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| 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.

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| Supplier Portal Tools | Others | | | | |
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| | + | | | | |
| 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 |
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| 1. | On the Home Page, click the Supplier Portal menu tab. |
| | Supplier Portal Tools Others |
| | APPS |
| | Supplier Portal |



| Step | Action |
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| 2. | Under the Supplier Portal tab, click the Supplier Portal menu icon. |
| | Supplier Portal Tools Others |
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| Overview - Supplier Portal - Or: X + | | | - | ٥ | × |
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| acco engineered systems | | â | 9 | DM ~ | 1 |
| Supplier Portal | | | | | |
| Search Orders v Order Number | ٩ | | | | |
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| Step | Action |
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| 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 |



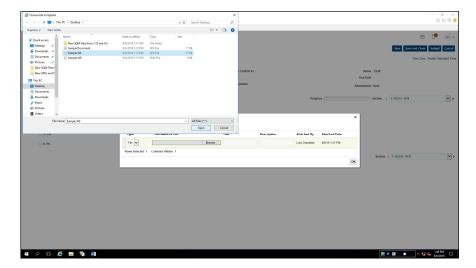
| Step | Action |
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| 4. | On the Manage Questionnaires screen, select the row you wish to respond to. |
| | Click the Row. |
| | Cuestionnaire Title Questionnaire Cuestionnaire Supplier Site |
| | Search Results Actions • View • Format • J I I Freeze 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 |

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| 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 | | |
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| | | Section 4 1. ACCO - W-9 |
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| 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 |
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| 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. |



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| 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 |
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| Step | Action |
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| 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 |
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| 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 |
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| 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 |
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| 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 |
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| 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 |
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| 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. |
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| 54. | Click the Add button. |
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| 55. | Click in the *File Name or URL field. |
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| * 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 |
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| 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 | ¥, |

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| 56. | Select the document from your local computer and click Open . |
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| 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 | | | | | | |
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| 🔿 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 - | | | | | | | |
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| | | | | | | Section 4 4. ACCO - Safety Information | ¥ • |
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| Step | Action |
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| 57. | Click in the Description field. |
| 58. | Enter the desired information into the Description field. Enter " Safety Program ". |
| 59. | Click the OK button. |

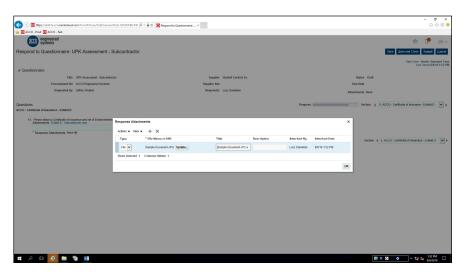


| Step | Action |
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| 60. | To view the next section of questions to respond to, |
| | Click the Section Name list. |
| | 4. ACCO - Safety Information |
| 61. | Click the 5. ACCO - Certificate of Insurance - Exhibit D list item. 1. ACCO - W-9 2. ACCO - 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. |
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| 64. | Click in the *File Name or URL field. |
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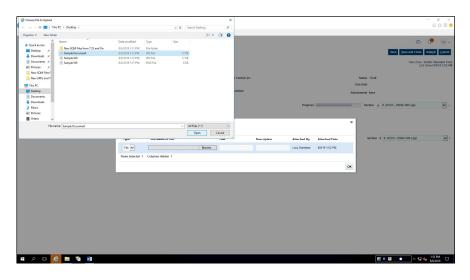
| Step | Action |
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| 65. | Navigate to the desired file on your local computer. |
| | Select the desired file and click Open. |



| Step | Action | |
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| 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 | | |
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| 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. | | |
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| 72. | Click the Add button. | | |
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| Respond to Questionnaire: UPK Assessment - Subcontractor | | Server Servered Close Submit Canod |
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| # 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 • + × | | |
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| Step | Action | | |
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| 75. | Click in the Description field. | | |
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| 76. | Enter the desired information into the Description field. Enter " OSHA 300 ". | | |
| 77. | Click the OK button. | | |
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| 78. | Click the Submit button. | | |
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| | Save <u>Save and Close</u> Submit <u>Cancel</u> | | |
| 79. | Click the OK button. | | |
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| 80. | You have now completed the exercise. | | |
| | End of Procedure. | | |