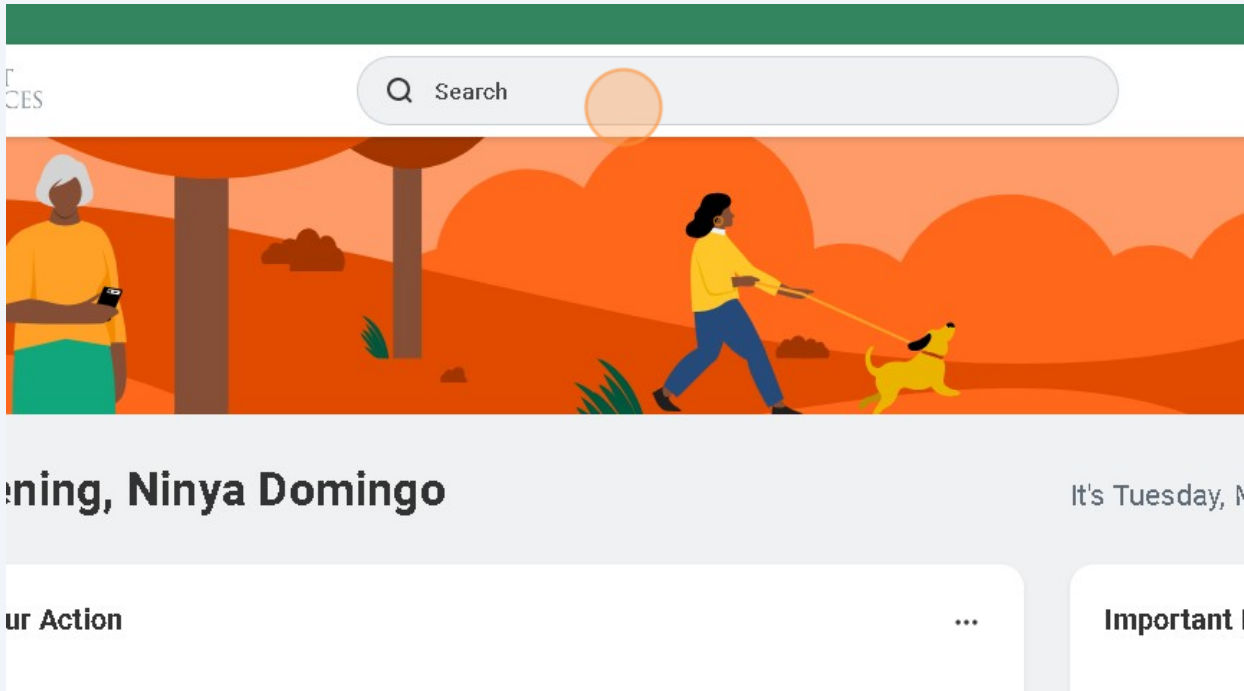


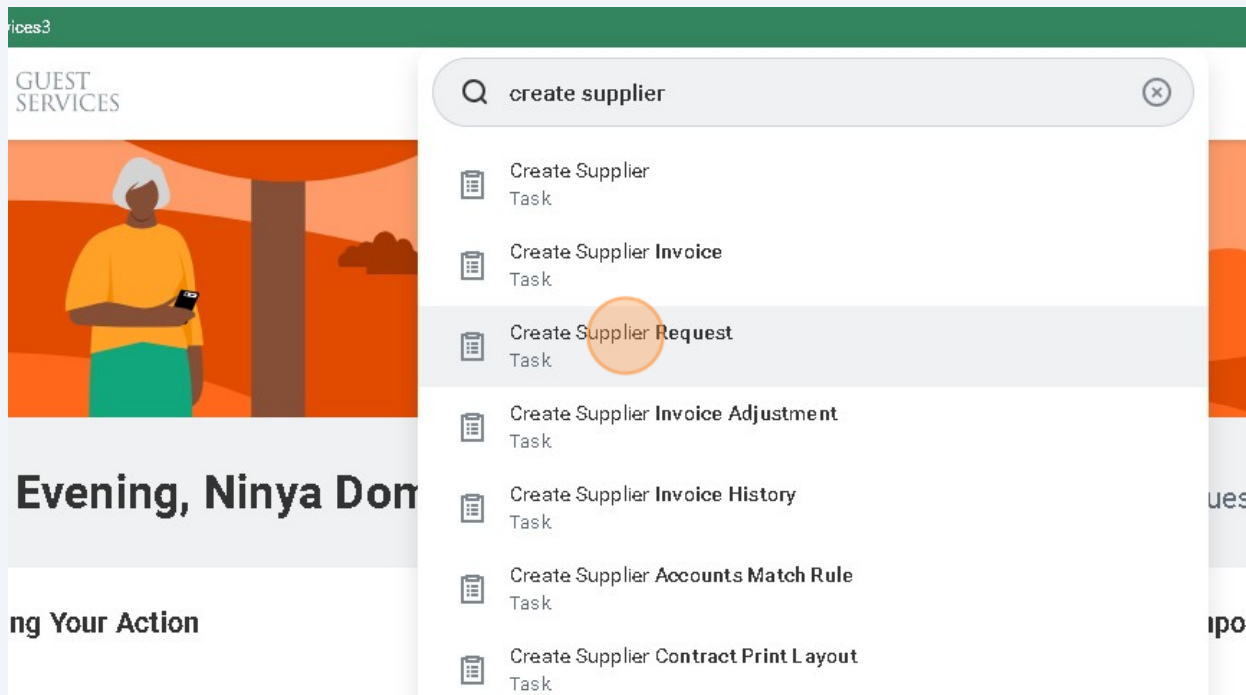
# How To Request A New Supplier

- 1 Click the "Search" field.



- 2 Type "create supplier"

