

Table of Contents

Supplier Management &	z SQM	1
For Current Suppliers	9.16.19	1
	it as a Subcontractor	



Supplier Management & SQM

For Current Suppliers _ 9.16.19

Respond to an Assessment as a Subcontractor

Procedure

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

Good afternoo					
0000 01001100	n, Lucy Danieliar	n!			
Supplier Portal Tools	Others				
A095					
	+				
Supplier Portal					
Things to Finish	Yesterday X	Yesterday X	Yesterday ×		
Assigned to Me	You Are Invited to Respond to Questionnaire UPK	m Oracle Fusion Applications-Password Reset Confirmation	M Supplier Contact User Account for ACCO Engineered Systems	-	
Created by Me	Initiative (11002)		Enterprise was	A ic sit	
 . 0	Dismiss	Disreitos	Dismiss		

Step	Action
1.	On the Home Page, click the Supplier Portal menu tab.
	Supplier Portal Tools Others
	APPS
	Supplier Portal



Step	Action
2.	Under the Supplier Portal tab, click the Supplier Portal menu icon.
	Supplier Portal Tools Others
	APPS
	Supplier Portal

Overview - Supplier Portal - Or: X +			-	٥	×
€)⇒ଙ≙	https://wkit-ivest.fu.uci2.oradiadoud.com/fixmUl/fuces/FuzeWWkcome?_ufrLoop=62763495738494538drid=%38%38%38%38%38%38%38%38%38%38%38%38%38%		II\ E	۲	Ξ
ERRET-TEST (198) - HCM Sprints and SQM UAT	Existences				^
acco engineered systems		â	9	DM ~	1
Supplier Portal					
Search Orders v Order Number	٩				
Tasks				0	
Canadicanes Histana Canadonanes - Viter Canadona - Managa Prutita - Managa Prutita	Requiring Attention				
nganitari mata su kanakena kanakina tahun tahun 11 - 2 - D - P - 12 - 13 - 13	аррин нээ Ниобессий Асар-СЭДЭЭЭНЭЭл- (Асар-СЭД-Э, ий ай илс-майгр ²)?? Э Э Э С 1155-44 СЭЛ 117 1 1 2 •	^ 12	113	AM. []	

Step	Action
3.	On the Supplier Portal screen, Click the Manage Questionnaires link. Supplier Portal Search Orders Order Number Tasks Qualifications • Manage Questionnaires • View Qualifications Company Profile • Manage Profile



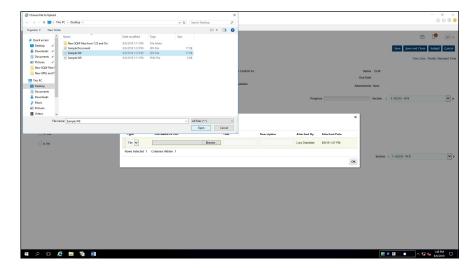
Step	Action
4.	On the Manage Questionnaires screen, select the row you wish to respond to.
	Click the Row.
	Cuestionnaire Title Questionnaire Cuestionnaire Supplier Site
	Search Results Actions • View • Format • J I I Freeze I Detach • Wrap Respond Questionnaire Questionnaire Title 140 AMICO Test Columns Hidden 6
5.	With the row selected, click the Respond button. Search Results Actions View Format File Guestionnaire Guestionnaire I40 AMICO Test Columns Hidden 6

