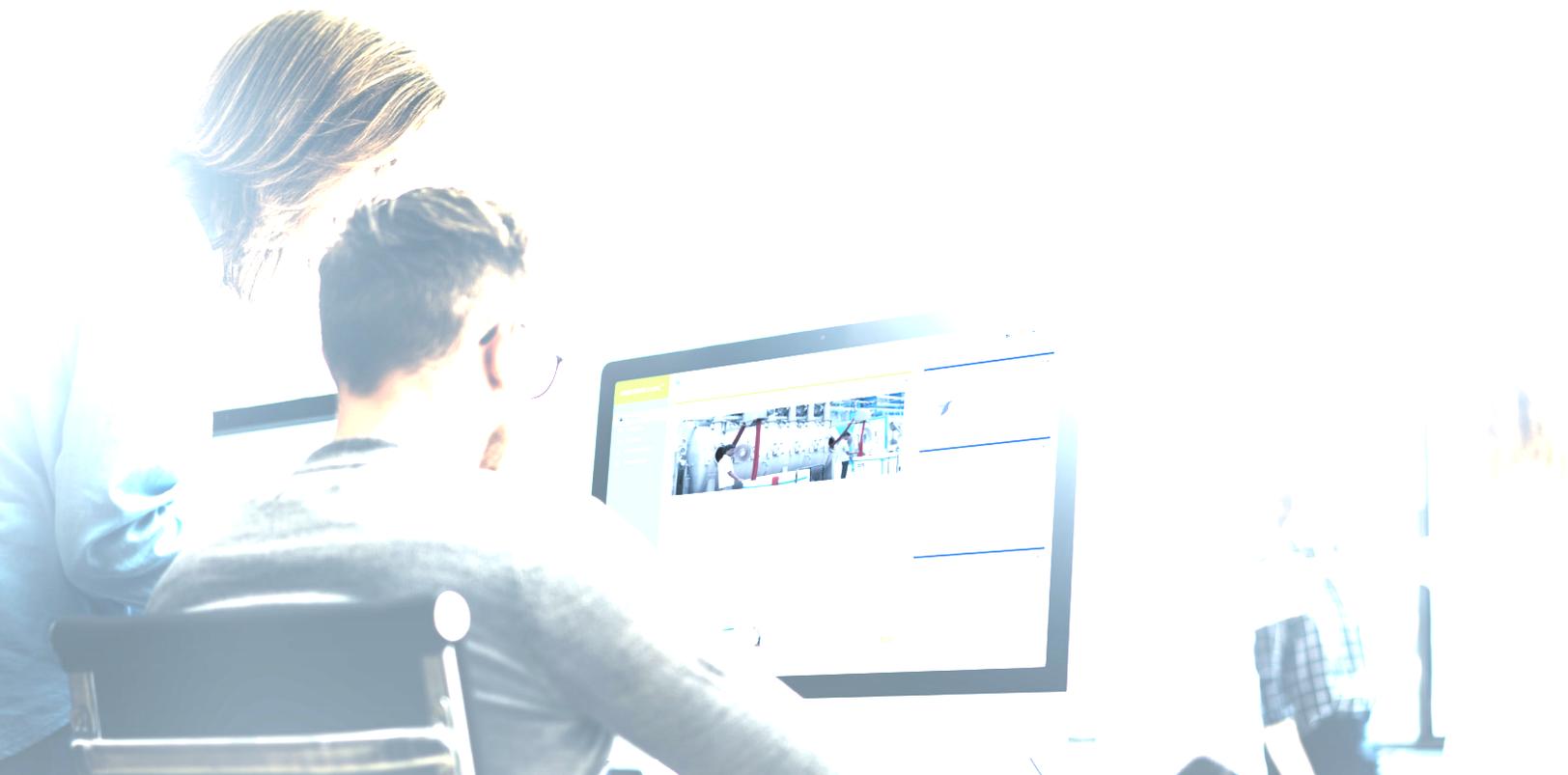
**ADD RESPONSE**

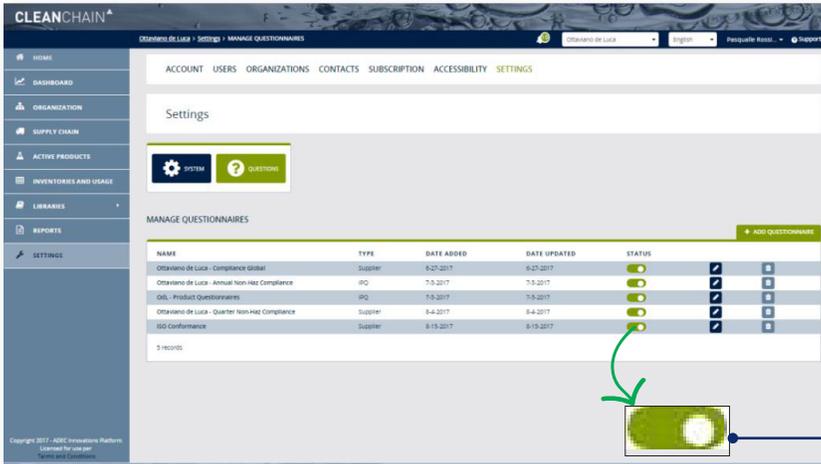
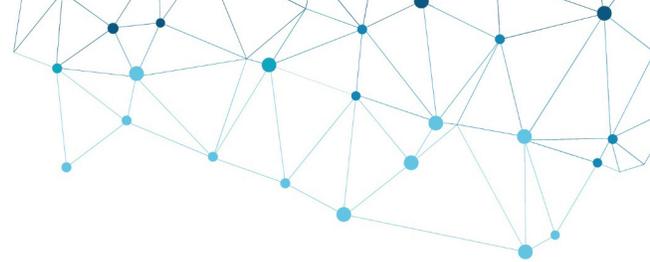
Response\*: [Text Field]

Color\*: Select Color

Save Cancel

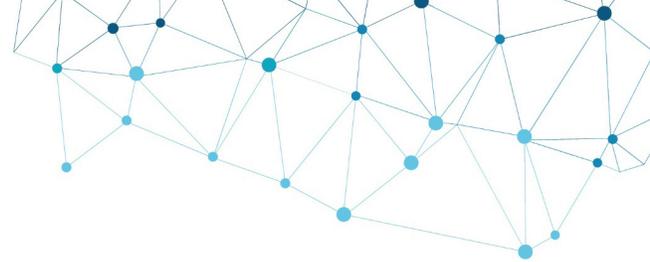
5. Select your Question ID (not required). Question and Question Header are required. Once complete click **Save**.
6. If your question is a Select type, this requires the supplier to choose a response. Click **Add Response** .
7. Input each response the supplier can answer the question with. For example, 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** .





## 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.



ACTIVE PRODUCTS FOR OTTAVIANO DE LUCA

NAME	PRODUCT ID	CATEGORIES	MANUFACTURER	EVALUATION RESULTS	LAST ACTIVITY DATE	MORE
Endofat Black M			Hummingbird	ZDHC Level 0	8-16-2017	1 2
Dianin Orange C-RN 150%			Dystar	ZDHC Level 0	8-15-2017	1 2
Dianin Navy 9-20 200%			Dystar	ZDHC Level 0	8-15-2017	1 2
CITRIC ACID		Textiles/Acrylic Dyes	ADC Limited	ZDHC Level 1	8-16-2017	1 2
CHORFIX SUPER BRILLIANT RED 38F-150%		Pre-treatment Agents/Cleaning	Borifaco Corp.	ZDHC Level 1	8-16-2017	1 2
CERALURE JM Rq			Acronoma management LLC		8-15-2017	1 2
Cooperation UA p		Apparel Dye Laundry/Laundry	Acronoma	ZDHC Level 0	8-16-2017	1 2
CENYL LUMINOUS RED B		Textiles/Acrylic Dyes	Hing Tao	ZDHC Level 2	8-16-2017	1 2