3 Click "Supplier"

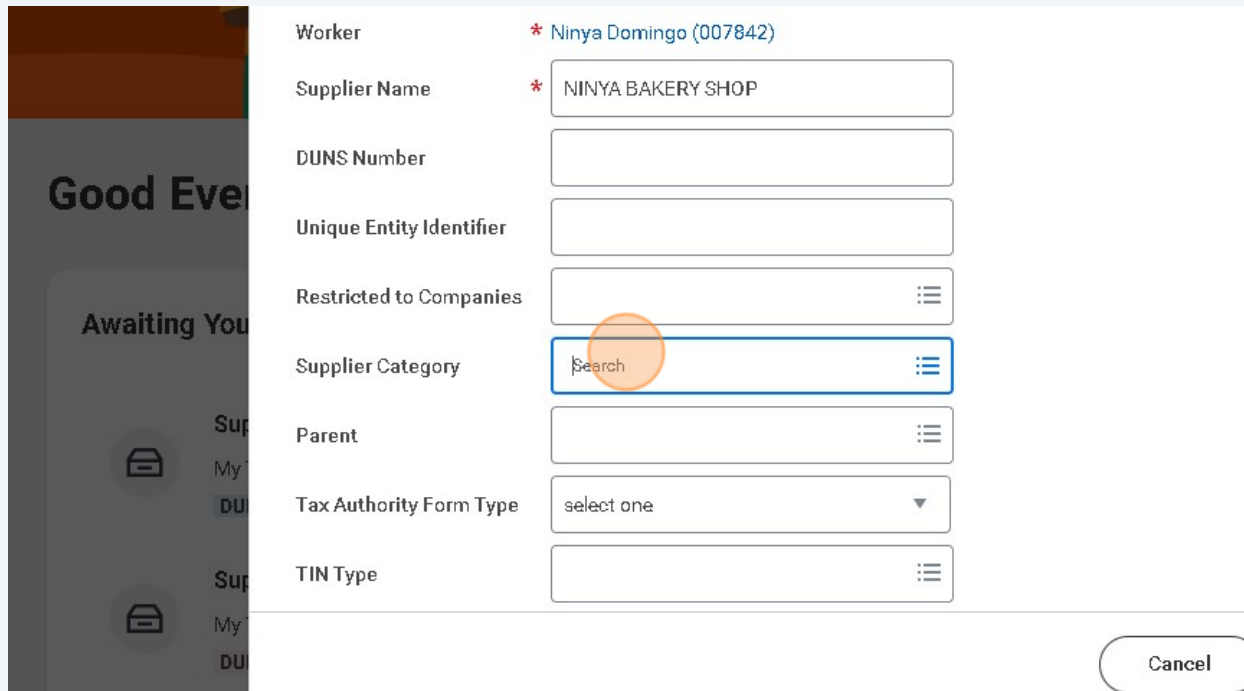


4 Click the "Supplier Name" field to input the name of the supplier

The screenshot shows a mobile application interface for the 'Create Supplier Request' form. The form has a title 'Create Supplier Request' and a subtitle 'Complete as much information about the supplier as you know. If you have a list of the suppliers, you can select one from the list.' The form fields are: 'Worker' (with a red asterisk and the value 'Ninya Domingo (007842)'), 'Supplier Name' (with a red asterisk and an orange circle around the input field), 'DUNS Number', 'Unique Entity Identifier', 'Restricted to Companies' (with a dropdown arrow), 'Supplier Category' (with a dropdown arrow), and 'Supplier' (with a dropdown arrow). The background of the app shows a header with 'MENU' and 'GUEST SERVICES', and a background image of a person. Below the header, the text 'Good Evening' and 'Awaiting Your' are visible.

5 Type " **CapsLock** NINYA BAKERY SHOP"

6 Click the "Supplier Category" field.



The screenshot shows a web form for supplier registration. On the left, a dark sidebar contains the text "Good Evening" and "Awaiting Your Response". The main form area has the following fields:

- Worker: \* Ninya Domingo (007842)
- Supplier Name: \* NINYA BAKERY SHOP
- DUNS Number: [empty text box]
- Unique Entity Identifier: [empty text box]
- Restricted to Companies: [empty text box with a menu icon]
- Supplier Category: [highlighted with a blue border and an orange circle; contains the text "Search" and a menu icon]
- Parent: [empty text box with a menu icon]
- Tax Authority Form Type: select one [dropdown arrow]
