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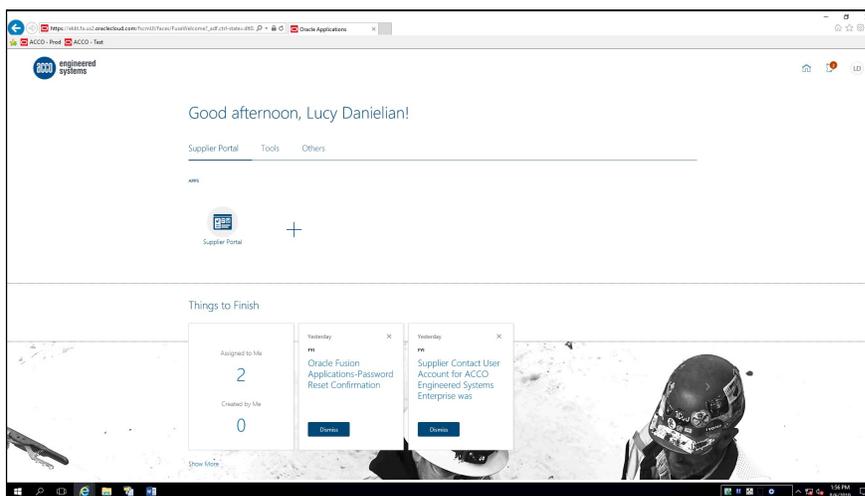
Supplier Management & SQM

For Current Suppliers _ 8.5.19

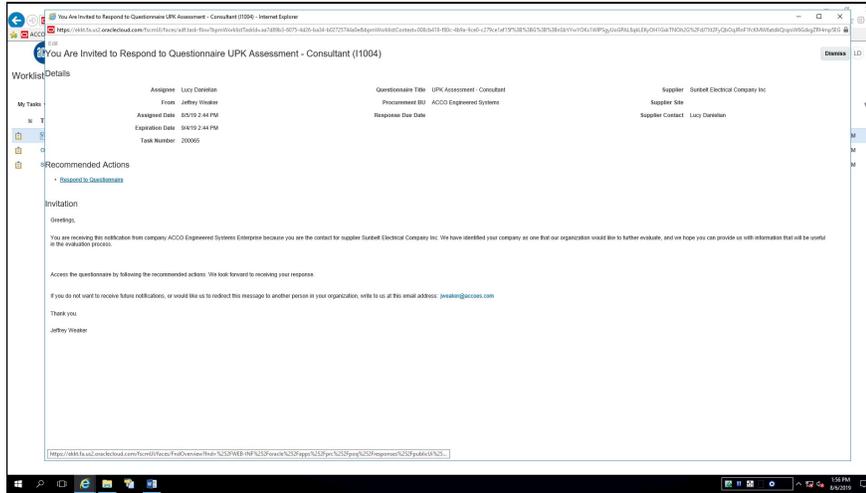
Respond to an Assessment as a Consultant

Procedure

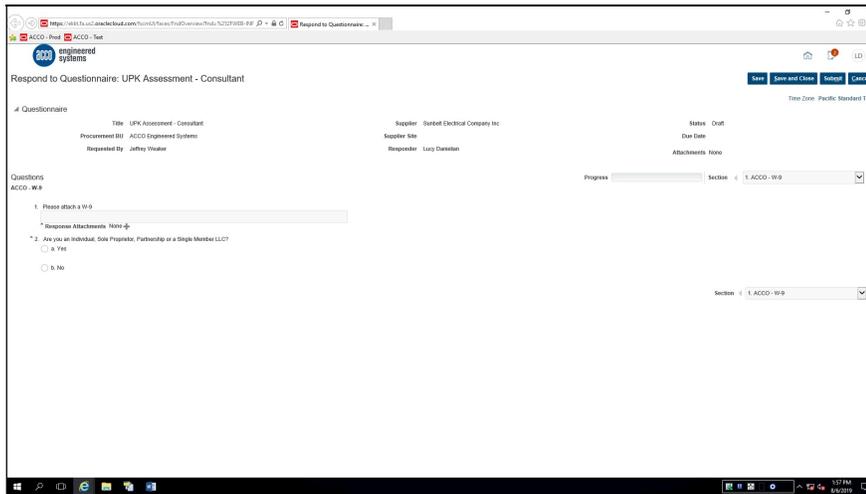
This video will walk you through the process of responding to an assessment as a **Consultant** in ACCO Oracle Cloud.



