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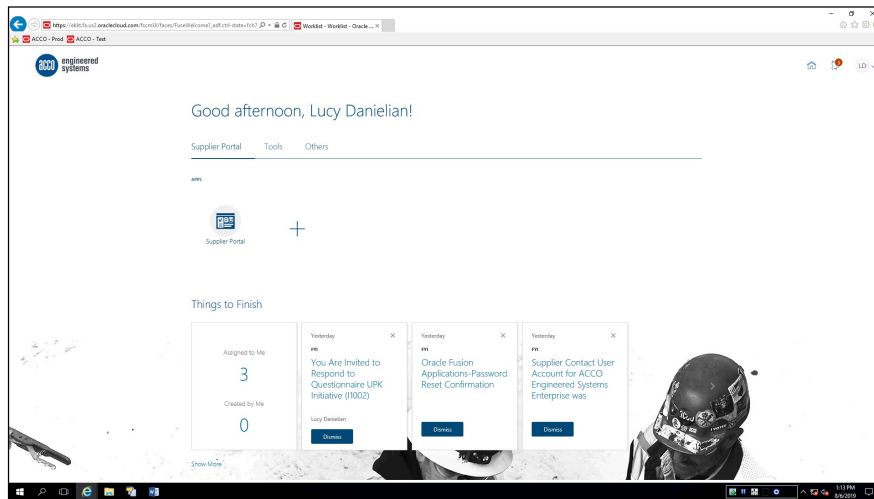
Supplier Management & SQM