- TIN Type: [empty text box with a menu icon]

A "Cancel" button is located at the bottom right of the form.

7 Click this radio button to choose the correct category

Implementation - guestservices3

MENU GUEST SERVICES

### Create Supplier Request

Complete as much information as possible. Once you have a list of the suppliers, you can select the one you want to add.

Worker \*

Supplier Name \*

DUNS Number

Unique Entity Identifier

Restricted to Companies

Supplier Category

- ☐ Advertising
- ☐ Alcoholic Beverage
- ☒ Bakery
- ☐ Benefits
- ☐ Beverage - Alcohol
- ☐ Beverage - Non-Alcohol
- ☐ Board of Trustees
- ☐ Charitable Contributions
- ☐ Cleaning Supplies
- ☐ Computer
- ☐ Customer Refunds
- ☐ Dairy
- ☐ ...

Search

8 Click here.

Unique Entity Identifier

Restricted to Companies

Supplier Category

Parent

Tax Authority Form Type

TIN Type

Tax ID

Justification

Contact Information Classification Attachments Supplier Contact

9 Click "1099 (MISC/NEC)"

The screenshot shows a web form for adding a supplier. On the left is a sidebar with a 'Good Evening' greeting and a 'Awaiting Your Input' section containing icons for 'Suppliers' and 'My Suppliers'. The main form area has several fields: 'Restricted to Companies' (empty), 'Supplier Category' (set to 'Bakery'), 'Parent' (empty), 'Tax Authority Form Type' (a dropdown menu with '1099 (MISC/NEC)' selected and highlighted by an orange circle), 'TIN Type' (empty), 'Tax ID' (empty), and 'Justification' (empty). Below these fields are four tabs: 'Contact Information' (active), 'Classification', 'Attachments', and 'Supplier Contact'. A 'Cancel' button is located at the bottom right.

