

How to respond to a Self-Assessment Questionnaire (SAQ)

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Contact us

For more information, contact Due's Customer Support Team:

Email (for a response within 24 hours): info@doitwithdue.com

Phone/text (for urgent assistance): +61 401 335 882

Step 1: Access the Workspace

Step 1.1 Create your Due Account

1. You will receive an invite from info@doitwithdue.com to setup your Due Account.
 - a. Check your spam or junk folder if you don't receive an email. We recommend whitelisting this email to ensure you receive it.
 - b. If you don't receive an email, please contact us or your Stealth Group representative.

Step 1.2 Login to your Due Account

1. After you receive an email stating you have been invited to a Project in Due, login to your Due Account using your email and secure password to access the Project.
 - a. If you don't already have a Due Account, then refer to [step 1.1](#) to create your Due Account.

Tip — What if you are not the correct point of contact?

If you are not the correct point of contact to respond to the SAQ, please email info@doitwithdue.com and include the following information:

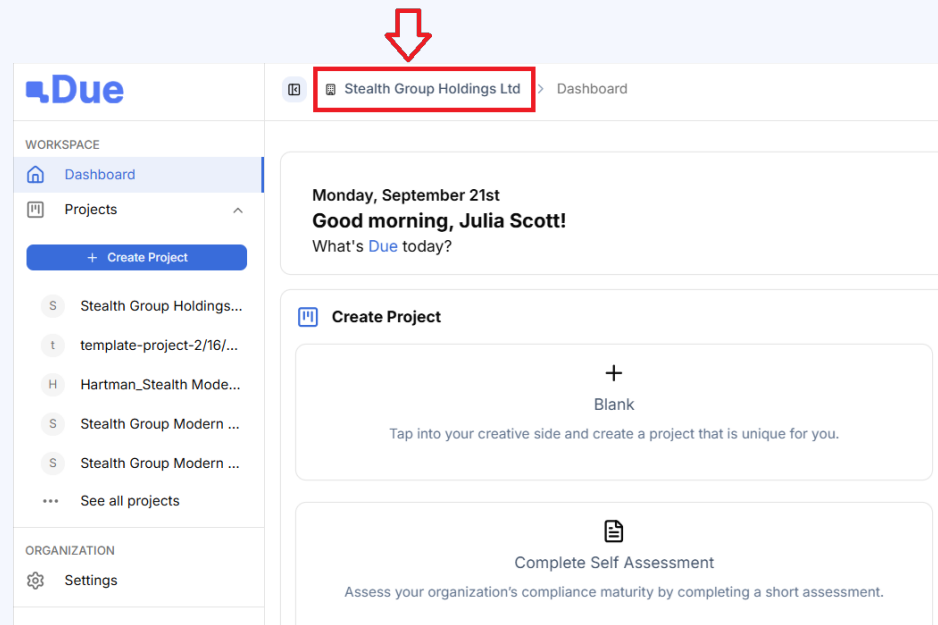
1. Contact person name
2. Contact person email address
3. Contact person position title (if available)

This person will be sent an invite to access the workspace and respond to the SAQ.

