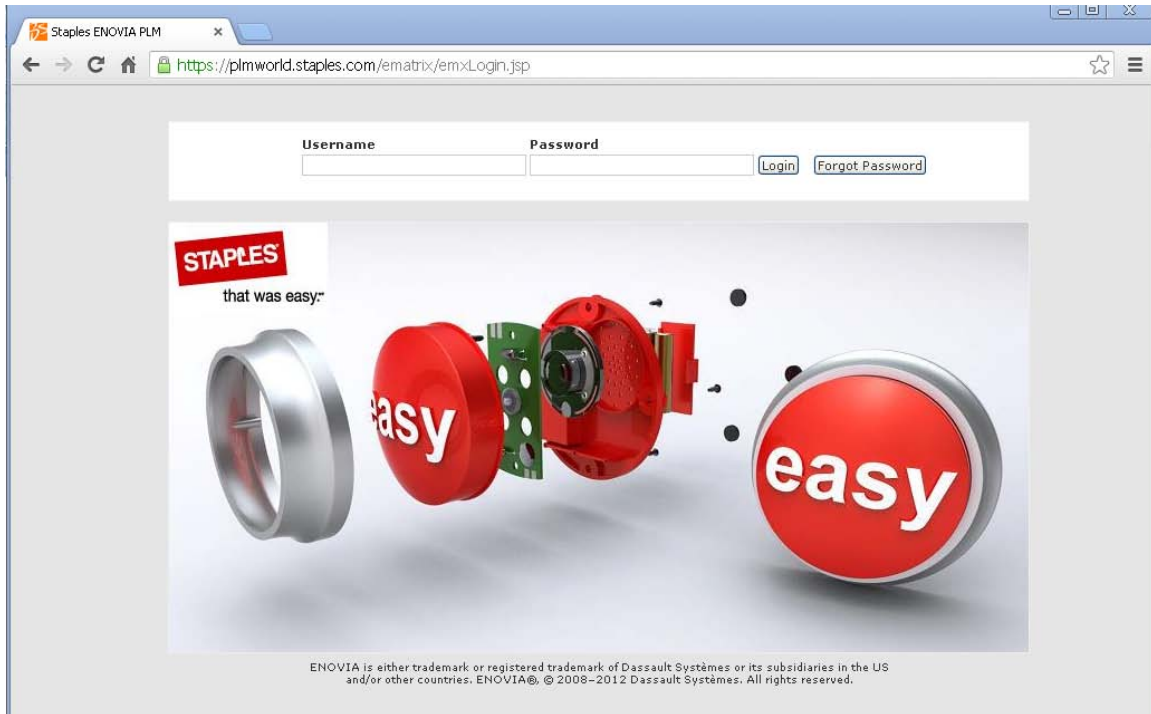# Supplier Access to Audit
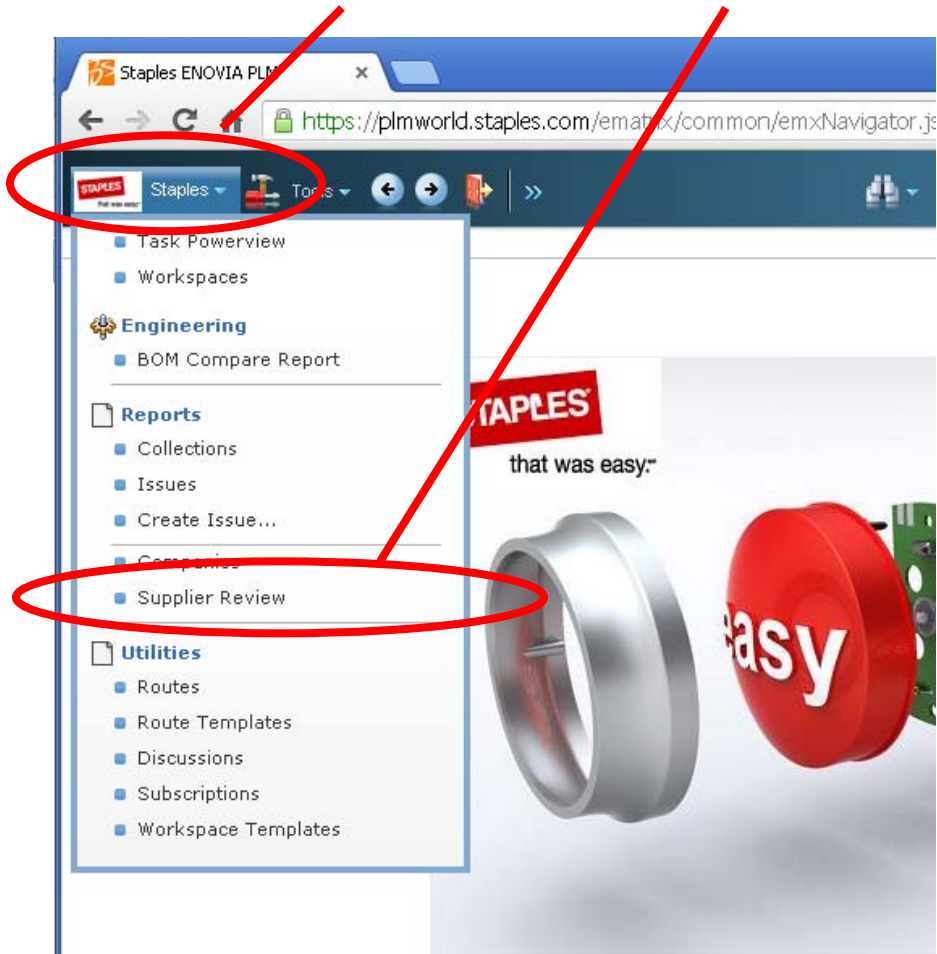