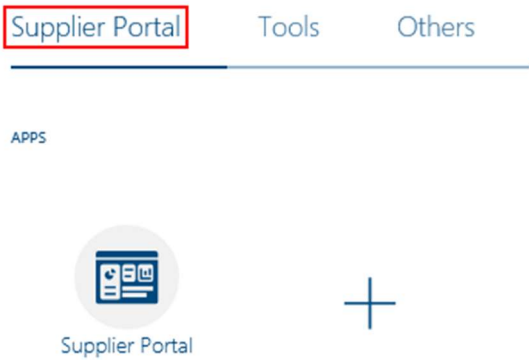
For Current Suppliers _ 9.16.19

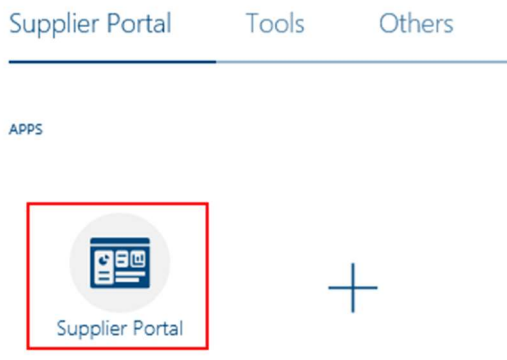
Respond to an Initiative as a Supplier

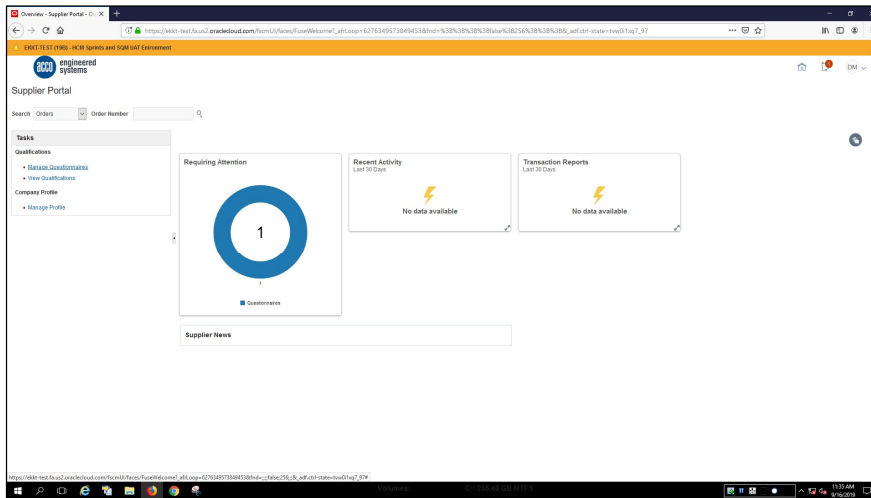
Procedure

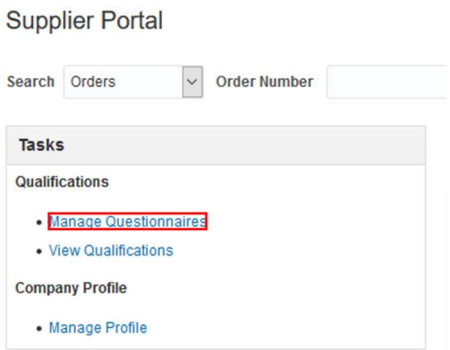
This video will walk you through the process of responding to an initiative as a **Supplier** in ACCO Oracle Cloud.



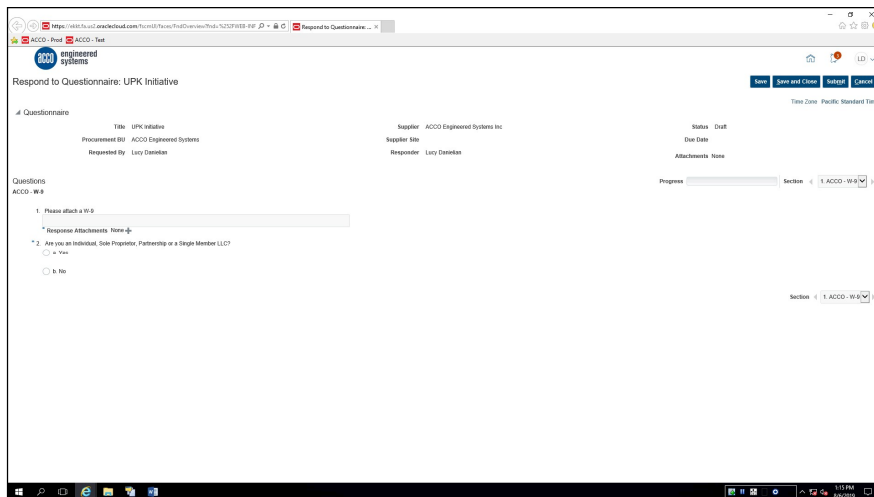
Step	Action
1.	<p>On the Home Page, click the Supplier Portal menu tab.</p> 

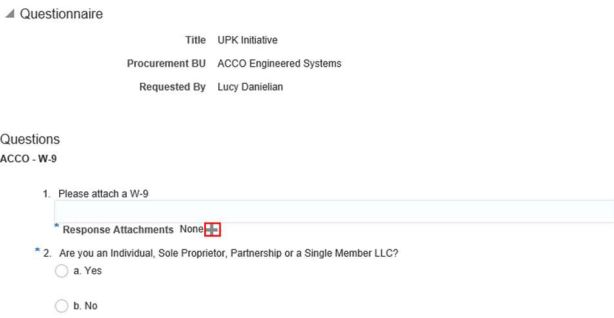
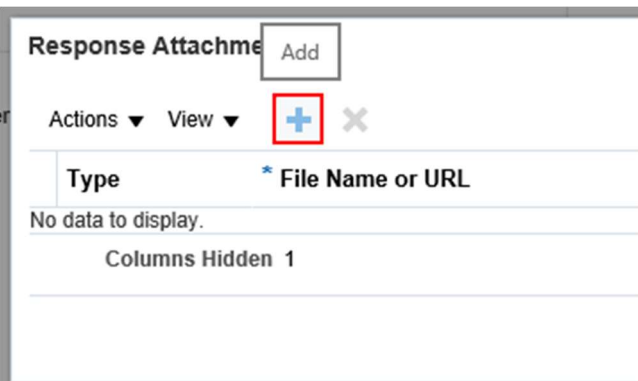
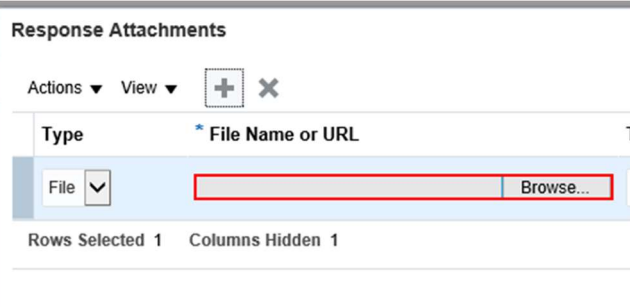
Step	Action
2.	<p>Under the Supplier Portal tab, click the Supplier Portal menu icon.</p> 