10 Click the "TIN Type" field to choose

This screenshot shows the same supplier form as above, but with the 'TIN Type' field highlighted by an orange circle. The 'Tax Authority Form Type' dropdown is now set to '1099 (MISC/NEC)'. Below the dropdown, there are two alert messages: 'Alert: Enter a TIN Type and Tax ID if the supplier is 1099.' and 'Alert: Enter an address for 1099 suppliers.' The 'TIN Type' field is a search box with the placeholder text 'Search'. The 'Tax ID' and 'Justification' fields remain empty. The 'Contact Information' tab is still active, and the 'Cancel' button is at the bottom right.

**11** Click this radio button for the correct TIN Type

Unique Entity Identifier

Restricted to Companies

Supplier Category

Parent

Tax Authority Form Type

TIN Type

Tax ID

Justification

1099 (MISC/NEC)

☒ 1 - EIN

☐ 2 - SSN or ITIN

Search

**12** Type the tax ID and proceed to justification of the request

**13** Click the "Justification" field.

Good Evening

Awaiting Your Response

Supplier Invoice Request : SUPINVREQ-00000018, SAGA CITY MEDIA INC on 04/01/2024 for \$5,049.50

Parent

Tax Authority Form Type: 1099 (MISC/NEC)

Alert: Enter a TIN Type and Tax ID if the supplier is 1099.  
Alert: Enter an address for 1099 suppliers.

TIN Type: 1 - EIN

Tax ID: 999333555

Justification

Cancel

**14** provide phone number of the vendor

15 Click "Add"

Tax ID 999333555

Justification SPECIAL BAGELS

Contact Information Classification Attachments Supplier Contact

Phone

Add

Supplier Invoice Request : SUPINVREQ-00000018, SAGA CITY MEDIA INC on 04/01/2024 for \$5,049.50

16 Click to select the correct phone device that goes with the number provided

Phone

Country Phone Code \* x United States of America (+1)

Phone Number \* (703) 849-9377

Phone Extension

Phone Device \* Mobile

Type \* select one

Primary

Use For

Business Phone

Fax

Landline

Mobile

Cancel

Supplier Invoice Request : SUPINVREQ-00000018, SAGA CITY MEDIA INC on 04/01/2024 for \$5,049.50