0.0-		- ø ×
🗇 🛞 🖻 https://elit.to.us.2.oracled.oud.com/tscmU/taces/TodOverview/Tod=525270108-106 , 🖉 * 🔒 C 📄 Respond to Questio	stealing ×	ଳ <u>ନ</u> ଛ 😕
ACCO - Fred RACCO - Test		
accol engineered systems		n 🧐 🕡 -
Respond to Questionnaire: UPK Assessment - Subcontractor		ServeSave and CloseSategitamost
⊿ Questionnaire		Time Zone Pacific Standard Time
Title UPK Assessment - Subcontractor	Supplier Sunbell Controls Inc	Status Draft
Procurement BU ACCO Engineered Systems	Supplier Site	Due Date
Requested By Jeffrey Weaker	Responder Lucy Danielian	Attachments None
Questions		Progress Section (1.ACCO - W-9
ACCO - W-9		
1. Please atlach a W-9		
Response Attachments None -		
* 2. Are you an Individual, Sole Proprietor, Partnership or a Single Member LLC?		
) a Vas		
🔿 b. No		
		Section 4 1. ACCO - W-9
# A D 🤗 🛤 📽 📓		👿 II 📓 🗋 🗢 🕹 🖓 🖓 🖓 💭
		E H H O DE/2019



Step	Action			
6.	On the " Respond to Questionnaire " screen, you will see the intial questions available for your response.			
	Under the first question regarding your W9, Click the Add (+) icon.			
	✓ Questionnaire Title UPK Assessment - Subcontractor Procurement BU ACCO Engineered Systems Requested By Jeffrey Weaker			
	Questions ACCO - W-9 1 Please attach a W-9 * Response Attachments None *2. Are you an individual, Sole Proprietor, Partnership or a Single Member LLC? a. Yes b. No			
7.	Click the Add button. Response Attachments Actions View File Name or URL Title			
	No data to display. Columns Hidden 1			
8.	Click in the *File Name or URL field. (To search and locate the W9 form/document saved on your local computer) Actions • View • • • *			
	Type * File Name or URL Title File Browse Rows Selected 1 Columns Hidden 1			





Step	Action
9.	Navigate to the desired file on your local computer. Click the desired File.
	Sample Wo 8/6/2019 112 PM PG File 17 KB Sample W0 8/6/2019 111 PM PNG File 17 KB st 6 KB 6 KB 6 KB
	Open Cancel Type File Name of UKL Title File Browse. Browse. Rows Selected 1 Columns Hidden 1
10.	Click the Open button.



🛞 🛞 🖻 https://elist.out.com/decod.com/tocnU/trace/TedDrevies/Ted=%25/F818-F6 🔎 × 🗎 C 🔤 Report t	10 Questionnaim X	- ع × م ث ® ♦
engineered systems		- a 🍳 📾
Respond to Questionnaire: UPK Assessment - Subcontractor		Serve Save and Close Subgit Carcot
∡ Questionnaire		Time Zone Pacific Standard Time
Title UPIC Assessment - Subcontractor	Supplier Sumbell Controls Inc	Status Deat
Procarement BU ACCO Engineered Systems Requested By Jethey Weaker	Supplier Site Responder Lucy Danielan	Doe Date
respected by Jacoby Press	Proposition Lacy Communit	Attachments None
Questions		Progress Section (1.ACCO-W-2
ACCO - W-8		
1. Please attach a W-9 Response Attachments		×
* Response Attachments, Nore -b-		^
*2. Are you an incluidual, Sole Proprietor, Pathership or a Single Mer. + X		
o Vas Type * File Name or HDI	Titla Description	Attacharl By Attacharl Data
b No File Sample W9.JPG Upd	Sample W9 JPG x	Lucy Daniellan 8/6/19 t.47 PM
Rows Selected 1 Columns Hidden 1		Section (1.ACCO-W-9
		ox

Step	Action
11.	Click in the Description field.
12.	Type in the desired Description of the document to be uploaded. Enter the desired information into the Description field. Enter " W9 ".
13.	Click the OK button. Response Attachments Actions v View + * Type * File Name or URL Title Description Attached By Attached Date File Sample W9.JPG Update Sample W9.JPG W9 x Lucy Danielian Ø(6/19 1.47 PM OK
14.	The second question asks if you are "an Individual, Sole Propietor, Partnership or a Single Member LLC"? Make your desired selection. Click the a. Yes option. Questions Acco.w.9 1. Please attach a W-9 * Response Attachments Sample W9_JPG_ * 2. Are you an Individual, Sole Proprietor, Partnership or a Single Member LLC? © A YES © b. No
15.	A secondary question automatically expands, "Enter your 1099 Name" Click in the Response field.