Step	Action
1.	Click the Tools tab. 
2.	Click the Worklist menu icon. 
3.	On the " Worklist: Notification and Approvals " screen, your most recent notifications appear. Click the You Are Invited to Respond to Questionnaire link. You Are Invited to Respond to Questionnaire UPK Assessment - Consultant (11004)

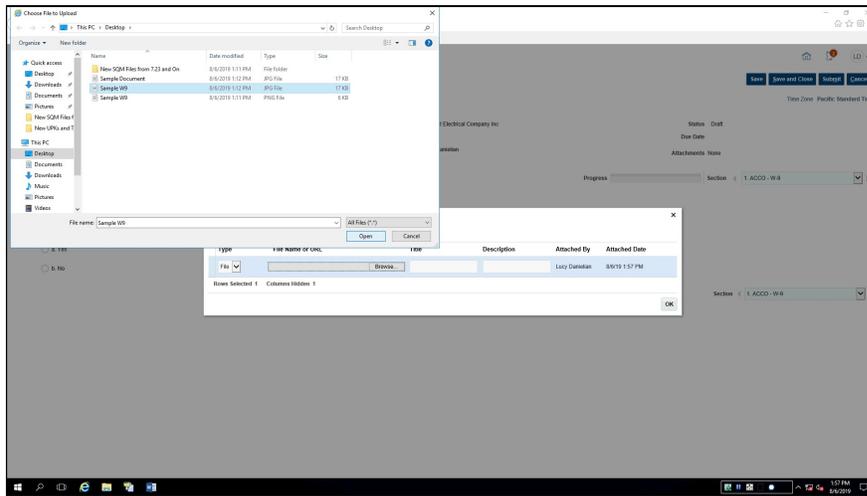


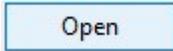
Step	Action
4.	Click the Respond to Questionnaire link. 

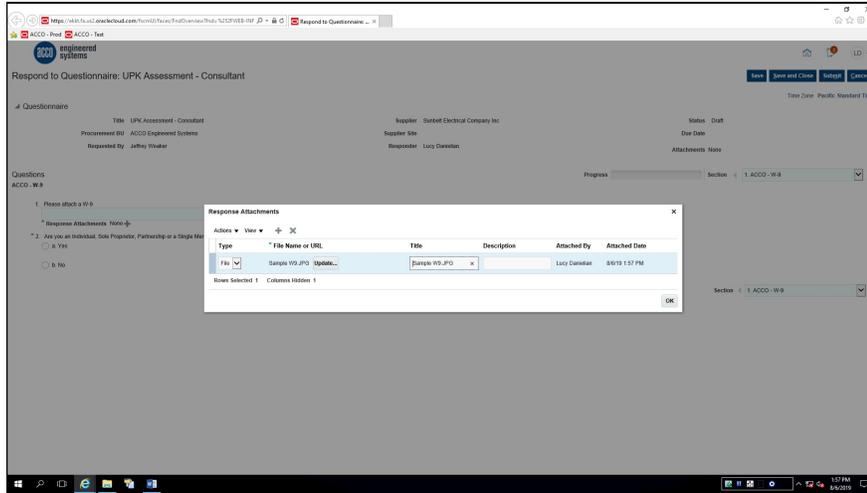


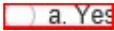
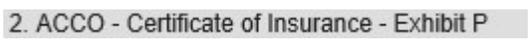
Step	Action
5.	On the " Respond to Questionnaire " screen, you will see the initial questions available for your response. Under the first question regarding your W9, Click the Add (+) icon. 
6.	Click the Add button. 