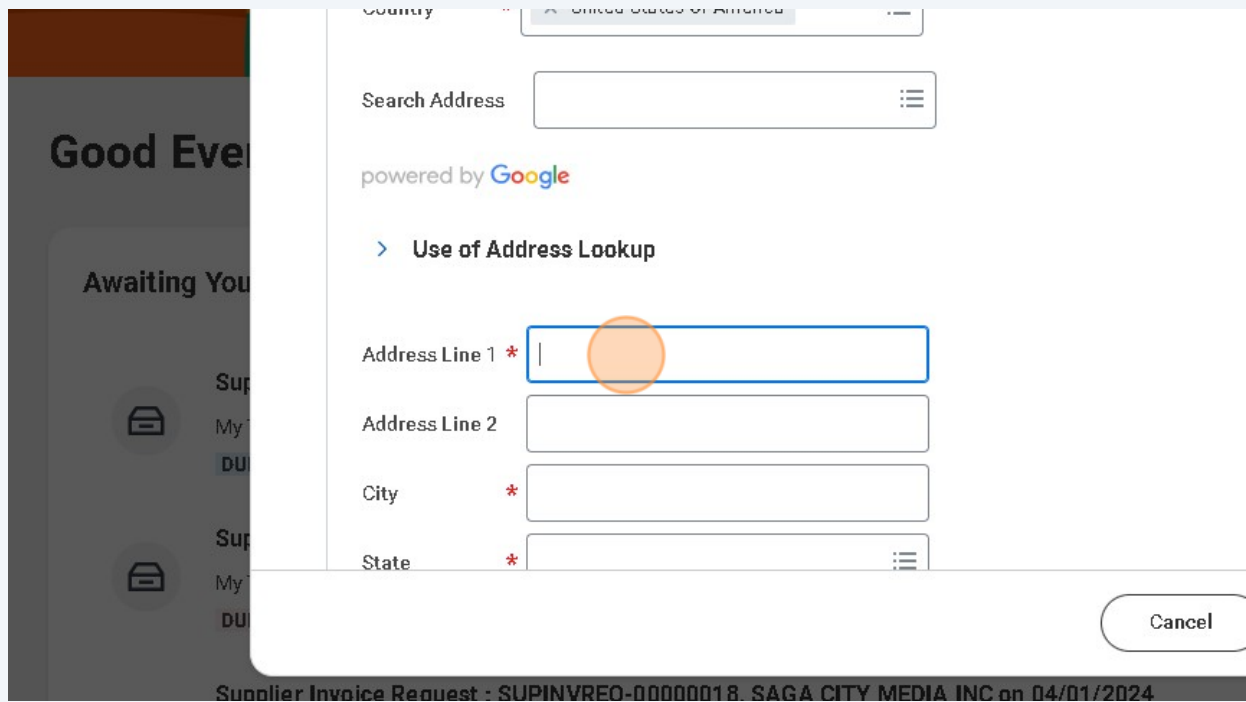
17 Click the box for Primary

The screenshot shows a mobile application interface for creating a supplier request. On the left is a dark sidebar with a menu icon and the text 'GUEST SERVICE'. The main area is titled 'Create Supplier Request' and has an orange alert bar at the top right that says '1 Alert' and a 'View All' link. The form contains several fields: 'Phone Extension' (text input), 'Phone Device' (dropdown menu showing 'Business Phone'), 'Type' (dropdown menu showing 'Business'), 'Primary' (checkbox, which is highlighted with an orange circle), 'Use For' (a list of tags including 'Billing', 'Remit To', and 'Shipping'), 'Visibility' (checkbox labeled 'Public' which is checked), and 'Comments' (text area). The background of the app shows a 'Good Evening' greeting and 'Awaiting Your' text.

18 Click "Add" to provide the remit to address of the vendor

This screenshot shows a different part of the application, focusing on adding information to a vendor's profile. It features three sections: 'Address', 'Email', and 'Instant Messenger'. Each section has an 'Add' button. The 'Address' section's 'Add' button is highlighted with an orange circle. Above these sections are 'Remove' and 'Add' buttons for a list. The background of the app is visible on the left, showing the same 'Good Evening' and 'Awaiting Your' text as in the previous screenshot.

- 19 Click the "Address Line 1" field for the street address



The screenshot shows a web interface for address lookup. On the left, a sidebar contains the text "Good Evening" and "Awaiting Your". The main content area features a "Country" dropdown menu set to "United States of America", a "Search Address" input field, and a "powered by Google" logo. Below this is a section titled "Use of Address Lookup" with a right-pointing arrow. The form includes several input fields: "Address Line 1" (marked with a red asterisk and highlighted with an orange circle), "Address Line 2", "City" (marked with a red asterisk), and "State" (marked with a red asterisk). A "Cancel" button is located at the bottom right. At the bottom of the screen, a dark banner displays the text "Supplier Invoice Request : SUPINVREQ-00000018, SAGA CITY MEDIA, INC on 04/01/2024".

- 20 Type "455 PROSPERITY AVENUE"

- 21 Click the "City" field to input the city

The screenshot shows a mobile application interface for creating a supplier request. On the left, a sidebar menu is partially visible with the text "Good Evening" and "Awaiting Your". The main content area is titled "Create Supplier Request" and features a "Use of Address Lookup" section. This section contains several input fields: "Address Line 1" with the value "455 PROSPERITY AVENUE", "Address Line 2" (empty), "City" (highlighted with an orange circle and containing a cursor), and "State" (empty). A "Search Address" field is at the top, and a "powered by Google" logo is below it. A "Cancel" button is in the bottom right corner. At the bottom of the screen, a status bar reads: "Supplier Invoice Request : SUPINVREQ-00000018, SAGA CITY MEDIA INC on 04/01/2024 for \$5,049.50".