1. Sign onto Staples ENOVIA application –
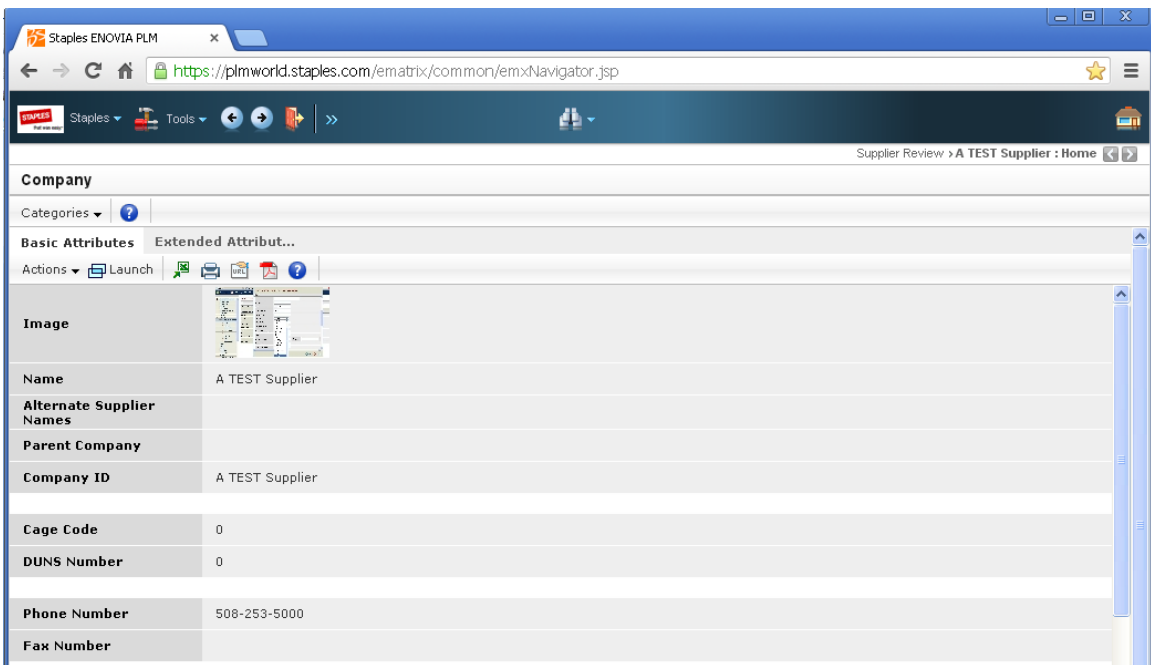https://plmworld.staples.com