Step	Action
16.	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")
17.	To view the next section of questions to respond to, Click the Section Name list.
	Status Draft
	Due Date
	Attachments None
	Progress Section 4 1. ACCO - W-9
18.	Click the 2. ACCO - Financial Information list item.
	Progress Section AccCo - W-9 2. ACCO - Financial Information 3. ACCO - License and Certification 4. ACCO - Safety Information 5. ACCO - Certificate of Insurance - Exhibit D 6. ACCO - OSHA 300 Logs
19.	For question #3, fill in your "previous year's income/revenue"
	Click in the Despense field
	Click in the Response field.
	ACCO - Financial Information * 3. What was your previous year's Income! Revenue?
	. What was your periods years income revenue?
	* 5. What is your Payment/ Performance Surety Bond Rate?
	Response Attachments None -
	*6. Is your company owned in whole or part by another company?
20.	Enter the desired information into the Response field. Enter "1000000".
21.	For question #4, fill in your "Payment/performance Surety Provider".
	Click in the Response field.
22.	Enter the desired information into the Response field. Enter "Sample Provider".
23.	For question #5, fill in your "Payment/Performance Surety Bond Rate."
	Click in the Response field.
24.	Enter the desired information into the Response field. Enter "Bond Rate Test".



Step	Action
25.	For question #6, select whether your "company is owned in whole or part by another company."
	For this example, we will click No.
	Click the b. No option.
	D. NC
26.	For question #7, fill in "the total number of employees in your organization."
	Click in the Response field.
27.	Enter the desired information into the Response field. Enter "50".
28.	To view the next section of questions to respond to, Click the Section Name list.
	2. ACCO - Financial Information
29.	Click the 3. ACCO - License and Certification list item.
	1. ACCO - W-9 2. ACCO - Financial Information 3. ACCO - License and Certification 4. ACCO - Safety Information 5. ACCO - Certificate of Insurance - Exhibit D 6. ACCO - OSHA 300 Logs
30.	For question #8, select if you have a "Contractor's License Number"
	Click the a. Yes option.
	Questions ACC0 - License and Certification
	*8. Do you have a Contractor's License Number?
	D. No '9. Do you have a Public Works Certification?
	 a. Yes b. No
	 10. Is your company atfiliated with any of the following unions? Please check all that apply a. BOILER MAKERS (intl Brothemood of Boilemakers, Iron Ship Builders, Biaclasmiths, Forders & Helpers)
	b. CARPENTERS (Southwest Regional Council of Carpenters) c. HEAT & FROST (Intl Assoc. of Heat & Frost Insulators & Asbestos Workers)
	C HEA'S FROST (IIII ASSOC. Of Heat & Flost Insulators and Alled Workers) d HFIAW (Int'I Assoc. of Heat & Flost Insulators and Alled Workers)
31.	Select the "state in which you are licensed"
	Click the b. California option.
	b. California



Step	Action
32.	Under "What is your California Contractor's License Number", enter your contractors number.
	Enter the desired information into the Response field. Enter "1234567".
33.	Then select the expiration date of your contractor's license.
	Click the Select Date button.
34.	Click the increment button.
	▲
35.	In the example we selected a date 1 year from today.
	Click the 6 cell.
	6
36.	For question #9, select if you have a "Public Works Certification"
	Click the a. Yes option.
	a Yes
37.	Scroll the a. California object with the mouse wheel.
	a. California
	b. Idaho
	C. Oregon
38.	Select the state in which you are certified,
	Click the a. California option.
	a California
39.	Enter your "Public Works Registration Number"
	Click in the Response field.
	* 9. Do you have a Public Works Certification?
	 b. No 9.a.1. Select the State in which you are Certified
	a. California b. Idaho b. Idaho
	C. Oregon
	* 9 a. 1 a. 1. Enter your California Public Works Recisitration Number
	* 9.a.1.a.2. Enter your California Public Works Registration expiry date m/d/yy to