Step 1.3 Access the Workspace

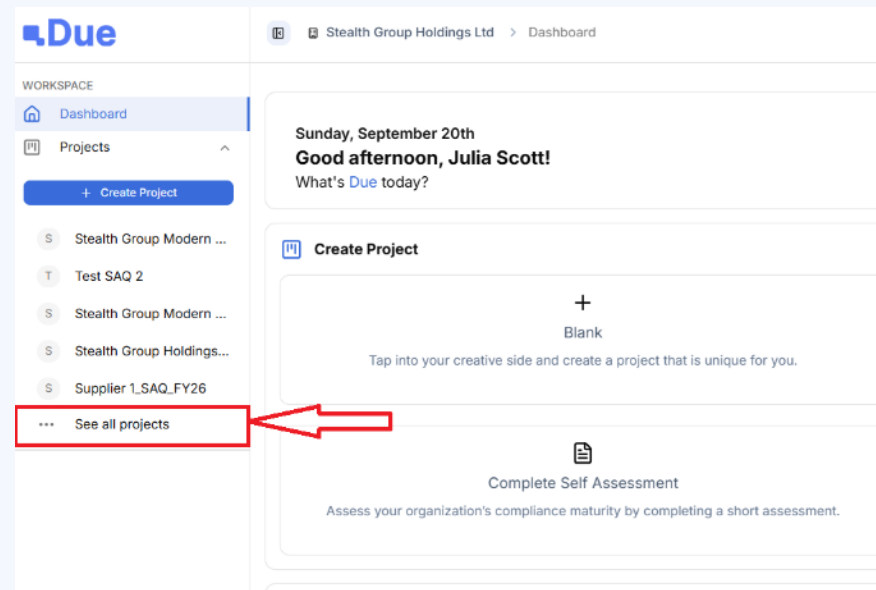
1. After logging in, ensure you have selected the correct organisation, Stealth Group Holdings Ltd:

Illustration

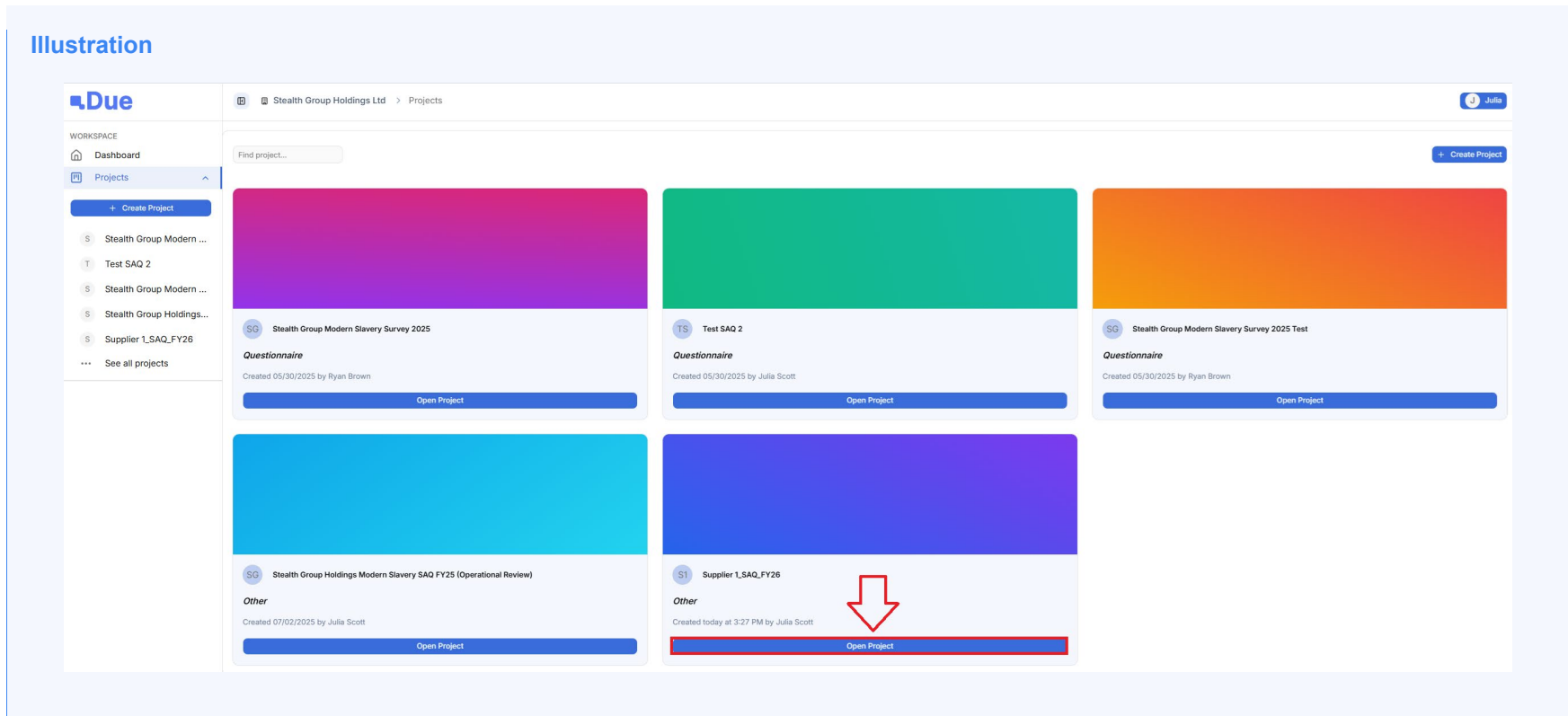


- On your Dashboard, click **“See all projects”** in the navigation panel on the left-hand side:

Illustration

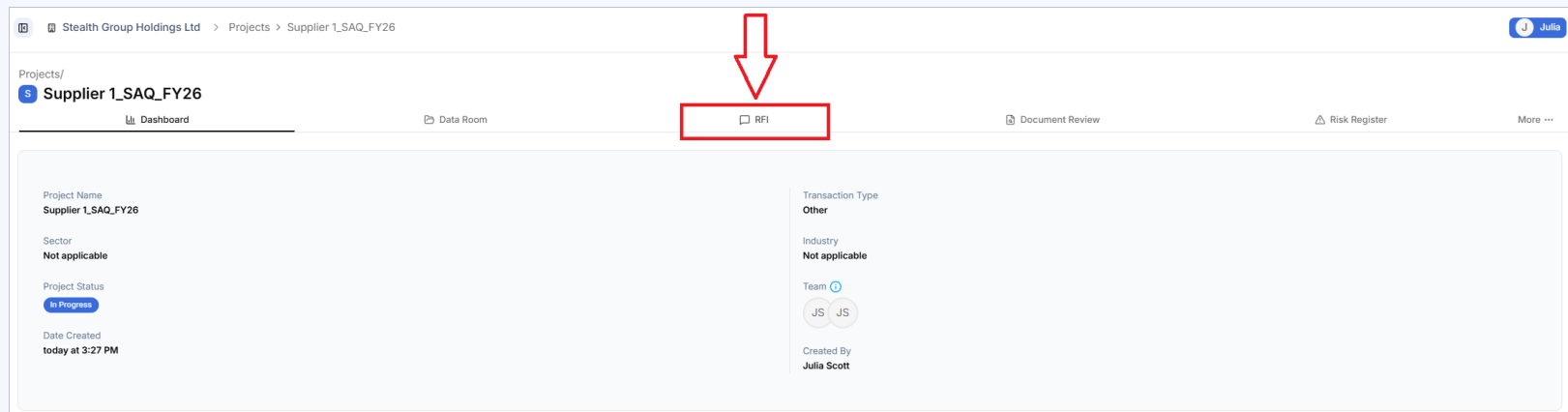


3. Click “Open Project” to open the relevant Project for the SAQ:



4. Open the “RFI” tab in the Project:

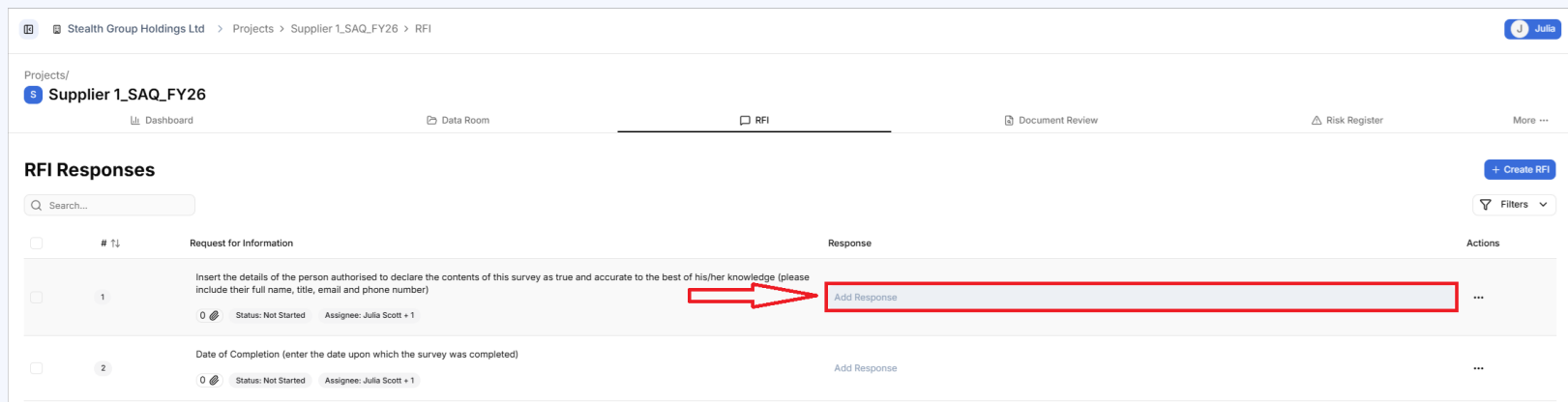
Illustration



Step 2: Respond to the SAQ

1. Respond to each RFI by clicking “**Add Response**”, insert/select your response, and click “**Save**”:

Illustration



The screenshot displays the 'RFI Responses' section of the software. At the top, there is a breadcrumb trail: 'Stealth Group Holdings Ltd > Projects > Supplier 1_SAQ_FY26 > RFI'. Below this, a navigation bar includes 'Dashboard', 'Data Room', 'RFI' (selected), 'Document Review', 'Risk Register', and 'More ...'. A '+ Create RFI' button is in the top right. The main area is titled 'RFI Responses' and contains a search bar and a 'Filters' dropdown. A table lists two RFIs:

#	Request for Information	Response	Actions
1	Insert the details of the person authorised to declare the contents of this survey as true and accurate to the best of his/her knowledge (please include their full name, title, email and phone number) 0 Status: Not Started Assignee: Julia Scott + 1	Add Response	...
2	Date of Completion (enter the date upon which the survey was completed) 0 Status: Not Started Assignee: Julia Scott + 1	Add Response	...

A red arrow points to the 'Add Response' button in the 'Response' column for the first RFI.

2. To edit a RFI, click the Actions button (“...”), and select **“Edit”**. In edit mode, you can do the following:
 - a. Edit your RFI Response
 - b. Attach Related Documents – **skip to Step 3**
 - c. Add comments (Public and Private) – **skip to Step 4**
 - d. Assign the RFI to another user – **skip to Step 5**
 - e. Submit your RFI responses – **skip to Step 6**

Illustration

The screenshot displays the 'RFI Responses' section of the software interface. At the top, there's a breadcrumb trail: 'Stealth Group Holdings Ltd > Projects > Supplier 1_SAQ_FY26 > RFI'. Below this, a navigation bar includes 'Dashboard', 'Data Room', 'RFI', 'Document Review', and 'Risk Register'. The main content area is titled 'RFI Responses' and features a search bar and a 'Filters' dropdown. A table lists four RFI responses. The first response is selected, and its 'Actions' menu is open. The menu options are: 'Update Status', 'Edit' (highlighted with a red box and a red arrow), 'Approve', 'Export', 'Customize Export', 'Send Reminder', and 'Delete'. Another red arrow points to the 'Actions' button (three dots) in the table header.

#	Request for Information	Response	Actions
1	Insert the details of the person authorised to declare the contents of this survey as true and accurate to the best of his/her knowledge (please include their full name, title, email and phone number) Status: Not Started Assignee: Julia Scott + 1	Add Response	...
2	Date of Completion (enter the date upon which the survey was completed) Status: Not Started Assignee: Julia Scott + 1	Add Response	...
3	Select the applicable Sector from the List Status: Not Started Assignee: Julia Scott + 1	Add Response	...
4	The good(s) selected is/are covered by this Declaration as the your customer identified these as relevant to your organisation. Please amend if required (and provide a comment explaining the amendment).	Add Response	...

