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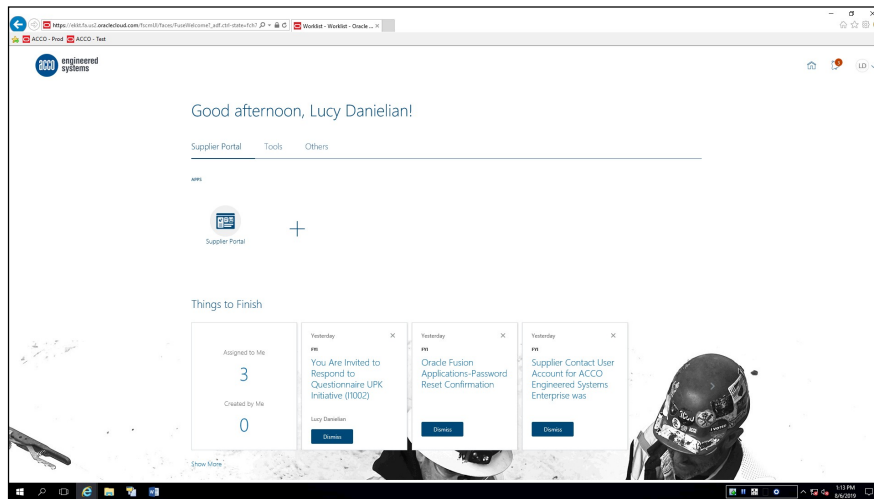
## Supplier Management & SQM

### For Current Suppliers \_ 9.16.19

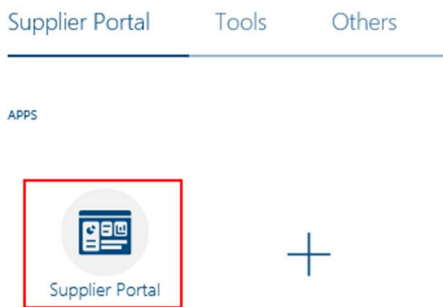
#### Respond to an Assessment as a Consultant

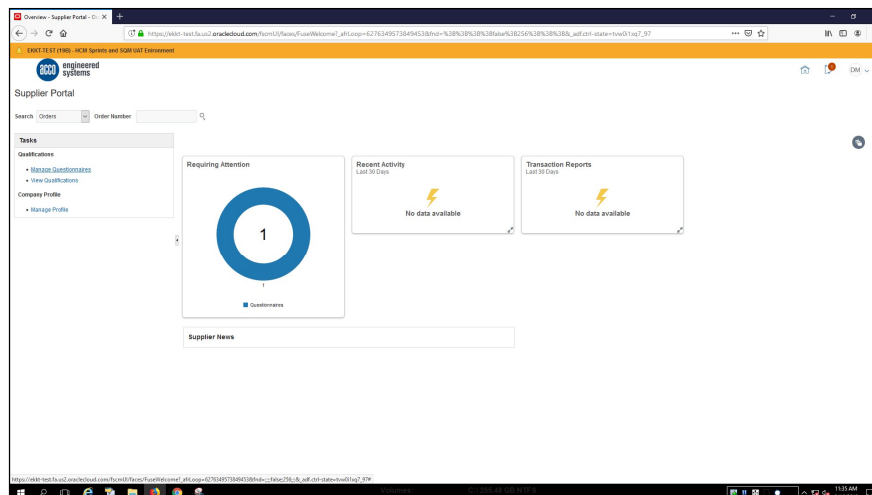
##### Procedure

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

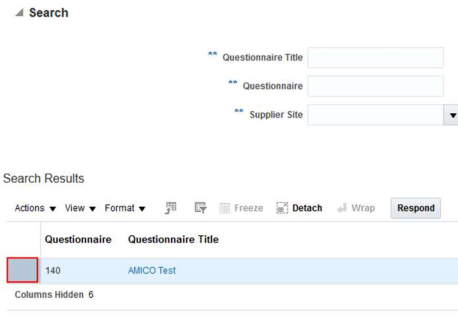



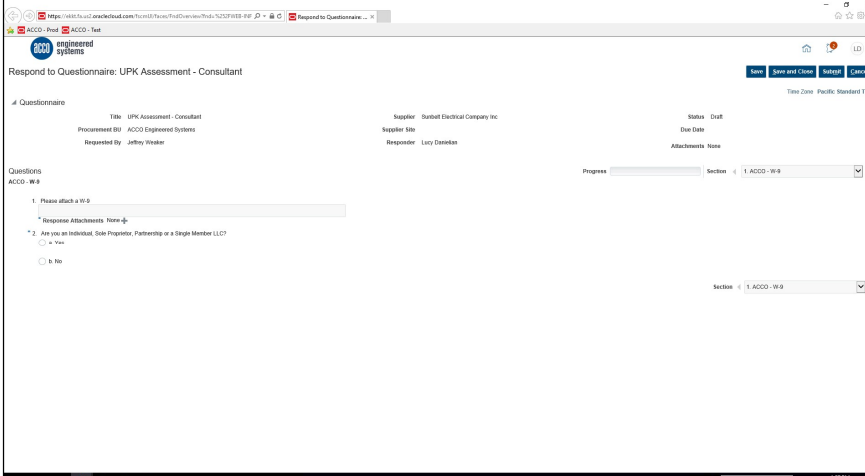
Step	Action
1.	<p>On the <b>Home Page</b>, click the <b>Supplier Portal</b> menu tab.</p>