2. After entering your user id and password you will see the screen below -
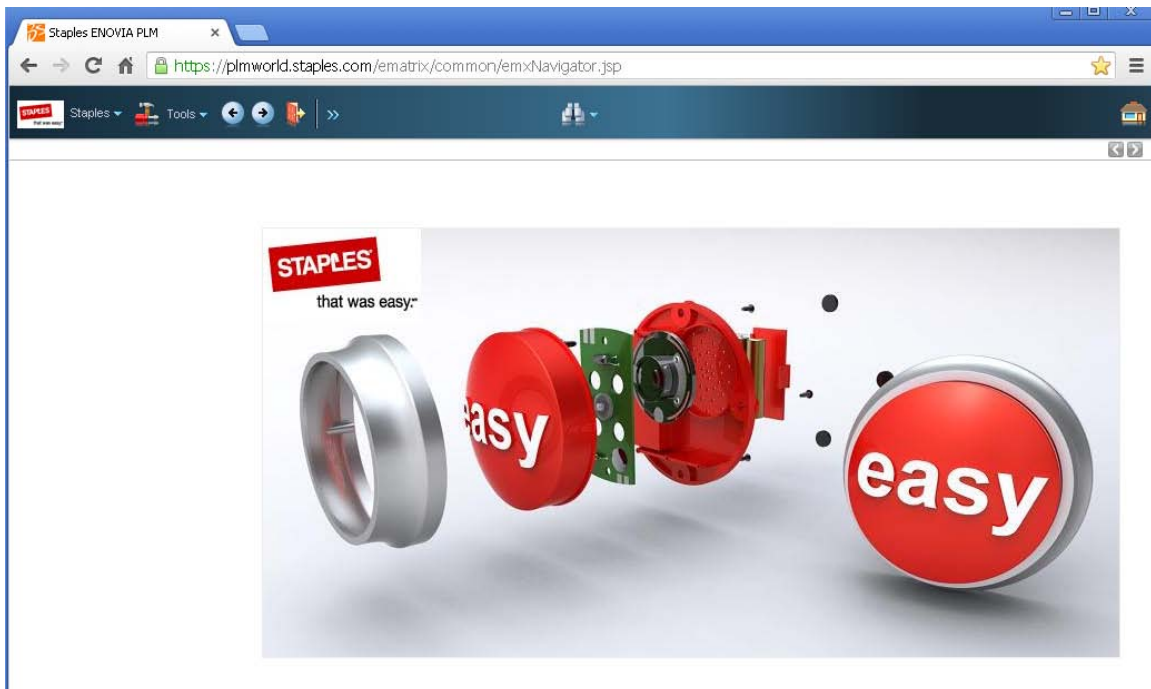