Step 3: Attach Related Documents

Step 3.1 Upload supporting documents to the Data Room

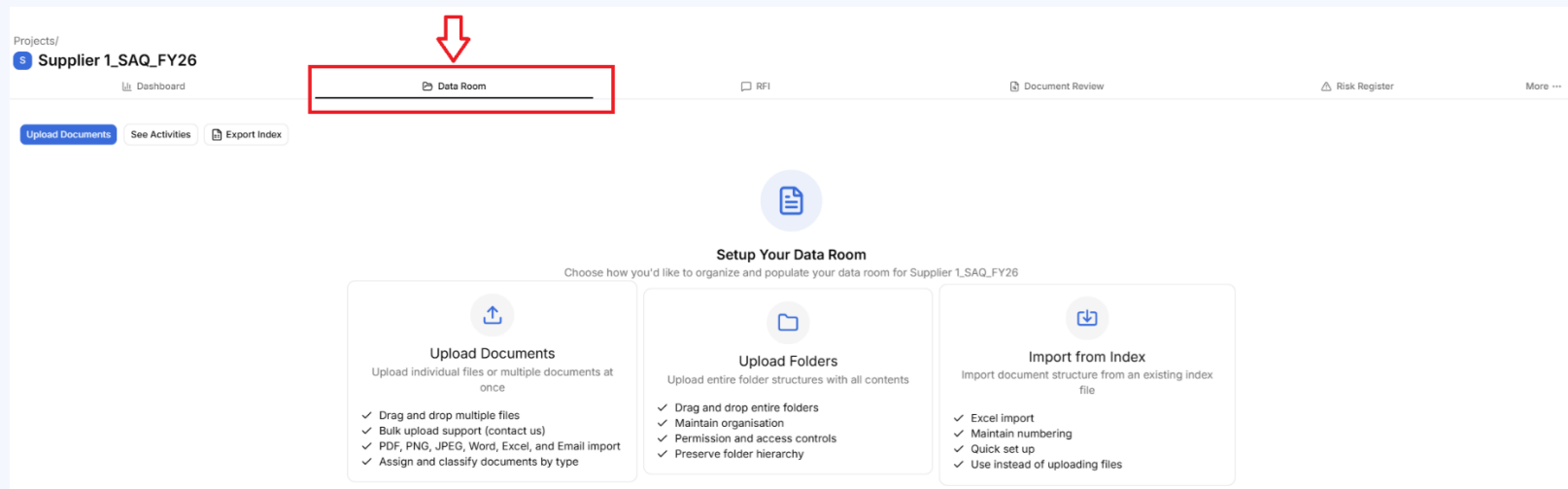
1. Work through the RFI list so you know what documents you need to upload.

Tip - Naming Conventions for Documents

Use consistent, descriptive file names: e.g. 'Apex_Financial_Statements_FY2023.pdf' not 'Final v3 (2).pdf'.
 Include the year or date in the document name to avoid confusion.
 Avoid spaces in file names — use underscores or hyphens.
 Upload final, signed versions only. Draft documents should not be in the data room.

2. Click the **“Data Room”** tab to upload documents:

Illustration

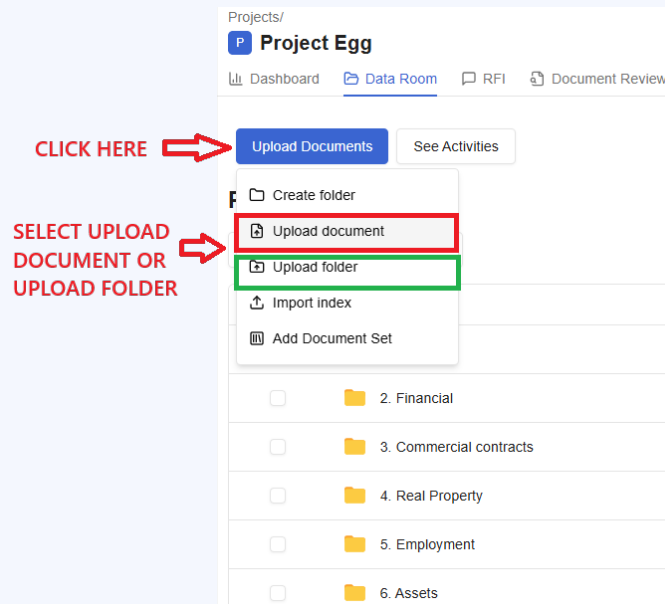


3. If there are folders displayed in the Data Room, open the relevant folder before uploading your files.

Tip - Where do I upload my files?

