

# Responding to questionnaire reporting

## Step 1

Log into the **Supplier/ Partner portal**

### Welcome to MSD's Secure Access Login

To keep your data safe, we need to confirm it's really you. Please choose a log in method to secure your credentials.

Login using a RealMe® account.

Partner/Supplier Login

## Step 2

After logging in, click on the **Supplier Portal** tile – you will then have access to the Supplier/Partner portal home page and task bar.



Supplier Portal

## Step 3

From the task menu, select **Manage Questionnaires**.

### Qualifications

- Manage Questionnaires
- View Qualifications

## Step 4

Questionnaires associated with your organisation and due for submission will display. Click on the **Questionnaire Title** you would like to action, click **Respond**.

Questionnaire	Questionnaire Title
MSCI00004058	Provider Reporting for Contract 9320 for the Period Ending 16-11-2025
MSCI00004050	Provider Reporting for Contract 9368 for the Period Ending 30-11-2025

## Step 5

Respond to the questionnaire **Questions** by ticking the correct answers, entering text into text boxes and/or attaching documents as required.

Here's an example of a questionnaire.

Questions ECFSPV Progress

1. Kindly attach all relevant documents or supporting material here (Optional)

a. I've attached documents or supporting material

b. I have no documents or supporting material to attach

\*2. Number of projects that have delivered agreed activities

\*3. Narrative Reports

## Step 6

To attach a document, select **'a. I've attached documents or supporting material'** and click the **plus '+'** icon.

1. Kindly attach all relevant documents or supporting material here (Optional)

a. I've attached documents or supporting material

Response Attachments None +

## Step 7

Click **'Choose File'** to upload your document, then **'OK'** once all documents are uploaded.

Response Attachments

Actions View + X

Type	* File Name or URL	Title
File	Choose File   No file chosen	

Rows Selected 1 Columns Hidden 1

## Step 8

Once all sections are answered, you can **'Submit'** your answers, or you can **'Save and Close'** if you would like to come back and review later.

Save Save and Close Submit Cancel

Other quick reference guides are available at:  
[Resources to guide you through the changes](#)