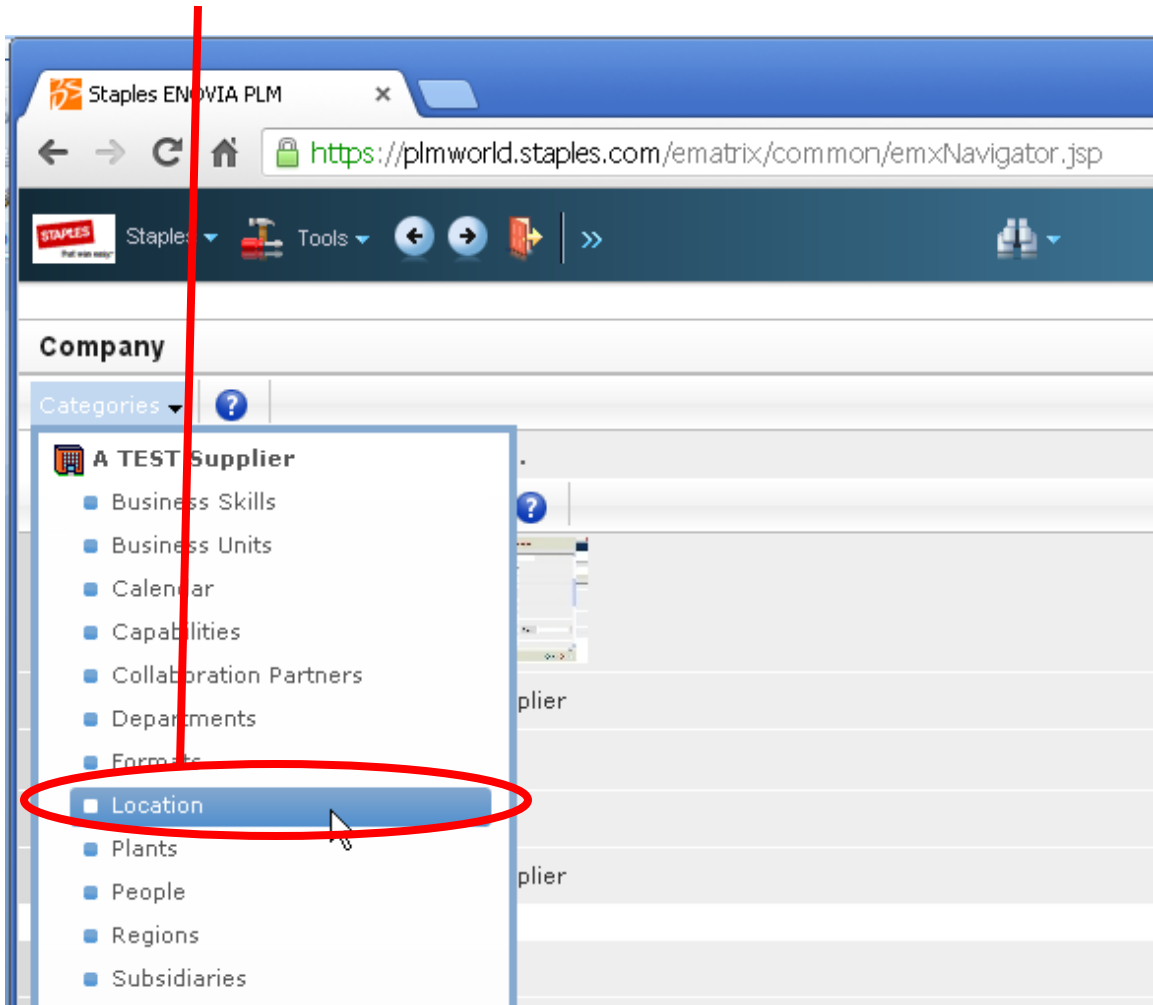
3. Click on the Staples Logo and select **Supplier Review** -
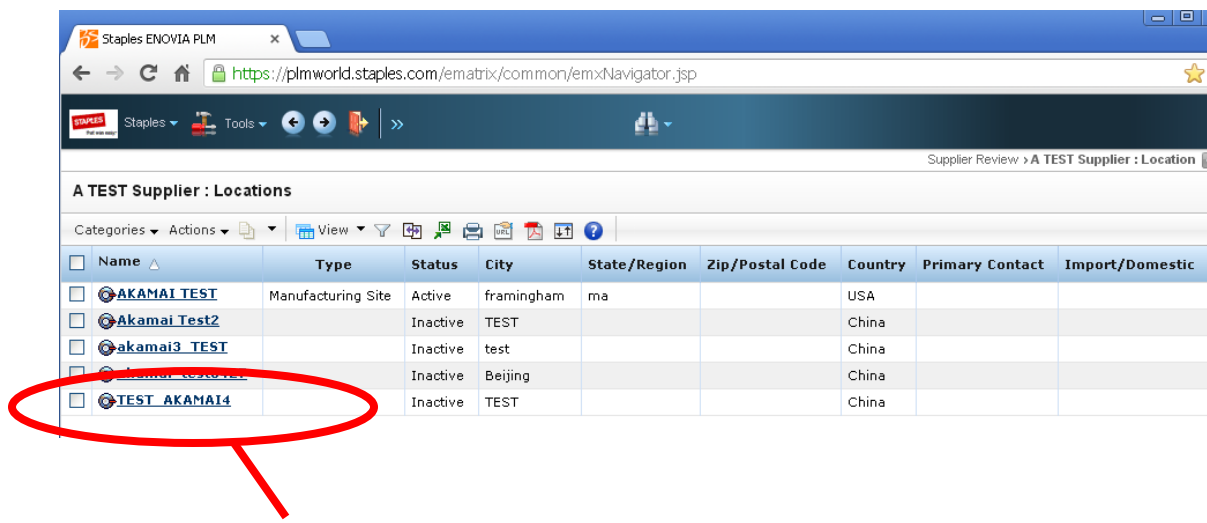