Step	Action
40.	Enter the desired information into the Response field. Enter "12345678".
41.	Click the Select Date button.
42.	Click the increment button.
	* 9.a.1. Select the State in which you are Certifier August 2019 >> >>> >>>>>>>>>>>>>>>>>>>>>>>>
43.	Click the 6 cell.
44.	For question #10, select if your company is affiliated with any unions: Click the b. CARPENTERS (Southwest Regional Council of Carpenters) option. *to: hyur company stillate with any dthe following union? Please check all that app? *to: hyur company stillate with any dthe following union? Please check all that app? *to: hyur company stillate with any dthe following union? Please check all that app? *to: hyur company stillate with any dthe following union? Please check all that app? *to: hyur company stillate with any dthe following union? Please check all that app? *to: hyur company stillate with any dthe following union? Please check all that app? *to: hyur company stillate with any dthe following union? Please check all that app? *to: hyur company stillate with any dthe following the please check all that app? *to: hyur company stillate with any dthe following the please check all that app? *to: hyur company stillate with any dthe following the please check all that app? *to: hyur company stillate with any dthe following the please check all that app? *to: hyur company stillate with any dthe following the please check all that app? *to: hyur company stillate with any dthe following the please check all that app? *to: hyur company stillate with any dthe following the please still think of the that any following the please still think of the please still thin
45.	Enter the union number of your selection: Click in the Response field.
46.	Enter the desired information into the Response field. Enter "12345678".
47.	To view the next section of questions to respond to, Click the Section Name list. Section 4 3. ACCO - License and Certification
48.	Click the 4. ACCO - Safety Information list item. 4. ACCO - Safety Information



Step	Action
49.	For question #11, fill in your EMR
	Click in the Response field.
	ACCO - Safety Information
	* 11. Enter your Experience Modification Rate (EMR) (###)
	* 12. Have there been any fatalities? ◯ a. No
	🔿 b. Yes
	 13. Do you possess written Injury and Illness Prevention Plan (IIPP)? a. Yes
	🔿 b. No
50.	Enter the desired information into the Response field. Enter "1".
51.	For question #12, select if your company has had any fatalities
	Click the a. No option.
	a. No
52.	For question #13, select if you possess an IIPP
	Click the a. Yes option.
	🗋 a. Yes
53.	If yes, you will need to add an attachment.
	Click the Manage Attachments button.
54.	Click the Add button.
	+
55.	Click in the *File Name or URL field.
	Browse