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


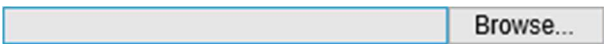


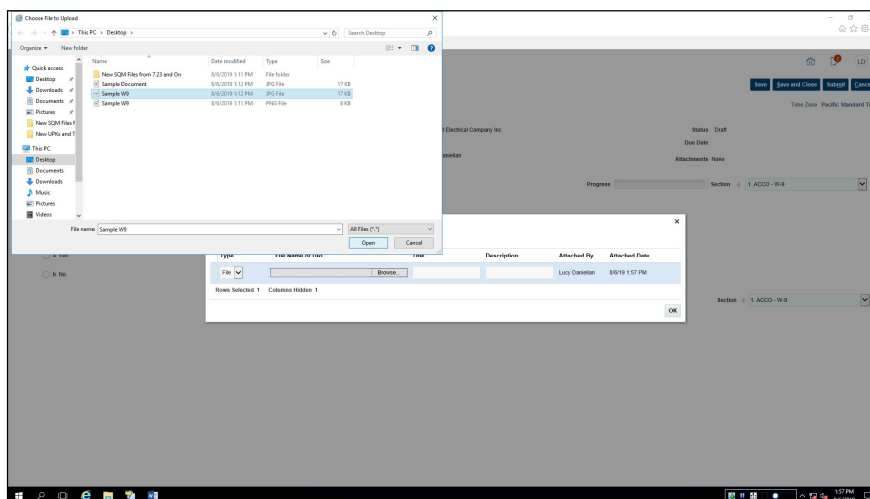
Step	Action
3.	<p>On the <b>Supplier Portal</b> screen, Click the <b>Manage Questionnaires</b> link.</p> <p><b>Supplier Portal</b></p> <p>Search <input type="text"/> Orders <input type="button" value="v"/> Order Number <input type="text"/></p> <p><b>Tasks</b></p> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• <b>Manage Questionnaires</b></li> <li>• View Qualifications</li> </ul> <p><b>Company Profile</b></p> <ul style="list-style-type: none"> <li>• Manage Profile</li> </ul>


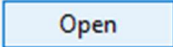
Step	Action
4.	<p>On the <b>Manage Questionnaires</b> screen, select the row you wish to respond to.</p> <p>Click the <b>Row</b>.</p> 
5.	<p>With the row selected, click the <b>Respond</b> button.</p> 

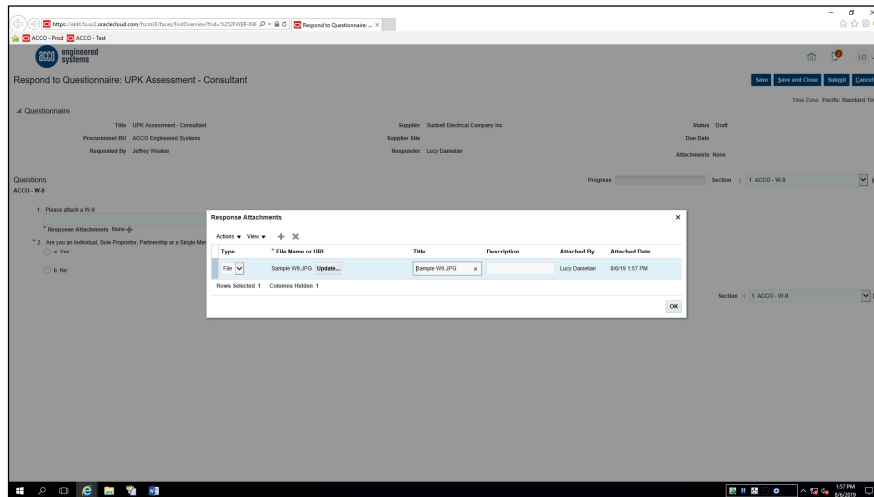




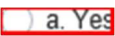

Step	Action
6.	<p>On the <b>"Respond to Questionnaire"</b> screen, you will see the initial questions available for your response.</p> <p>Under the first question regarding your W9, Click the <b>Add (+)</b> icon.</p> 




Step	Action
7.	Click the <b>Add</b> button. 
8.	Click in the <b>*File Name or URL</b> field.  (To search and locate the W9 form/document saved on your local computer) 