4. The following screen will be displayed –

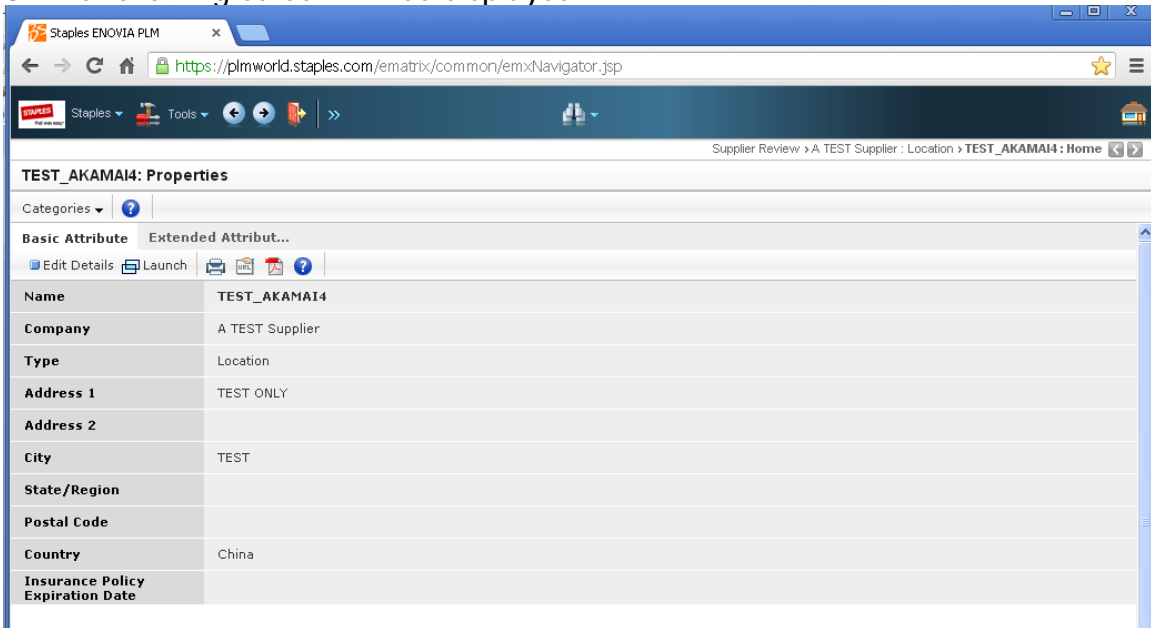5. Select **Location** from the categories drop down list-

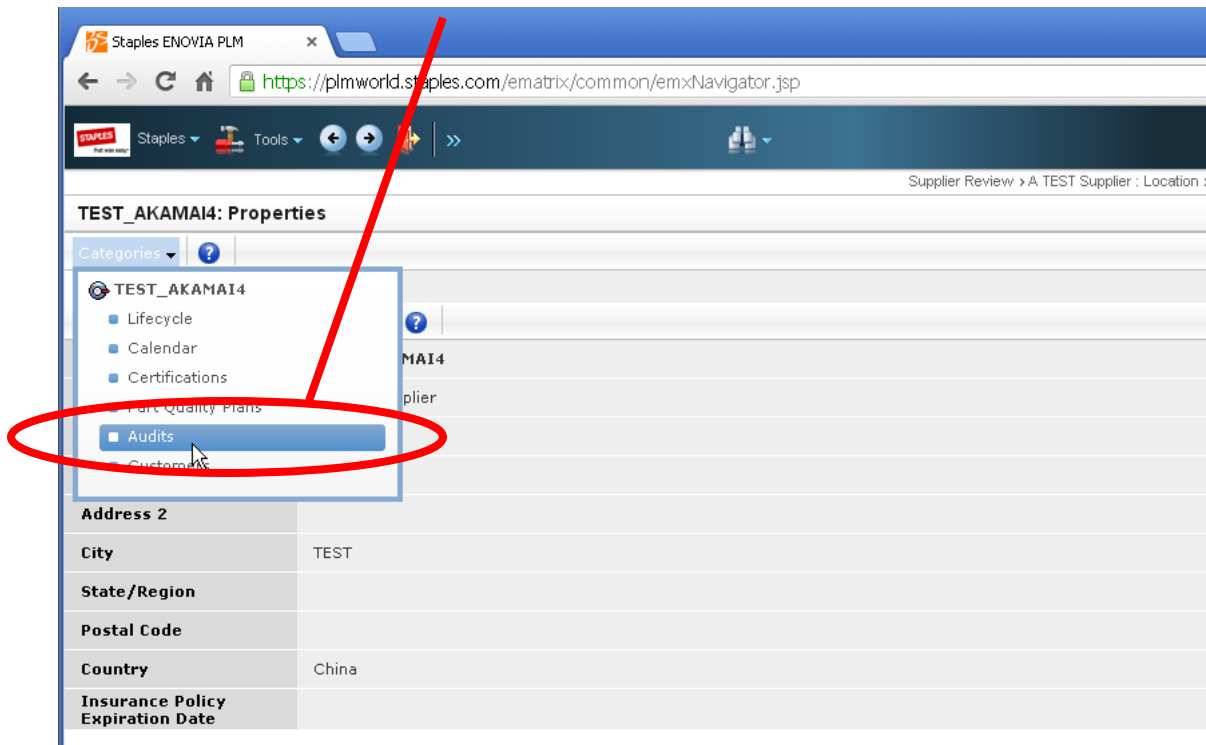6. The following screen will be displayed – showing you all the locations associated with your company