If you don't know where to upload your files, refer to the RFI which specifies the upload location.

4. Drag and drop files (or folders) from your desktop into the folder or click the **“Upload documents”** button and select “Upload document” or “Upload folder” (as shown below). You can upload or drag and drop zipped folders.

Illustration

Extra information — Supported file types

You can upload the following file types to the Data Room:

- PDF
- xlsx
- csv
- Word
- Image (PNG and JPEG)
- Email

If your file is not supported, we recommend saving the file as a supported file type before uploading it to the data room.

5. After documents are uploaded to the Data Room, if these are related to a RFI, ensure these documents are attached as Related Documents to the RFI (see Step 3.2).

Step 3.2 Attach Related Documents

1. To attach supporting document(s) to a RFI, edit the RFI to open it, and select the applicable documents from the “**Related Document(s)**” drop-down menu.

Illustration

Request for information: 1

Request for information

A corporate group structure chart showing ownership and subsidiary information.

Upload to: 1.1 – Corporate structure and ownership

Categories & Subcategories

No categories or subcategories assigned

Related Documents

Select documents...

Search documents...

1.1.1 Corporate group structure chart.pdf

Responses

Select an option

Not Started

Priority

Assignees

System Account - info@doltwithdue.com

Search...

Project: Project Egg

Created By: System Account

Created: Apr 01, 2026 2:17 PM

SELECT APPLICABLE DOCUMENT(S)

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Step 4: Add Comments (Public and Private)

- To leave a comment or ask a question about a RFI, and not formally respond to the RFI, click the **“Comment”** tab and select **“Public”** or **“Private”** comment as shown below. To save your comment, click **“Save”**:

Illustration

The screenshot shows a 'Request for information' form. The 'Responses' section at the bottom has a 'Comment' tab selected, indicated by a red arrow. Below the tab is a text input field labeled 'Add a comment...'. At the bottom of the form, there are 'Save' and 'Cancel' buttons, and a dropdown menu currently set to 'PUBLIC', which is also highlighted with a red arrow.

Extra information — Public vs. private comments

You can leave a public or private comment.

A **public comment** can be seen by all users with permission to view it within the Project. Whereas a **private comment** can only be seen by users internal to your organisation.

Step 5: Assign the RFI to another user

1. If you are not the appropriate person to respond to the RFI, you can assign it to another team member by opening the RFI and selecting an assignee as follows:

Illustration

The screenshot shows the 'RFI Responses' section of a software interface. At the top, there's a navigation bar with 'Dashboard', 'Data Room', 'RFI', 'Document Review', and 'Risk Register'. Below this, a search bar and a '+ Create RFI' button are visible. The main area contains a table with columns: '#', 'Request for Information', 'Response', and 'Actions'. The first row of the table shows an RFI with the request: 'Insert the details of the person authorised to declare the contents of this survey as true and accurate to the best of his/her knowledge (please include their full name, title, email and phone number)'. The status is 'Not Started' and the assignee is 'Julia Scott'. A red box highlights the 'Edit' option in the 'Actions' dropdown menu for this RFI. A red arrow points to the 'Edit' option, and another red arrow points to the 'Actions' dropdown menu.

Illustration

Request for information: 1

Request for information

Insert the details of the person authorised to declare the contents of this survey as true and accurate to the best of his/her knowledge (please include their full name, title, email and phone number)

Categories & Subcategories

No categories or subcategories assigned

Not Started

Priority

Select...

