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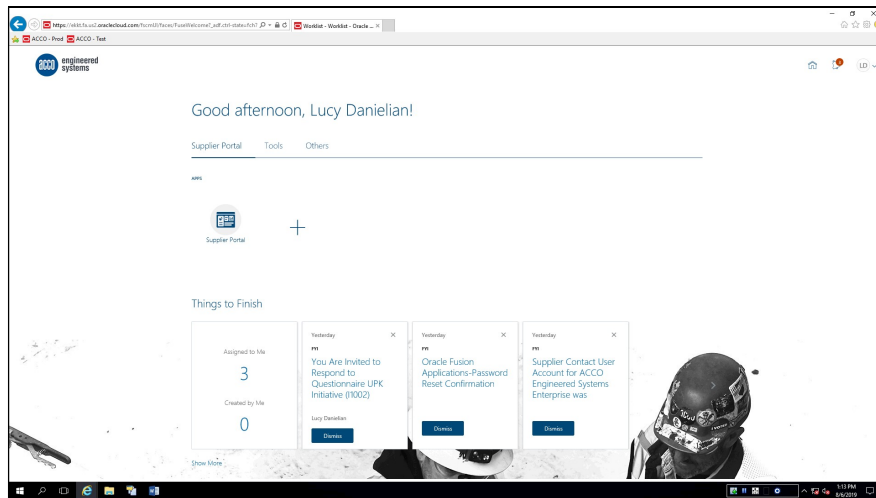
Supplier Management & SQM




For Current Suppliers _ 8.5.19

Respond to an Initiative as a Supplier

Procedure

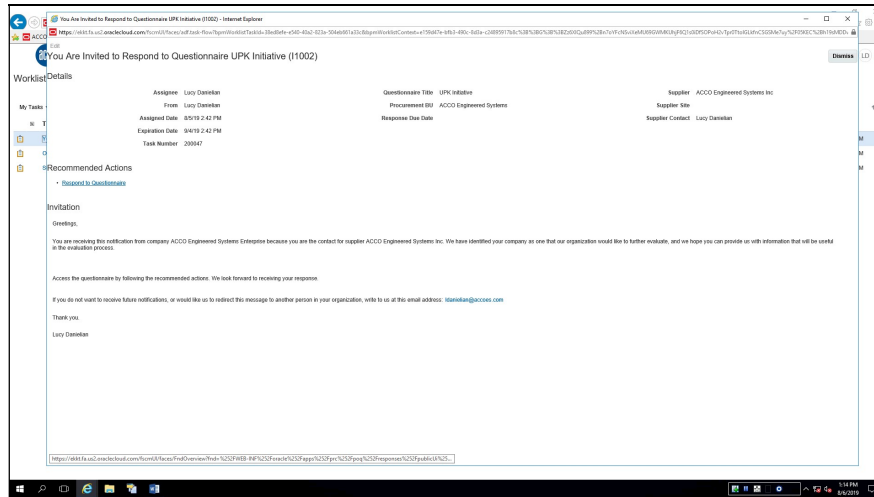
This video will walk you through the process of responding to an initiative as a **Supplier** in ACCO Oracle Cloud.

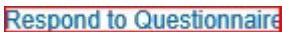


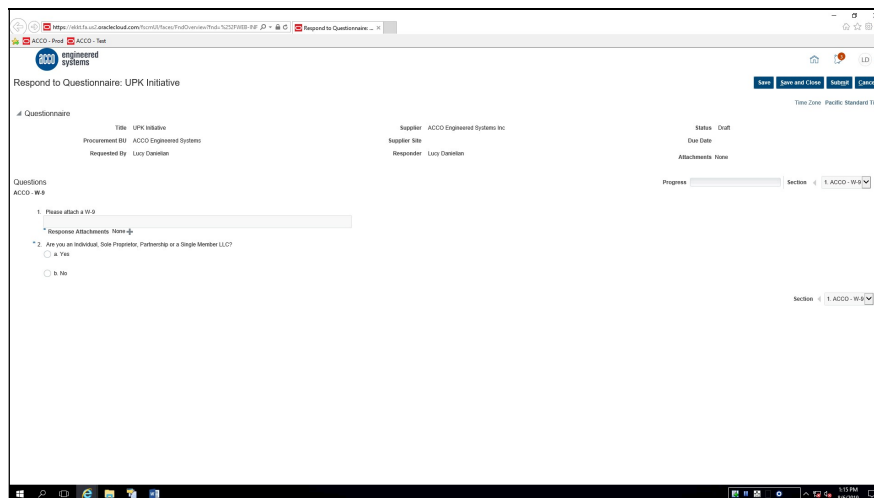
Step	Action
1.	Click the Tools tab. 
2.	Click the Worklist menu icon. 
3.	On the "Worklist: Notification and Approvals" screen, your most recent notifications appear. Click the You Are Invited to Respond to Questionnaire link. 



