

QRG
How to create a note
response



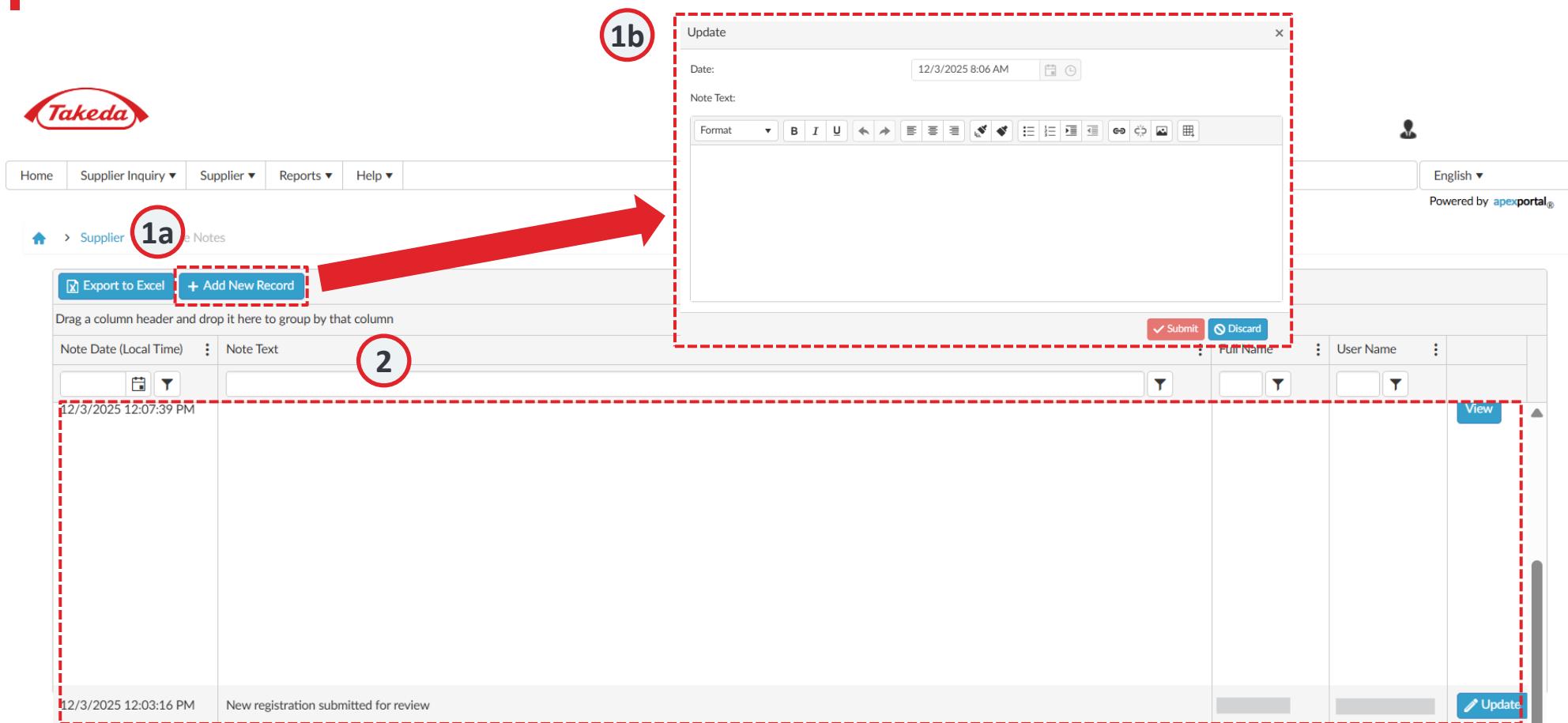
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The screenshot shows the Takeda Supplier Onboarding portal. At the top, there is a navigation bar with links for Home, Supplier Inquiry, Supplier, Reports, and Help. The 'Supplier' link is highlighted with a red box and a red circle containing the number '1'. A dropdown menu for 'Supplier' is open, showing options: Update Profile, Update Banking, and Update Notes. The 'Update Notes' option is highlighted with a red box and a red circle containing the number '2'. Below the navigation bar, the text 'Takeda Supplier Code of Conduct' is displayed. A message below it says: 'Before proceeding, please review and agree with Takeda Supplier Code of Conduct in order to access the secure self-service site.' On the left, there is a sidebar with a 'Takeda Supplier Code of Conduct' section containing fields for 'Name of authorized individual' and 'Position of authorized individual', both marked with an asterisk. There is also a checkbox for accepting the terms and conditions. At the bottom, there is a message: 'If you have any questions, please contact helpdesk at global.supplier.onboarding.operations@takeda.com' and two buttons: 'Next >' and 'Save Draft'.

- 1 Select Supplier from menu
- 2 Choose Update Notes from the drop-down menu

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1a Select **Add New Record** to open the message creation window.

1b Create a note and send it by selecting **Submit**.

2 You can view any previous messages sent to you or by you.

Thank you!