Assignees

Julia Scott - support@doitwithdue.com

Project: Supplier 1_SAQ_FY26
Created By: Julia Scott
Created: Sep 20, 2026 10:53 PM

Click to select an assignee from the drop-down list.

Tip — Request assignee is added to project first

You only assign a RFI to a user after they are added to the project. To request a user be added to a project, please email info@doitwithdue.com and include the following information:

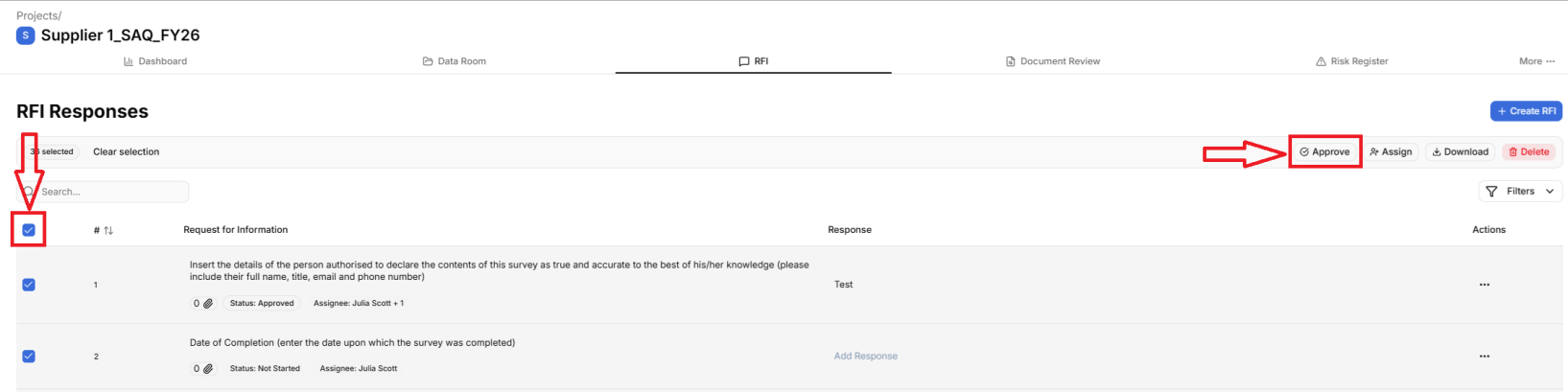
4. Contact person name
5. Contact person email address
6. Contact person position title (if available)

This person will be sent an invite to access the workspace and respond to the RFIs ([see step 1](#))

Step 6: Submit your RFI responses

1. After responding to the RFIs, select all RFIs and click “**Approve**” as follows:

Illustration



The screenshot shows the 'RFI Responses' section of a web application. At the top, there's a breadcrumb trail: 'Projects/ Supplier 1_SAQ_FY26'. Below this, there are tabs for 'Dashboard', 'Data Room', 'RFI', 'Document Review', 'Risk Register', and 'More ...'. The 'RFI' tab is active. On the right, there's a '+ Create RFI' button. Below the tabs, there's a '3 selected' status and a 'Clear selection' link. A search bar is present. On the right side of the table, there are buttons: 'Approve' (highlighted with a red box and a red arrow), 'Assign', 'Download', and 'Delete'. The table has columns: '#', 'Request for Information', 'Response', and 'Actions'. There are two rows of data. The first row has a status of 'Approved' and an assignee of 'Julia Scott + 1'. The second row has a status of 'Not Started' and an assignee of 'Julia Scott'. A red arrow points to the first checkbox in the first column, indicating selection.

#	Request for Information	Response	Actions
1	Insert the details of the person authorised to declare the contents of this survey as true and accurate to the best of his/her knowledge (please include their full name, title, email and phone number) Status: Approved Assignee: Julia Scott + 1	Test	...
2	Date of Completion (enter the date upon which the survey was completed) Status: Not Started Assignee: Julia Scott	Add Response	...

2. Email your Stealth Group representative to advise you have submitted your responses.