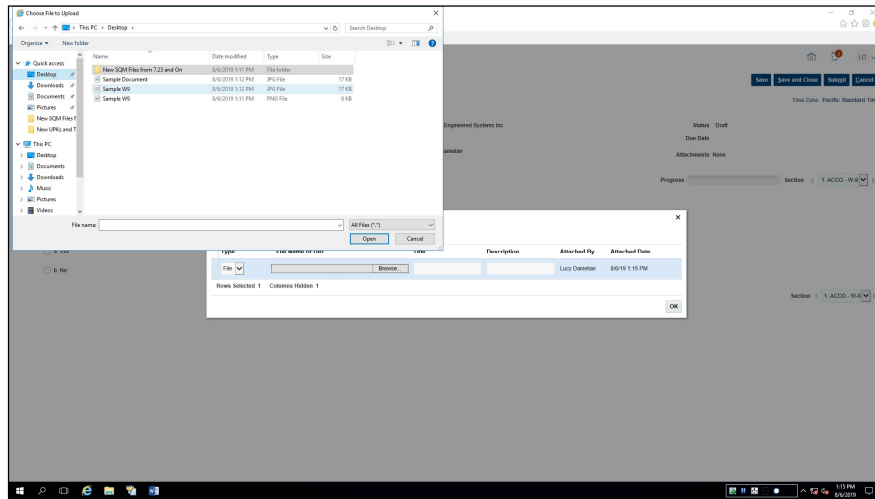


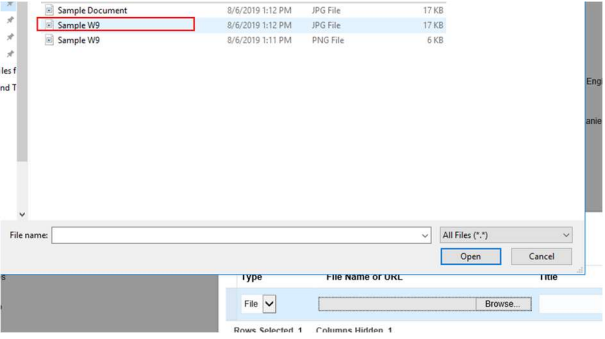
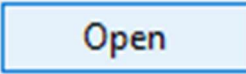
Step	Action
3.	<p>On the Supplier Portal screen, Click the Manage Questionnaires link.</p> 