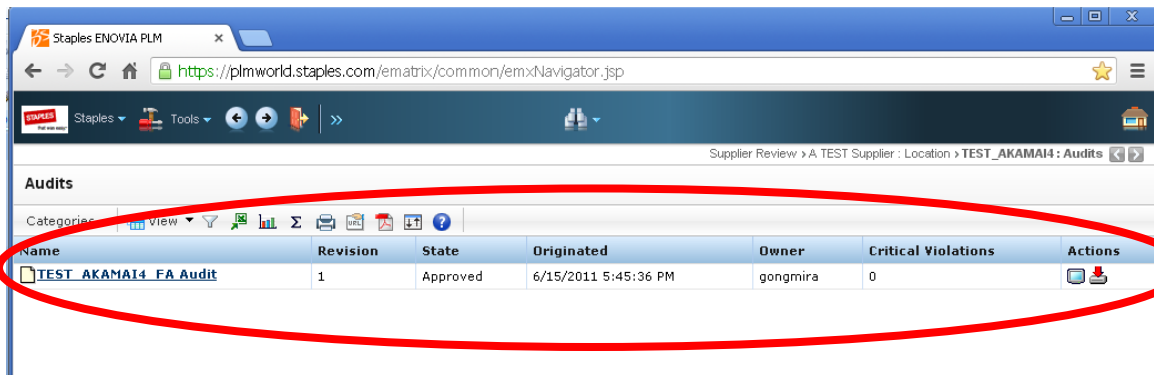7. Select the location that you wish to view the audit information for by clicking on its name.

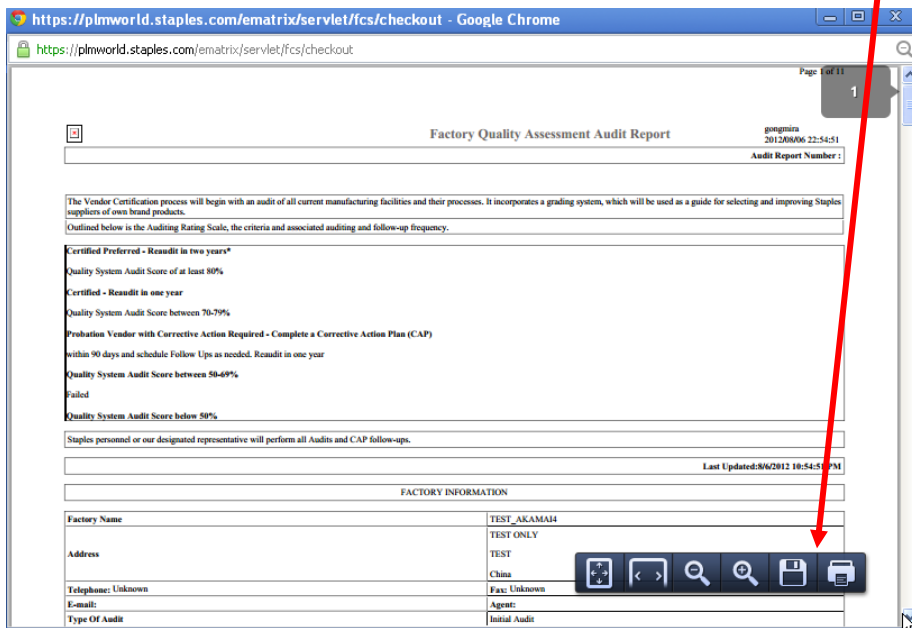## 8. The following screen will be displayed

9. Select **Audit** from the categories drop down list

10. A list of available Audits will be displayed for the location –

11. Click on the 🖥 icon to view the audit report, you can then print or save the report using the buttons that appear at the bottom of the webpage

12. Click on 📥 icon to download the audit report to your PC.

When you are done reviewing the audit information, please log out of the Enovia system by using the logout button on the Enovia header.