-> - 🛧 🔜 > This P						×						- 8 ×
	PC > Desktop >			~ Ö	Search Desktop	P						uu 3-6 857 🦷
unize • New folder					B:: •					_		
Quick access	Name	Date modified	Туре	Size							tî.	🤨 😥 v
Desitop x	New SQM Files from 7.23 and On	8/6/2019 1:11 PM	File folder									
	Sample Document	8/6/2019 1:12 PM	JPG File		ХB						Save Save and Clos	2 Submit Cancel
	Sample W9	8/6/2019 1:12 PM 8/6/2019 1:11 PM	JPG File PNG File		KB							
Pictures 🖈	- Juniter H.J.	0.0000000000000000000000000000000000000	1110116								TIENA ZOR	Pacific Standard Time ast Saved 8/6/19 1:50 PM
New SQM Files f												
New UPKs and T							Centrols Inc			S100.15	Drat	
This PC										Due Date		
Decktop							aniekan					
Documents										Attachments	None	
Downloads												
Music								Progress		Sei	tion 4 ACCO - Safety Information	¥ >
Pictures												
Wideos 🗸										×		
File name	sample Document				All Film (*.*)	~						
					Open	Cancel						
· · · · · · · · · · · · · · · · · · ·		1974	THE NAME OF	r 1000		1000	Description	Attached By	Attached Date			
		File 🗸			Browse.	-		Lucy Danielian	8/6/19 1.51 PM	_		
D. Yes		P 80 V			Browce	-		Coty Carrenan	6/0/19 L01 Pik			
• 12 Do sou portant av	offen inkry and linear Downstee Diss (IDD)	Rows Selected	Columns Hidde	n 1								
* 13. Do you possess w	ritien injury and liness Prevention Plan (IPP/	Rows Selected	Columns Hidde	n 1						_		
R. Yes	rillen Injury and liness Powention Plan (IPP)	Rows Selected	Columns Hidde	n 1						OK		
	ntites injury and liness Provention Plan (IPP)	Rows Selected	Columns Hidde	n 1		_				OK		
 a. Yes b. No 		-		_						OK		
 a. Yes b. No 13 a 1. Please 	villee injury and liness Provention Plan (UPP/ e attach a liness & injury Provention Program- engt from No: requirement,)	-		_	than 10 employees, you					OK		
A Yes b. No 13 a 1. Picose are ee	e atlach a lliness & hjary Provedion Program encyl from No requirement.)	-		_	than 10 empkyrees, pou					OK		
A Yes b. No 13 a 1. Picose are ee	e stach a libers & injury Provention Processo	-		_	than 10 employees, you					05		
A Yes b. No 13 a 1. Picose are ee	e atlach a lliness & hjary Provedion Program encyl from No requirement.)	-		_	than 10 employees, you						iection (4. ACCO - Sufret) information	
A Yes b. No 13 a 1. Picose are ee	e atlach a lliness & hjary Provedion Program encyl from No requirement.)	-		_	than 10 employees, you						iection 🤞 4. ADCO - Balty Information	
A Yes b. No 13 a 1. Picose are ee	e atlach a lliness & hjary Provedion Program encyl from No requirement.)	-		_	than 10 ampkoyees, you			1			section 4 4.4000 Sufety information	
A Yes b. No 13 a 1. Picose are ee	e atlach a lliness & hjary Provedion Program encyl from No requirement.)	-		_	than 10 angekysees, you						iection: 4 ACCO - Safety information	•
A Yes b. No 13 a 1. Picose are ee	e atlach a lliness & hjary Provedion Program encyl from No requirement.)	-		_	than 10 ompkyvece, you						ectore 4 ACCO-Sufety Internation	4
A Yes b. No 13 a 1. Picose are ee	e atlach a lliness & hjary Provedion Program encyl from No requirement.)	-		_	than 10 employees, you						Section 4 4 ACCO - Suite information	×
A Yes b. No 13 a 1. Picose are ee	e atlach a lliness & hjary Provedion Program encyl from No requirement.)	-		_	ftan 10 engekyees, you						fection e 4 ACCO : Supply information	
A Yes b. No 13 a 1. Picose are ee	e atlach a lliness & hjary Provedion Program encyl from No requirement.)	-		_	tran 10 errşkoyece, you						action 4 4.4000-544% intervalien	¥,

Step	Action
56.	Select the document from your local computer and click Open .

