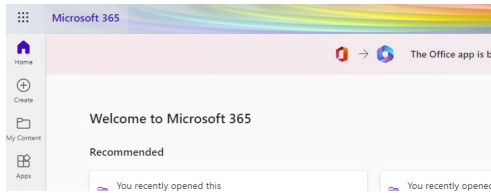


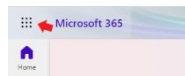
Using OneDrive to Collect and Share Vendor Files with Accounts Payable

How to Securely Request Vendor Files

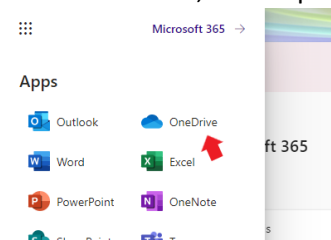
1. In web browser, like Microsoft Edge or Chrome, open <https://office.uoregon.edu> (Microsoft 365).



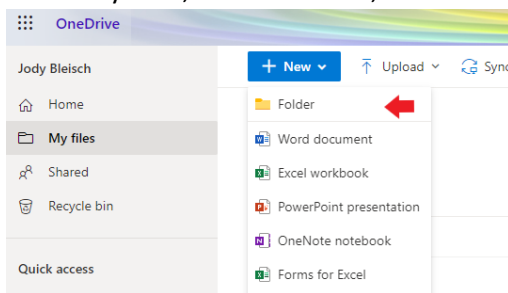
2. Select the App launcher



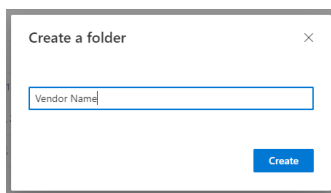
3. Select OneDrive, it will open in a new tab.



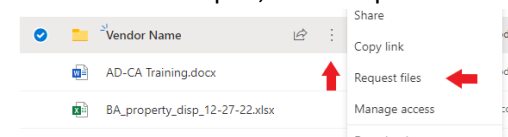
4. Select My Files, then click New, select Folder.



5. Use Vendor's Name for folder, then create folder.



6. Select vertical ellipsis, then Request files.



7. Enter description of request, click Next.

Request files for this folder

Let the recipients know which files you're requesting.

W-9 Request

Recipients will only see the file description you've entered and can only upload files to this folder.

Next Cancel

8. Enter vendor's email address, and brief message for request, click Done.

Send file request

Here's the link people can use to upload files

Anyone with the link can upload files

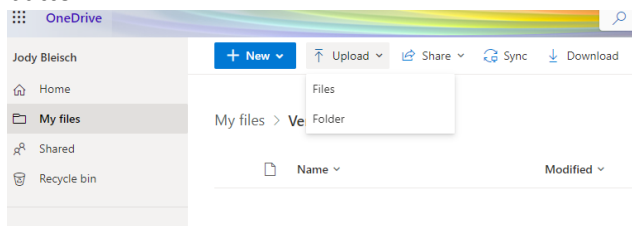
Or you can send it via email

Please upload W-9 via this secure upload link. For questions, contact "enter your contact info". Thank you. Sender

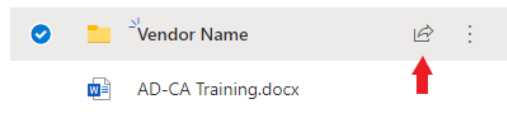
9. Note: you will get an email notification when vendor has uploaded files. This secure link will not allow the vendor or anyone else with link to see any files in folder, it only allows them to securely upload a file(s).

How to Share Collected Vendor Files with Accounts Payable

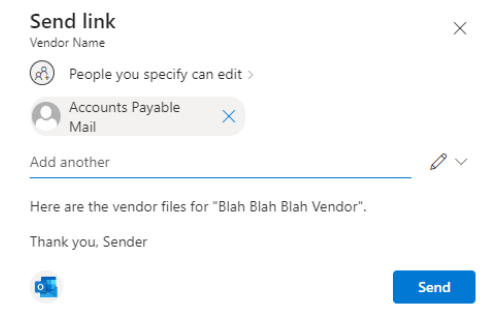
1. Make sure all the needed vendor files are in folder before sharing with Accounts Payable. If you need to add or upload additional documents to the folder you can either drag-n-drop from File explorer or use the file upload button.



2. Select Share button next to vendor folder name.



3. Add apbao@uoregon.edu to share list, and desired message to AP team, and Send.



4. apbao@uoregon.edu will get an email notification with link allowing them access to the vendor files in this folder.