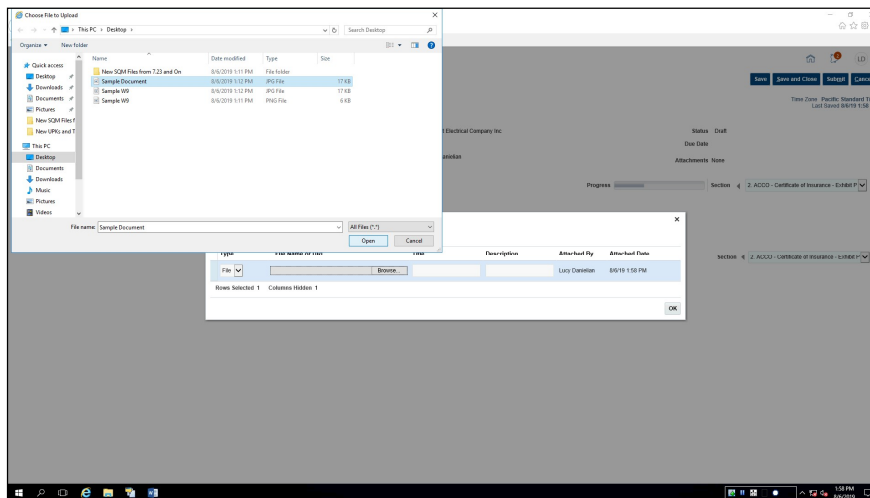



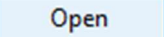
Step	Action
9.	Navigate to the desired file on your local computer.  <b>Click</b> the desired File. 
10.	Click the <b>Open</b> button. 

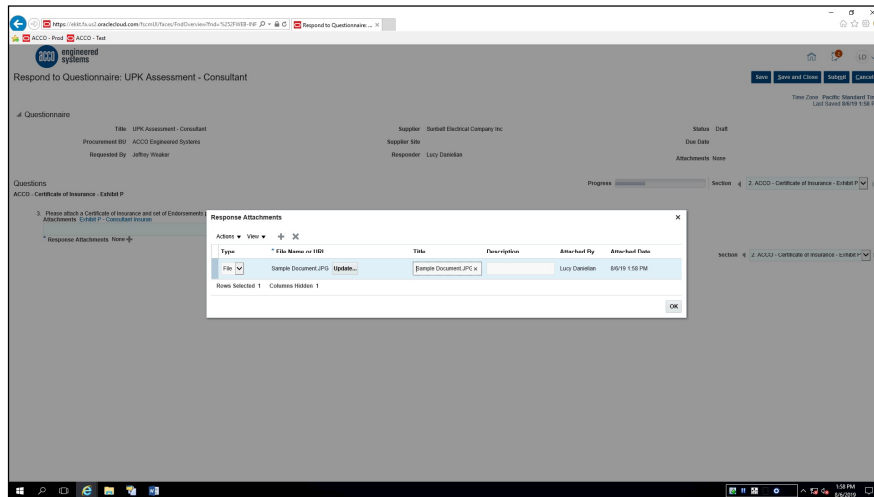




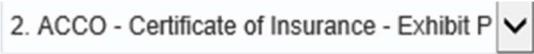


Step	Action
11.	Click in the <b>Description</b> field. 
12.	Type in the desired <b>Description</b> of the document to be uploaded. Enter the desired information into the <b>Description</b> field. Enter " <b>W9</b> ".
13.	Click the <b>OK</b> button. 
14.	The second question asks if you are " <b>an Individual, Sole Proprietor, Partnership or a Single Member LLC</b> "? Make your desired selection. Click the <b>a. Yes</b> option. 
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 " <b>Sample 1099 Name</b> ")
17.	To view the next section of questions to respond to, Click the <b>Section Name</b> list. 

Step	Action
18.	Click the <b>2. ACCO - Certificate of Insurance - Exhibit P</b> list item. <b>2. ACCO - Certificate of Insurance - Exhibit P</b>
19.	On the <b>ACCO - Certificate of Insurance</b> section, under question #3 regarding the attachment of your Certificate of Insurance,  Click the <b>Add (+)</b> icon. 
20.	Click the <b>Add</b> button. 
21.	Click in the <b>*File Name or URL</b> field.  (To search and locate the form/document saved on your local computer) 



Step	Action
22.	Navigate to the desired file on your local computer.  Click the desired File.  <b>Sample Document</b>
23.	Click the <b>Open</b> button. 



Step	Action
24.	Click in the <b>Description</b> field. 
25.	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>Cert of Insurance</b> ".
26.	Click the <b>OK</b> button. 
27.	Click the <b>Section</b> drop-down link to ensure there aren't any additional sections requiring response.  Click the <b>Section Name</b> list. 
28.	Click the <b>Submit</b> button. 
29.	Click the <b>OK</b> button. 
30.	You have now completed the exercise. <b>End of Procedure.</b>