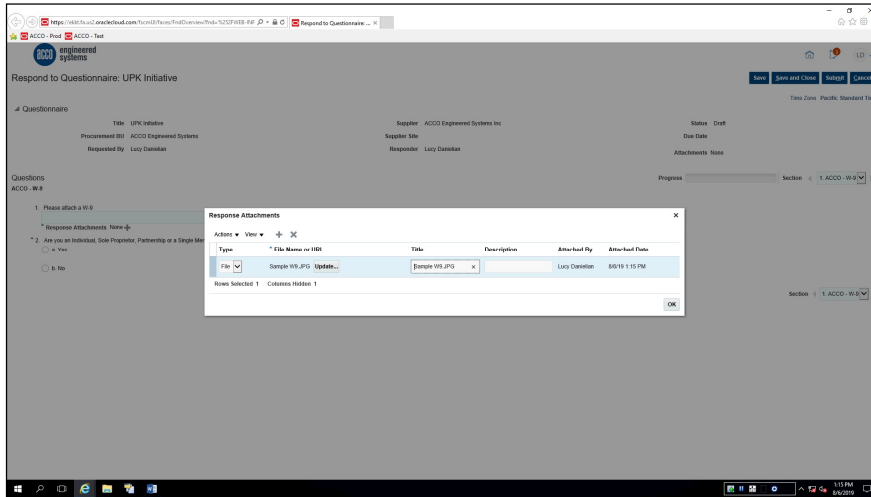
Step	Action				
4.	<p>On the Manage Questionnaires screen, select the row you wish to respond to.</p> <p>Click the Row.</p> <p>▲ Search</p> <p>** Questionnaire Title <input type="text"/></p> <p>** Questionnaire <input type="text"/></p> <p>** Supplier Site <input type="text"/></p> <p>Search Results</p> <p>Actions View Format Freeze Detach Wrap Respond</p> <table border="1"> <thead> <tr> <th>Questionnaire</th> <th>Questionnaire Title</th> </tr> </thead> <tbody> <tr> <td>140</td> <td>AMICO Test</td> </tr> </tbody> </table> <p>Columns Hidden 6</p>	Questionnaire	Questionnaire Title	140	AMICO Test
Questionnaire	Questionnaire Title				
140	AMICO Test				
5.	<p>With the row selected, click the Respond button.</p> <p>Search Results</p> <p>Actions View Format Freeze Detach Wrap Respond</p> <table border="1"> <thead> <tr> <th>Questionnaire</th> <th>Questionnaire Title</th> </tr> </thead> <tbody> <tr> <td>140</td> <td>AMICO Test</td> </tr> </tbody> </table> <p>Columns Hidden 6</p>	Questionnaire	Questionnaire Title	140	AMICO Test
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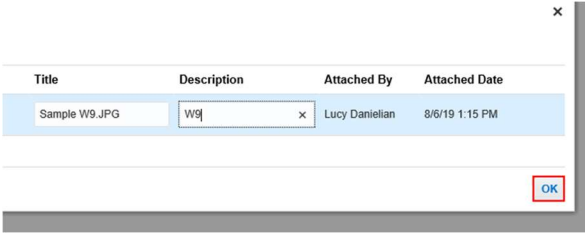


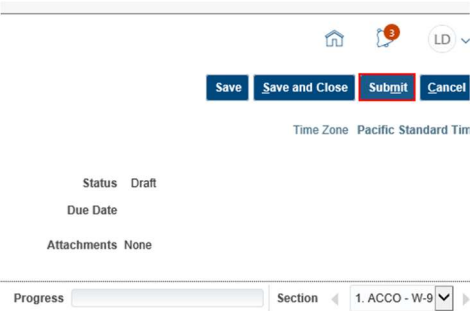


Step	Action
6.	<p>On the Respond to Questionnaire screen, you will see the initial questions available for your response.</p> <p>Under the first question regarding your W9, Click the Add (+) icon.</p> <p>Respond to Questionnaire: UPK Initiative</p> 
7.	<p>Click the Add button.</p> 
8.	<p>Click in the *File Name or URL field.</p> <p>(To search and locate the W9 form/document saved on your local computer)</p> 



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



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. 
14.	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. Questions ACCO - W-9 1. Please attach a W-9 <input type="text"/> * Response Attachments Sample W9.JPG + 2. Are you an Individual, Sole Proprietor, Partnership or a Single Member LLC? <input checked="" type="radio"/> a. Yes <input type="radio"/> b. No

Step	Action
15.	<p>A secondary question automatically expands. Enter your 1099 Name.</p> <p>Click in the Response field.</p>
16.	<p>Enter your 1099 name. Please make sure this name matches the name on your W9.</p> <p>(In this example, we used the generic name "Sample 1099 Name")</p>
17.	<p>Once you have completed responding to both questions, navigate to the top right of the screen.</p> <p>Click the Submit button.</p> 
18.	<p>Click the OK button.</p> 
19.	<p>Click the Home object.</p> 
20.	<p>You have completed the exercise.</p> <p>End of Procedure.</p>