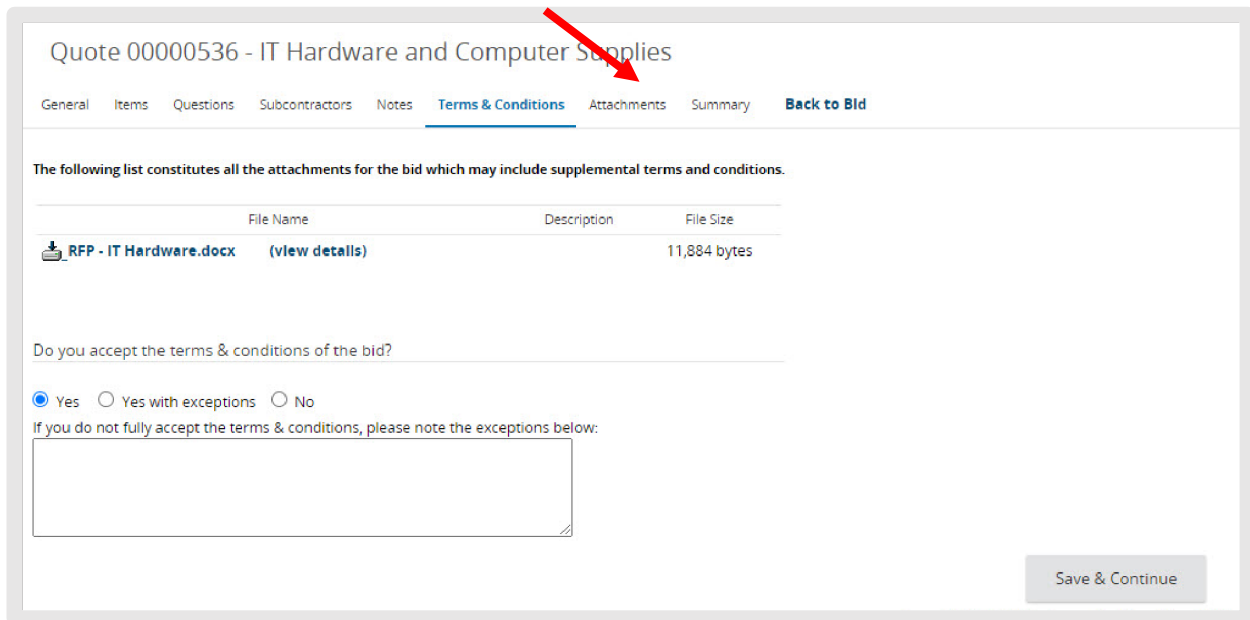


ATTACHING A FILE FOR A BID-QUOTE


1. Click Attachments tab



Quote 00000536 - IT Hardware and Computer Supplies

General Items Questions Subcontractors Notes **Terms & Conditions** Attachments Summary [Back to Bid](#)

The following list constitutes all the attachments for the bid which may include supplemental terms and conditions.

File Name	Description	File Size
 RFP - IT Hardware.docx	(view details)	11,884 bytes

Do you accept the terms & conditions of the bid?

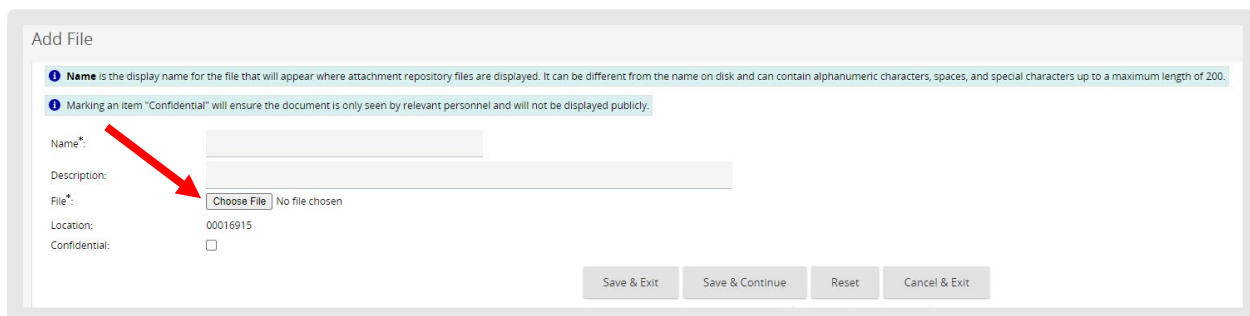
Yes Yes with exceptions No

If you do not fully accept the terms & conditions, please note the exceptions below:

[Save & Continue](#)

2. Attachments tab

- ✓ Allows the Seller to capture any supporting documentation related to their Quote that may be helpful to the evaluators. Make sure you are attaching all required documents that are listed in the solicitation.
 - Examples include: proposal documents, product specifications, warranty documents and completed/signed forms required by the Bid Solicitation.
- ✓ Click Add File
 - Click Choose File (Google Chrome) or Click Browse (Internet Explorer, Mozilla Firefox)



Add File

Name is the display name for the file that will appear where attachment repository files are displayed. It can be different from the name on disk and can contain alphanumeric characters, spaces, and special characters up to a maximum length of 200.

Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.

Name*:

Description:

File*: No file chosen

Location: 00016915

Confidential:

- ✓ Select the File
- ✓ Click Open
- ✓ Complete the fields – The Seller may update the Name for the attachment and enter a description that displays to the Organization user
- ✓ Click Save & Exit – Repeat previous steps to add additional attachments you will only be allowed to enter one document at time.

Add File

Name is the display name for the file that will appear where attachment repository files are displayed. It can be different from the name on disk and can contain alphanumeric characters, spaces, and special characters up to a maximum length of 200.

Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.

Name*: IT Hardware and Computer Supplies RFP Response.docx

Description:

File*: IT Hardware...sponse.docx

Location: 00016915

Confidential:

✓ Additional Features

- Confidential – this is highly recommended for all of the vendors documents, Allows the Seller to make their attachment confidential from the public. Documents containing sensitive information, such as tax information, would be deemed confidential.
 - Click Confidential associated with the document
 - Click Save & Continue
- Delete – Allows the Seller to delete an attachment
 - Click Delete associated with the document
 - Click Save and Continue