- 22 Click the "State" field for the state

The screenshot shows the same mobile application interface as in step 21, but with the "City" field now filled with the value "FAIRFAX". The "State" field is now highlighted with an orange circle and contains the text "Search". The "Address Line 1" field still contains "455 PROSPERITY AVENUE". Below the address fields, there is a "Usage" section with a "Type" field set to "Business" and a "Primary" checkbox. The sidebar menu and status bar remain the same.

23 Click this radio button.

The screenshot shows a form with the following fields and values:

- City: FAIRFAX
- State: VIRGI (dropdown menu is open)
- Postal Code: \*
- County: \*
- Usage: \*
- Type: Bus
- Primary: ☐
- Use For: ☐

The dropdown menu for the State field is open, showing a list of states with radio buttons next to them. The states listed are:

- South Carolina
- South Dakota
- Tennessee
- Texas
- United States Minor Outlying Islands
- Utah
- Vermont
- Virginia
- Virgin Islands, U.S.
- Washington
- West Virginia

The "Virginia" option is highlighted with an orange circle. The form also includes a "Good Evening" banner, a "Awaiting You" section, and a "Supplier Invoice Request" section at the bottom.

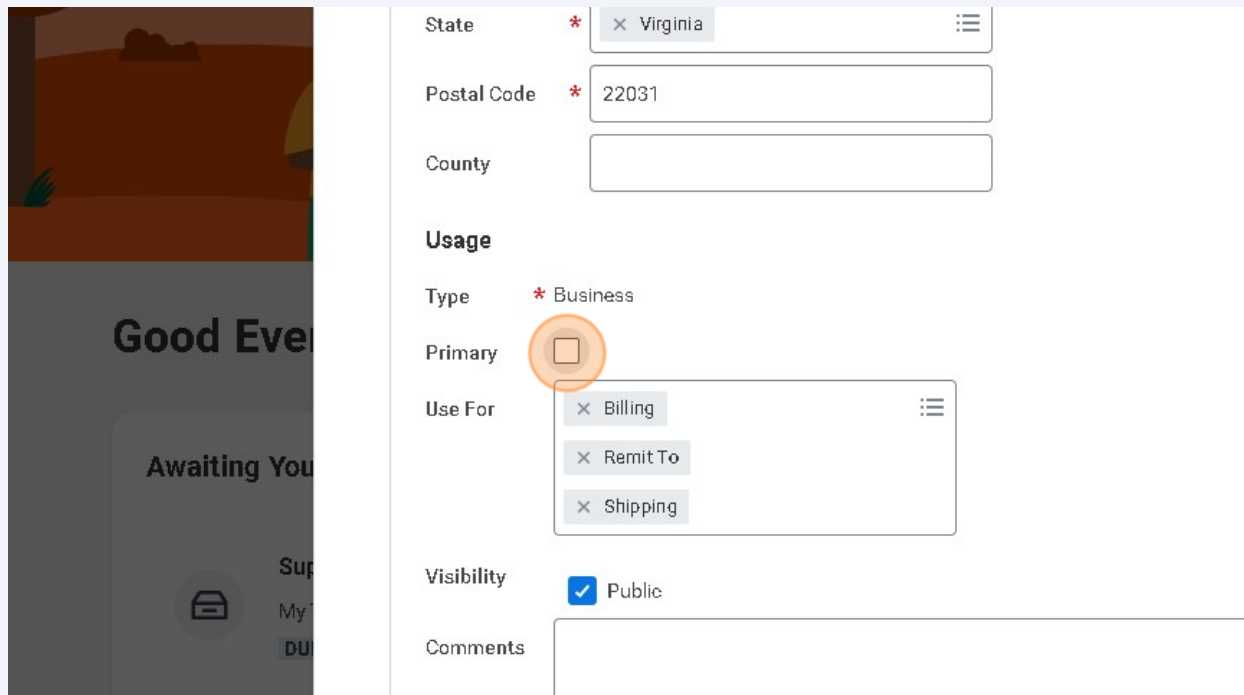
24 Click the "Postal Code" field.