🕘 🖻 https://ekkt.fa.usil.oracledaud.com/TscmU/Taces/FndDverview/T	nda NESEFINTE-INF (P + 🗎 C	d to Questionnaive ×					- 8 ×
ACCO - Prod 🔄 ACCO - Test							
acco engineered systems						6	🦻 🔟 v
espond to Questionnaire: UPK Assessment - S	ubcontractor					Save Save and Close	Subgat Cancel
						Time Zone	Pacific Standard Time of Saved 8/6/19 1:50 PM
Questionnaire							
Title UPK Assessment - Subcontract	ar	Suppli	er Sunbell Controls Inc			Status Draft	
Procurement BU ACCO Engineered Systems		Supplier Si				Due Date	
Requested By Jathoy Weaker		Respond	er Lucy Danielian			Attachments Note	
uestions				Progr		Section (4. ACCO - Safety Information	¥ >
CO - Salety Information							
* 11. Enler your Experience Modification Rate (EMR) (#.MP)	Response Attachments					×	
* 12. Have there been any latailles?	Actions • View • + X						
12. Have there been any talaites?	Type * File Name or HE	• 1	Gela Da	arription Attached By	Attached Date		
🔿 b. Yes	File V Sample Document.	PG Update	βample Document.JP€ x	Lucy Daniellar	8/6/19 1.51 PM		
* 13. Do you possess written injury and liness Powention Plan (IPP)?	Rows Selected 1 Columns Hidden 1						
A Yes						OK	
🔿 b. No							
 a.1. Piease attach a liness & injury Prevention Program an are exempt from this requirement.) 	spor written sarety Program (it your company	ras less than 10 employees, you					
Response Attachments None -							
							v Þ
						Section 4 4. ACCO - Safety Information	¥ •

Step	Action
57.	Click in the Description field.
58.	Enter the desired information into the Description field. Enter " Safety Program ".
59.	Click the OK button.

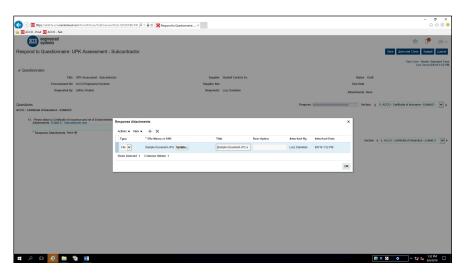


Step	Action
60.	To view the next section of questions to respond to,
	Click the Section Name list.
	4. ACCO - Safety Information
61.	Click the 5. ACCO - Certificate of Insurance - Exhibit D list item. 1. ACCO - W-9 2. ACCO - Financial Information (Completed)
	Section 4. ACCO - License and Certification (Completed) 4. ACCO - Safety Information 5. ACCO - Certificate of Insurance - Exhibit D 6. ACCO - OSHA 300 Logs
62.	On the ACCO - Certificate of Insurance section, under question #14 regarding the attachment of your Certificate of Insurace,
	Click the Add (+) icon.
	T
63.	Click the Add button.
	+
64.	Click in the *File Name or URL field.
	(To search and locate the form/document saved on your local computer)
	Browse

S Choose File to Upload								×						- a	
(> - 수 => This	PC > Desktop >			v õ	Search D	lesktop		2						6 6	r 🗟 🙂
Organize + Newfolder						Re: •	- 0.								
	Name	Date modified	Type	Size				~					<u>ش</u>	19	
🖈 Quick access	New SQM Files from 7.23 and On	8/5/2019 1:11 PM	File folder											ur i	
Desktop 🖉	Sample Document	8/6/2019 1:12 PM	JPG File	1	7 KB								Save Save and Close	Submit (Cancel
🕹 Downloads 🖈	Sample W9	8/6/2019 1:12 PM	JPG File		7 KB										
🖹 Documents 💉	Sample W9	8/5/2019 1:11 PM	PNG File		5 KB								Time Zone	Pacific Stands at Saved 8/6/19	and Time
Pictures 🖈															
New SQM Files f															
New UPKs and T									Controls Inc			Status Dra	t		
💻 This PC												Due Date			
Desktop								- 1	inidas			Attachments None			
B Decuments															
Downloads										Program		Section	4 5. ACCO - Certificate of Insuran	a - Evhilt D	-
Music													4		
E Pictures															
🖬 Videos 🗸 🗸								_				×			
Fie car	ma: Sample Document				All Files	(°.')		~							
					Op	en	Cancel								
		1 ypu	THE NAME OF				1000	- 1	Description	Attached By	Attached Date	No. Do	n 4 5. ACCO - Centercato et insurar	ALC: NOTIFIC	
		File 🗸				Browse.				Lucy Danielian	8/0/19 1:52 PM				
		Down Relacted	Columns Hidder	. 1								_			
		nows section										_			
												OK			
												_			
# × © @	e 📽 💀												🛃 II 👪 🗌 🔹 🔷 🌆	4 1.52 PM	¢
														a di any	