CBLAN BLACK MSRL		Pre-treatment Agents/Washing Agents	Hing Tao	ZDHC Level 1	8-16-2017	1 2
Blue DyeStuff	805001		A.K Supplies Inc.		8-16-2017	1 2

## 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.

ACTIVE PRODUCTS IN OTTAVIANO DE LUCA SUPPLY CHAIN

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	ZDHC Level 1	6-20-2017	1 2
Sangley and Sangley Mills Incorporated	1870-BWC	1870-BWC	Textiles/Acrylic Dyes	Everlight	JP Standard 2014 Level 2 ZDHC Level 2	6-20-2017	1 2
Sangley and Sangley Mills Incorporated	3M-L-19206			3M Protective Materials LLC		6-20-2017	1 2
Sangley and Sangley Mills Incorporated	3M PROTECTIVE MATERIAL FC 226			3M Protective Materials LLC		6-20-2017	1 2
Sangley and Sangley Mills Incorporated	3M PROTECTIVE MATERIAL PAH 276			3M Protective Materials LLC		6-20-2017	1 2
Sangley and Sangley Mills Incorporated	ALBAFLOW PFA61		Pre-treatment Agents/Cleaning	Sun Loo	ZDHC Level 0	6-20-2017	1 2
Sangley and Sangley Mills Incorporated	ALBAFLUD C			Sun Loo Beijing	6078 Organic Rated	6-20-2017	1 2
Sangley and Sangley Mills Incorporated	Allythad C			Hummingbird	JP Standard 2014 Level 1	6-20-2017	1 2
Sangley and Sangley Mills Incorporated	Alliance SmokeyPRO1	Alliance	Smoker/FCI	Alliance Inc.		6-20-2017	1 2
Sangley and Sangley Mills Incorporated	ALLUM POWDER			WALAP Ltd	ZDHC Level 1	6-20-2017	1 2