Training Guide

Supplier Management & SQM

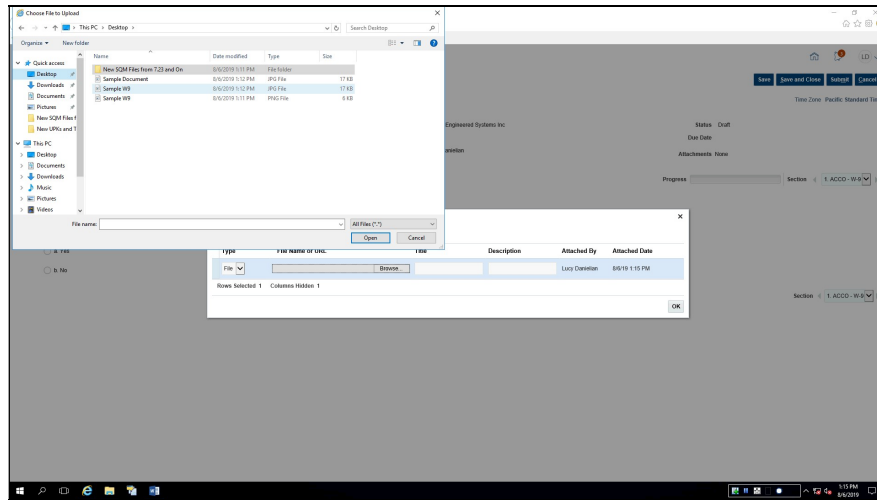


Step	Action
4.	Click the Respond to Questionnaire link. 

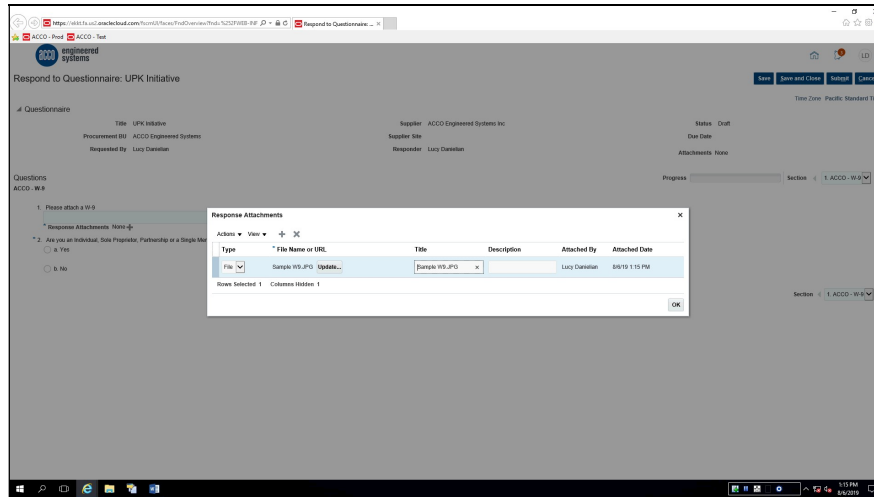





Step	Action
5.	On the "Respond to Questionnaire" screen, you will see the initial questions available for your response. Under the first question regarding your W9, Click the Add (+) icon. 
6.	Click the Add button. 



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> <div> <input type="text"/> <input type="button" value="Browse..."/> </div>



Step	Action
8.	<p>Navigate to the desired file on your local computer.</p> <p>Click the desired File.</p> <div> </div>
9.	<p>Click the Open button.</p> <div> <input type="button" value="Open"/> </div>



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. <input type="radio"/> a. Yes
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.	Click the Submit button. 

Step	Action
17.	<p>Click the OK button.</p> 
18.	<p>Click the Home object.</p> 
19.	<p>You have finished the exercise. End of Procedure.</p>