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# Supplier Management & SQM

### For Current Suppliers \_ 9.16.19

### 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.

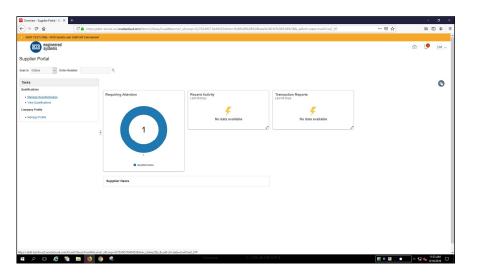
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	(	Good afternoc	n, Lucy Danieliar	1				
	s	upplier Portal Tools	Others					
		195						
		Suppler Portal	+					
	Т	hings to Finish						
11.0		Assigned to Me	Yesterday X Pm You Are Invited to Respond to	Yesterday X m Oracle Fusion Applications-Password	Vesterday X m Supplier Contact User Account for ACCO			
		Created by Me	Questionnaire UPK Initiative (I1002)	Reset Confirmation	Engineered Systems Enterprise was	K- Q		
		0	Lucy Daniellan Diamin	Dismiss	Diswiss	10-0		
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Step	Action
1.	On the Home Page, click the Supplier Portal menu tab.
	Supplier Portal Tools Others
	APPS
	Supplier Portal

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



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



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Step	Action		
4.	On the Manage Questionnaires screen, select the row you wish to respond to.		
	Click the <b>Row.</b>		
	✓ Search		
	** Questionnaire Title		
	** Questionnaire		
	** Supplier Site		
	Search Results		
	Actions 🔻 View 👻 Format 👻 💯 📰 Freeze 🔛 Detach 📣 Wrap Respond		
	Questionnaire Questionnaire Title		
	140 AMICO Test		
	Columns Hidden 6		
5.	With the row selected, click the <b>Respond</b> button.		
	Search Results		
	Actions 🔻 View 🔻 Format 👻 💯 📴 Freeze 🔛 Detach 斗 Wrap		
	Questionnaire Questionnaire Title		
	140 AMICO Test		
	Columns Hidden 6		

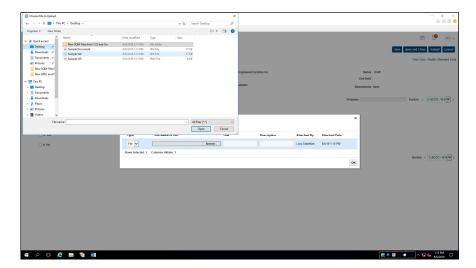
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to x = V Tense at the definition of the second at the definition of the definition o	Requested By Lucy Danielan	Responder Lucy Danielan	Attachments None
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≥ λπα Sector 1   L.C.C.C. HA	* 2. Are you an Individual, Sole Proprietor, Partnership or a Single Member LLC?		
Section 1 1 2 2000 99 90			
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Step	Action
6.	On the <b>Respond to Questionnaire</b> screen, you will see the intial questions available for your response.
	Under the first question regarding your W9, Click the Add (+) icon.
	Respond to Questionnaire: UPK Initiative
	✓ Questionnaire Title UPK Initiative Procurement BU ACCO Engineered Systems Requested By Lucy Daniellan
	Questions         ACCO - W-9         1       Please attach a W-9         • Response Attachments None         • 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 Attachme   Add   Actions View View File Name or URL   Type   * File Name or URL   No data to display.   Columns Hidden 1
8.	Click in the <b>*File Name or URL</b> field. (To search and locate the W9 form/document saved on your local computer)
	Response Attachments
	Actions <b>view +</b>
	Type * File Name or URL T
	File V Browse
	Rows Selected 1 Columns Hidden 1





Step	Action
9.	Navigate to the desired file on your local computer. Click the desired File.
	Sample Document         8//2019 112 PM         JPG File         17 KB           Sample W9         8//2019 112 PM         JPG File         17 KB           # strenge W9         8//2019 112 PM         PNG File         6 KB           les f         md T         Emp         anne
	File name VIII Files (*) V Open Cancel 5 File VIII Files (*) V File Name of UKL INE File Browse. Brows Statefert 1 Crahmes Hidden 1
10.	Click the <b>Open</b> button.

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engineered systems				n 🧐 🔟 -
Respond to Questionnaire: UPK Initiative				Save Save and Close Subget Gancel
				Time Zone Pacific Standard Time
# Questionnaire				
Title UPK initiative		Supplier ACCO Engineered Systems Inc		Status Draft
Procurement BU ACCO Engineered Systems		Supplier Site		Due Date
Requested By Lucy Danishas		Responder Lucy Danielian		Attachments None
Questions				Progress Section ( 1.ACCO - W-9 V )
ACCO - W-9				
1. Please atlach a W-9				
Response Attachments Non +	Response Attachments			×
*2. Are you an Individual. Sole Proprietor, Partnership or a Single Mer.	Actions • View • + X			
	Type * File Name or HDI	Titla Description	Attached By Attached Data	
ti No	File V Sample W9.JPG Update	Bample W9.JPG x	Lucy Daniellan 8/6/19 1:15 PM	
	Rows Selected 1 Columns Hidden 1			
				Section ( 1. ACCO - W-9)
	1			
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Step	Action
11.	Click in the <b>Description</b> field.
12.	Type in the desired <b>Description</b> of the document to be uploaded. Enter the desired information into the <b>Description</b> field. Enter " <b>W9</b> ".
13.	Click the OK button.
14.	The second question asks if you are " <b>an Individual, Sole Propietor, Partnership</b> <b>or a Single Member LLC</b> "? Make your desired selection. Click the <b>a. Yes</b> option. Questions Acco-w9 1. Please attach a W-9 * 2. Are you an Individual, Sole Propietor, Partnership or a Single Member LLC? a. Yes b. No



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Step	Action
15.	A secondary question automatically expands. Enter your 1099 Name.
	Click in the <b>Response</b> field.
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.	Once you have completed responding to both questions, navigate to the top right of the screen.
	Click the <b>Submit</b> button.
	🙃 🧐 🔟 🗸
	Save Save and Close Submit Cancel
	Time Zone Pacific Standard Tim
	Status Draft Due Date
	Attachments None
	Progress Section ( 1. ACCO - W-9
18.	Click the <b>OK</b> button.
	Confirmation X
	Response to questionnaire UPK Initiative is submitted.
	ОК
19.	Click the <b>Home</b> object.
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20.	You have completed the exercise.
20.	End of Procedure.