The screenshot shows the same form as in step 23, but with the "Postal Code" field highlighted by an orange circle. The form fields and values are:

- Address Line 1: 455 PROSPERITY AVENUE
- Address Line 2:
- City: FAIRFAX
- State: x Virginia
- Postal Code: \*
- County:
- Usage: \*
- Type: Business
- Primary: ☐
- Use For: x Billing

The form also includes a "Good Evening" banner, a "Awaiting You" section, and a "Supplier Invoice Request" section at the bottom.

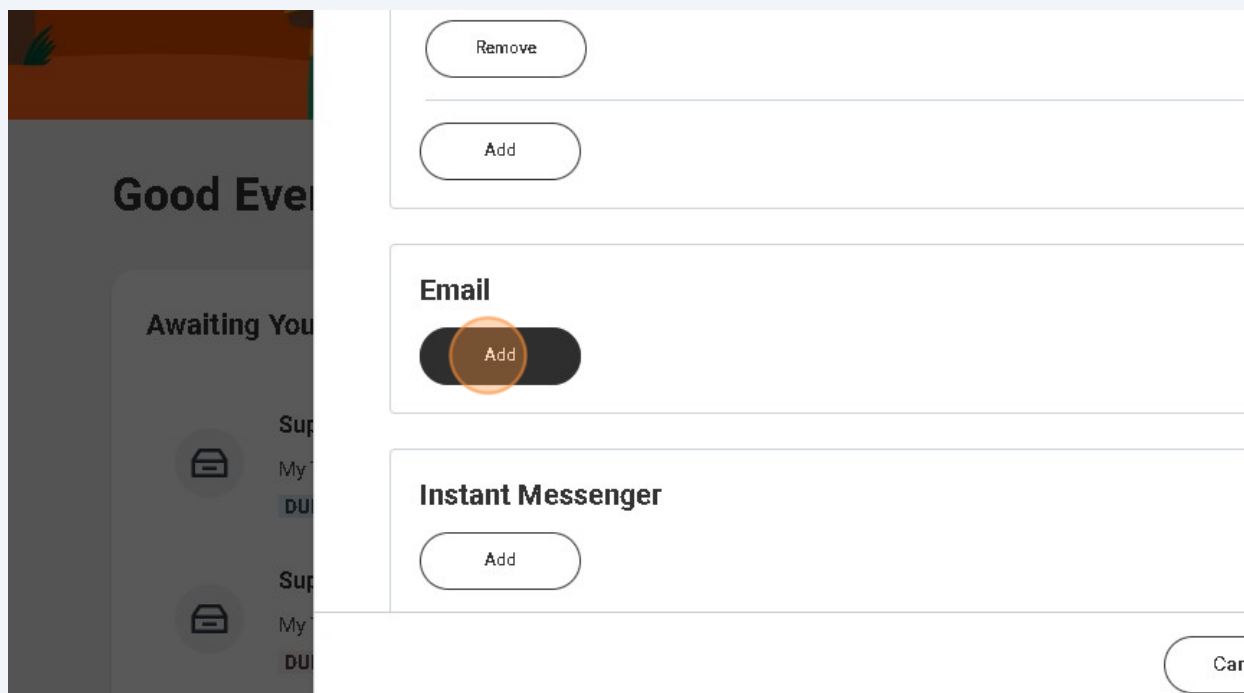
25 Click here to mark the address provided as primary



The screenshot shows a form with the following fields:

- State**: \* Virginia (dropdown menu)
- Postal Code**: \* 22031 (text input)
- County**: (text input)
- Usage**
  - Type**: \* Business (dropdown menu)
  - Primary**: ☐ (checkbox, highlighted with an orange circle)
  - Use For**:
    - Billing (dropdown menu)
    - Remit To (dropdown menu)
    - Shipping (dropdown menu)
- Visibility**: ☒ Public (checkbox)
- Comments**: (text input)

26 Click "Add"



The screenshot shows a form with the following sections:

- Remove**: (button)
- Add**: (button)
- Email**:
  - Add**: (button, highlighted with an orange circle)
- Instant Messenger**:
  - Add**: (button)

At the bottom right, there is a button labeled **Can**.

