

# QRG

## How to create a note response



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The screenshot shows the Takeda Supplier Inquiry interface. At the top left is the Takeda logo. Below it is a navigation bar with links: Home, Supplier Inquiry, Supplier, Reports, and Help. The 'Supplier' link is highlighted with a red dashed box and a circled '1'. A dropdown menu is open under 'Supplier', showing options: Update Profile, Update Banking, and Update Notes. The 'Update Notes' option is highlighted with a red dashed box and a circled '2'. Below the navigation bar, the text 'Supplier' is followed by 'Takeda Supplier Code of Conduct'. A paragraph states: 'Before proceeding, please review and agree with Takeda Supplier Code of Conduct in order to access the secure self-service site.' Below this is a link: 'Takeda Supplier Code of Conduct'. To the left of the form is a vertical bar with a right arrow '>'. The form contains three fields: 'Name of authorized individual', 'Position of authorized individual', and a checkbox labeled 'I have read and agree to the terms and conditions outlined in the Takeda Supplier Code of Conduct'. At the bottom, there are two buttons: 'Next >>' (red) and 'Save Draft' (blue).

1 Select **Supplier** from menu

2 Choose **Update Notes** from the drop-down menu

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The screenshot displays the Takeda Supplier Inquiry portal. The top navigation bar includes the Takeda logo, a search bar, and menu items: Home, Supplier Inquiry, Supplier, Reports, and Help. The main content area shows a table of notes. A red dashed box labeled '1a' highlights the '+ Add New Record' button. A red arrow points from this button to a modal window titled 'Update', which is also labeled '1b'. The modal window contains a 'Date' field (12/3/2025 8:06 AM), a 'Note Text' field with a rich text editor, and 'Submit' and 'Discard' buttons. Below the modal, a table of notes is visible, with a red dashed box labeled '2' highlighting the first row. The table has columns for 'Note Date (Local Time)', 'Note Text', 'Full Name', and 'User Name'. The first row shows a note dated 12/3/2025 12:07:39 PM with the text 'New registration submitted for review'. A 'View' button is next to the note text, and an 'Update' button is at the bottom right of the table.

**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!

