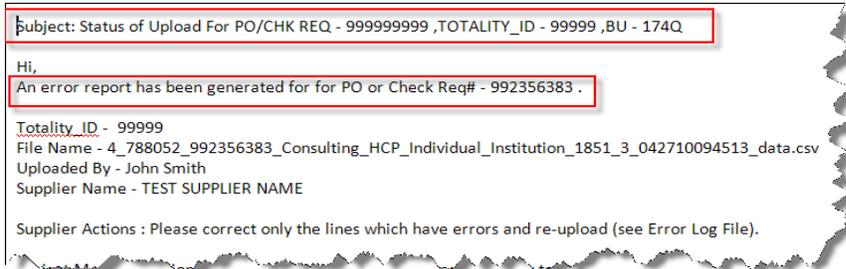


SUPPLIER ATTESTATION AND CLOSE OUT INSTRUCTIONS

After the last template file has been uploaded into Totality, wait to receive an email confirmation that it has been accepted or rejected. This email will be generated from totalityss@pfsus.jnj.com and will be entitled "*Status of Upload for PO/Check Req #, Totality ID #, BU #*".

ERRORS



If the file had records that were rejected with errors, the User will need to review the Error file, fix the error(s), and upload a new/correction file that includes ONLY those record(s) that had errors. (**Note: Do not upload the entire original file again, as this will create duplicate records that will require further correction**).

Repeat this review process after all rejected records have been corrected and uploaded.

NO ERRORS



If all record(s) were successfully accepted, then proceed to final review step.

FINAL REVIEW

- Run/request a "Close Out Report"
- Review all records to validate that they are accurate and not duplicates. Ensure that previously loaded files and documents have been attested to if they are correct.
- Go to the "**Date Template/Document Upload**" link on the Extranet and attest that the report has been reviewed for the uploaded items and, if the project is complete, attest to the entire project.

INSTRUCTIONS

- **Final Project Attestation:** Attest only after **All** required documentation for the **entire completed project** (i.e., documents/data templates) has been uploaded and "successfully accepted /validated" by the system
- Before Attesting, "Request a Close Out Report" and review to validate that all uploaded HCP value exchange data and documents are complete and accurate.
- All HCP data template errors and duplicate data records must be corrected and validated **before** attesting.
- After Supplier completes **Final Project Attestation**, the Project Manager will review the transaction activity and Close the project if no further documentation is required. If Supplier cannot upload because a project has been Closed, please contact the Project Manager to reopen the project.

Attest Status: Activity Report Attestation has been completed for all uploaded documents and data templates : **No**

- I have reviewed the "**Activity Report**" for the **final project** and Attest that all data is complete and accurate.
- I attest that all compliance related requirements have been completed for the **entire project**.

****IMPORTANT NOTE:** If you have previously attested and are uploading additional documents/data, you must review a Final Activity Report and Re-Attest by checking the appropriate boxes.**