

Quick Guide

How to submit a survey in
KION e-source
(for suppliers)



How to submit a survey in KION e-source

- 1 Go to the survey in KION e-source by clicking on the link in the invitation e-mail or...



Dear Ms. Barbara Łacny,

The following activity has been created for you.

Activity number: BLA-2202090001
Activity name: KION Capacity survey
Due date: 02/23/2022

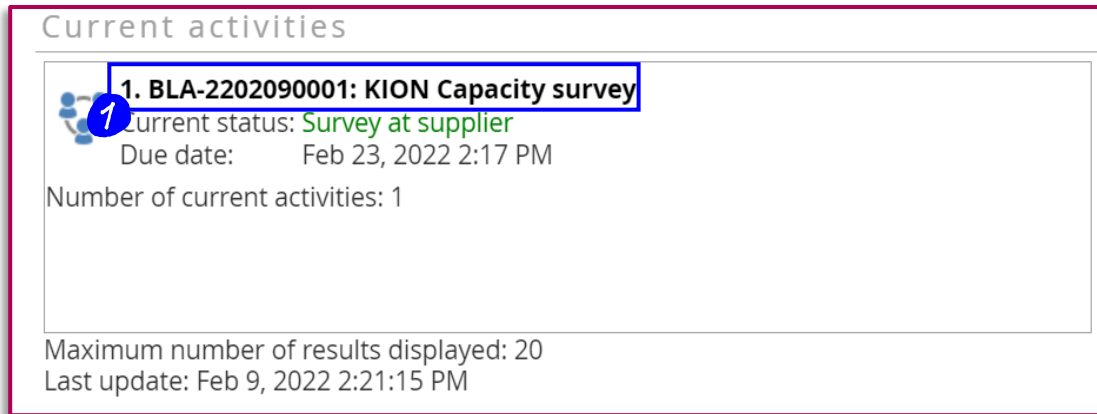
Owner: Barbara Łacny
Assigned to: Barbara Łacny

All relevant information is available in the [KION e-source](#) - please enter your username and password to log in.

Direct link to the activity: [BLA-2202090001](#)

1

... find link to the survey on your homescreen under „Current activities”.



Current activities

1. BLA-2202090001: KION Capacity survey

Current status: Survey at supplier

Due date: Feb 23, 2022 2:17 PM

Number of current activities: 1

Maximum number of results displayed: 20

Last update: Feb 9, 2022 2:21:15 PM

How to submit a survey in KION e-source

2

The corresponding survey overview appears.

Under forms, on the left side, you can see how many sheets the survey consists of.



To start the survey please click on „Answer questionnaire”.

KION Capacity survey

Survey at supplier

Due date Feb 23, 2022 2:17:00 PM

Assignee Barbara Lacny

Main data

Messages

Relations

Documents (0)

Supplier uploads (0)

Form

- CapacitySurvey
- Disclaimer

Activity - Survey (KION Capacity survey BLA-2202090001) > Main data

Information

Name survey	KION Capacity	Initiator	Barbara Lacny
Number	BLA-2202090001	Besitzer	Barbara Lacny
Type	Survey	Lieferant	Lacny Testsupplier
Publish automatically	<input checked="" type="checkbox"/>	Lieferantenkontakt	Barbara Lacny
Organizations		Manager	Christian Prenzel
Material groups			
Regions			

Survey at supplier

Dear supplier, please answer the question(s) by clicking on the button "Answer questionnaire".

Evaluate supplier feedback

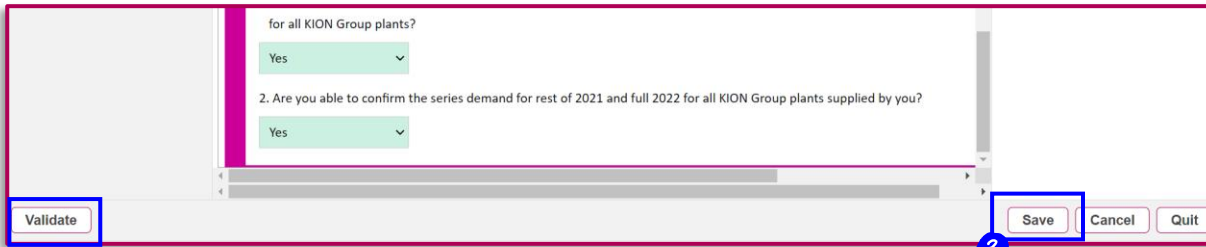
Survey completed

Answer questionnaire

Quit

2

- 3 After completing all questions you can click „**Validate**” to see if all mandatory fields have been filled. When you are sure that everything has been completed click on „**Save**”.




for all KION Group plants?

Yes

2. Are you able to confirm the series demand for rest of 2021 and full 2022 for all KION Group plants supplied by you?

Yes

- 3 After completing all questions you can click „**Validate**” to see if all mandatory fields have been filled. When you are sure that everything has been completed click on „**Save**”.



for all KION Group plants?

Yes

2. Are you able to confirm the series demand for rest of 2021 and full 2022 for all KION Group plants supplied by you?

Yes

- 4 The last step is a popout window to assign survey back to procurement. Click ok.