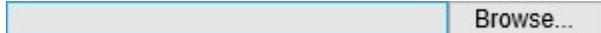
Step	Action
7.	<p>Click in the *File Name or URL field.</p> <p>(To search and locate the W9 form/document saved on your local computer)</p> 

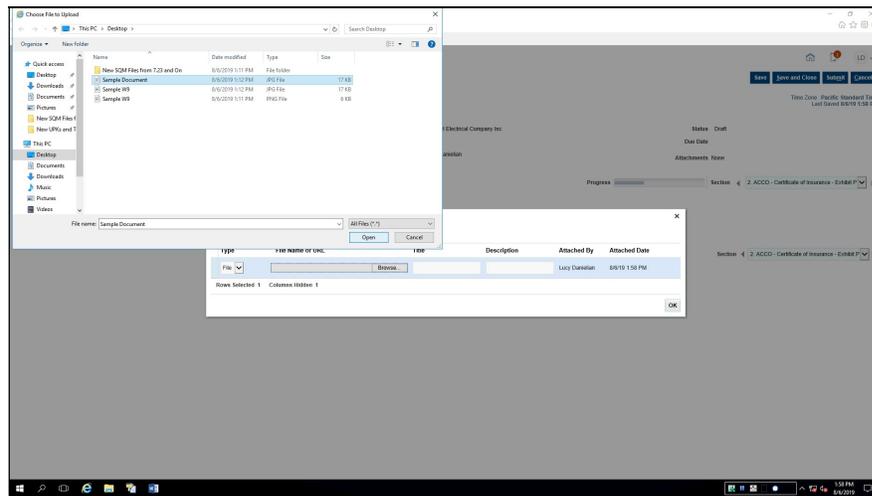


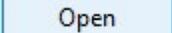
Step	Action
8.	<p>Navigate to the desired file on your local computer.</p> <p>Click the desired File.</p> 
9.	<p>Click the Open button.</p> 

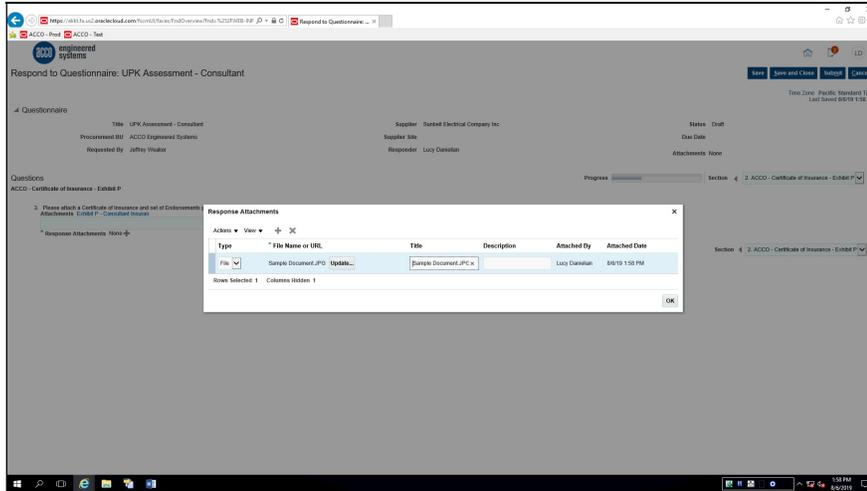


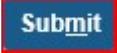
Step	Action
10.	Click in the Description field. 
11.	Type in the desired Description of the document to be uploaded. Enter the desired information into the Description field. Enter " W9 ".
12.	Click the OK button. 
13.	The second question asks if you are " an Individual, Sole Proprietor, Partnership or a Single Member LLC "? Make your desired selection. Click the a. Yes option. 
14.	A secondary question automatically expands, "Enter your 1099 Name" Click in the Response field.
15.	Enter your 1099 name. Please make sure this name matches the name on your W9. (In this example, we used the generic name " Sample 1099 Name ")
16.	To view the next section of questions to respond to, Click the Section Name list. 
17.	Click the 2. ACCO - Certificate of Insurance - Exhibit P list item. 

Step	Action
18.	On the ACCO - Certificate of Insurance section, under question #3 regarding the attachment of your Certificate of Insurance, Click the Add (+) icon. 
19.	Click the Add button. 
20.	Click in the *File Name or URL field. (To search and locate the form/document saved on your local computer) 



Step	Action
21.	Navigate to the desired file on your local computer. Click the desired File.  Sample Document
22.	Click the Open button. 



Step	Action
23.	Click in the Description field. 
24.	Type in the desired Description of the document to be uploaded. Enter the desired information into the Description field. Enter " Cert of Insurance ".
25.	Click the OK button. 
26.	Click the Section drop-down link to ensure there aren't any additional sections requiring response. Click the Section Name list.  There are no additional sections/questions.
27.	Click the Submit button. 
28.	Click the OK button. 
29.	You have now completed the exercise. End of Procedure.