- 27 Click the "Email Address" field and input the email address of the supplier

Remove

Add

### Email

Email Address \*

Type \* Business

Primary ☐

Use For

- ☐ Billing
- ☐ Remit To

Cancel

- 28 Click the box to mark as primary

Add

### Email

Email Address \* NINYABAGELS@BAKERY.COM

Type \* Business

Primary ☐

Use For

- ☐ Billing
- ☐ Remit To
- ☐ Shipping

Visibility ☒ Public

Cancel

29

Click "Attachments" to attach your supporting documents-w-9 and registration form

The screenshot shows the 'Create Supplier Request' form. The 'Attachments' tab is highlighted with an orange circle. The form includes fields for 'Tax ID' (999333555) and 'Justification' (SPECIAL BAGELS). Below the tabs, the 'Phone' section is visible, with fields for 'Country Phone Code' (United States of America (+1)), 'Phone Number' ((703) 849-9377), and 'Phone Extension'.

30

Click "Select files" to select the scanned documents from your file

The screenshot shows the 'Attachments' section of the form. The 'Attachments' tab is highlighted. Below the tabs, the 'Attachments' section is visible, with a 'Drop files here' area and a 'Select files' button highlighted with an orange circle. At the bottom, there are 'Cancel' and 'Save for Later' buttons, and a blue button partially visible on the right. The footer shows the request ID: SUPINVREQ-00000018, SAGA CITY MEDIA INC on 04/01/2024.

- 31 Click "Upload" to attach the signed w-9

Good Evening

Awaiting Your

Supplier Invoice Request : SUPINVREQ-00000018, SAGA CITY MEDIA INC on 04/01/2024 for \$5,049.50

Contact Information Classification **Attachments** Supplier Contact

**Attachments**

A.docx  
✓ Successfully Uploaded!

Comment

Upload

Cancel

- 32 Type "W-9" in the comment box then click upload again to attach your signed Registration form



**33** Click the "Comment" field.

The screenshot shows a web interface for uploading documents. On the left, a sidebar contains a search bar and a list of items including "Good Evening", "Awaiting Your", "Su", "My", "DU", and "Su". The main area is titled "Attachments" and contains two rows of upload information. Each row shows a blue "DOC" icon, the filename "A.docx", and a green checkmark with the text "Successfully Uploaded!". Below each filename is a "Comment" label and a text input field. In the first row, the comment field contains "W-9". In the second row, the comment field is empty and is highlighted with an orange circle. Below the second row is an "Upload" button. At the bottom, there is a section labeled "enter your comment" with a text input field and a blue cloud icon.

**34** Click the "Comment" field and type "REGISTRATION FORM"

This screenshot shows the same interface as the previous one, but the second row's comment field now contains the text "REGISTRATION FORM". The text input field is highlighted with an orange circle. The "Upload" button and the "enter your comment" section at the bottom remain the same.

35 Click "OK"to Submit

The screenshot shows a mobile application interface. A white modal form is displayed over a dark background. The form contains a dropdown menu at the top, a list box with a hamburger menu icon, and a text input field. At the bottom of the form are three buttons: 'Cancel', 'Save for Later', and 'OK'. The 'OK' button is a blue pill-shaped button and is highlighted with an orange circle. Below the form, the text 'GA CITY MEDIA INC on 04/01/2024' is visible on the left, and 'My Develine' is partially visible in the center. A red dot is visible in the bottom right corner of the dark background.