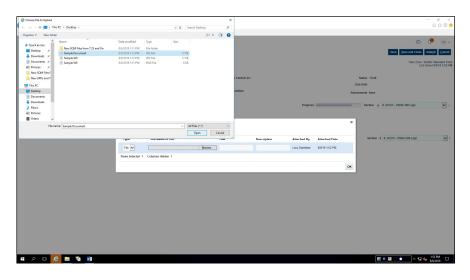
Step	Action
65.	Navigate to the desired file on your local computer.
	Select the desired file and click Open.



Step	Action	
66.	Click in the Description field.	
67.	Type in the desired Description of the document to be uploaded.Enter the desired information into the Description field. Enter "Cert ofInsurance".	
68.	Click the OK button.	
69.	To view the next section of questions to respond to, Click the Section Name list. 5. ACCO - Certificate of Insurance - Exhibit D	



Step	Action		
70.	Click the 6. ACCO - OSHA 300 Logs list item.		
	1. ACCO - W-9 2. ACCO - Financial Information (Completed) 3. ACCO - License and Certification (Completed) 4. ACCO - Safety Information (Completed) 5. ACCO - Certificate of Insurance - Exhibit D 6. ACCO - OSHA 300 Logs		
71.	To attach an OSHA 300 Log, click the Add (+) icon.		
72.	Click the Add button.		
	+		
73.	Click in the *File Name or URL field.		
	Browse		



Step	Action		
74.	Navigate to the desired file on your local computer.		
	Select the desired file and click Open.		



🗲 🛞 🖻 https://ekit.ts.uit.com/decleud.com/Ticnik/Ticnes/TodOverview/Todu-5235FBTB-86- // 🖷 🖨 🖉 Respaed to Qued		- a ×
	somere A	07 AL 61 👻
RCCD engineered systems		n 🧐 🕡 -
Respond to Questionnaire: UPK Assessment - Subcontractor		Server Servered Close Submit Canod
		Time Zone Pacific Standard Time Last Saved 8(6/19 1:52 PM
# Questionnaire		
Title UPK Assessment - Subcontractor	Supplier Sanbalt Controls Inc	Status Draft
Procurement BU ACCO Engineered Systems Requested By Jathay Weaker	Supplier Site Responder Lucy Danielian	Due Date
nequestes by Janey weaks	Responder Cocy Gamman	Attachments None
Questions		Progress Section
ACCO - OSHA 300 Logs		
15. Please attach OSHA 300 Logs (reducted) for the part 3 years		
Response Attachments		*
*Response Attachments None + Actors • View • + ×		
Type * File Manue or HDI	Title Description	Attached By Attached Data Section 4 6.4000 - 05H4 399 Logs
File 🗸 Sample Document.JPG Upd	Bample Document JPC x	Lucy Danielian 8/6/19 1:52 PM
Rows Solected 1 Columns Hidden 1		
		OK
# A D 🙆 🖬 🧃 🗃		🛃 II 🖬 💿 🔷 🏧 🔩 153 PM

Step	Action		
75.	Click in the Description field.		
76.	Enter the desired information into the Description field. Enter " OSHA 300 ".		
77.	Click the OK button.		
	οκ		
78.	Click the Submit button.		
	🙃 🤔 🕡 v		
	Save <u>Save and Close</u> Submit <u>Cancel</u>		
79.	Click the OK button.		
	οκ		
80.	You have now completed the exercise.		
	End of Procedure.		