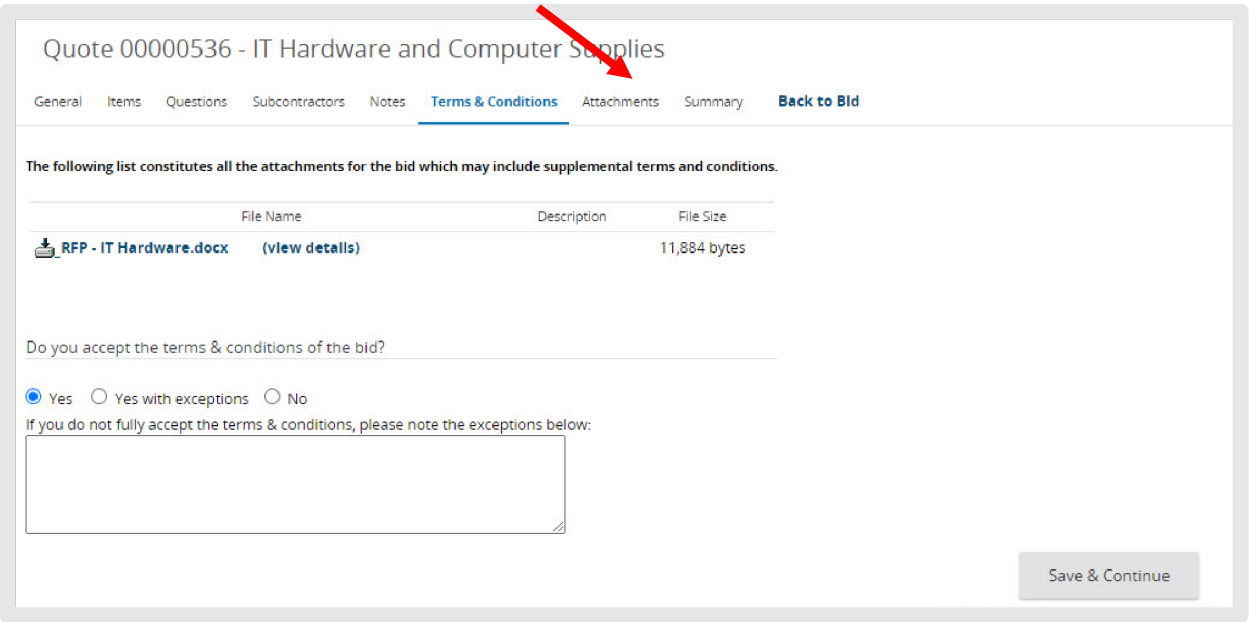
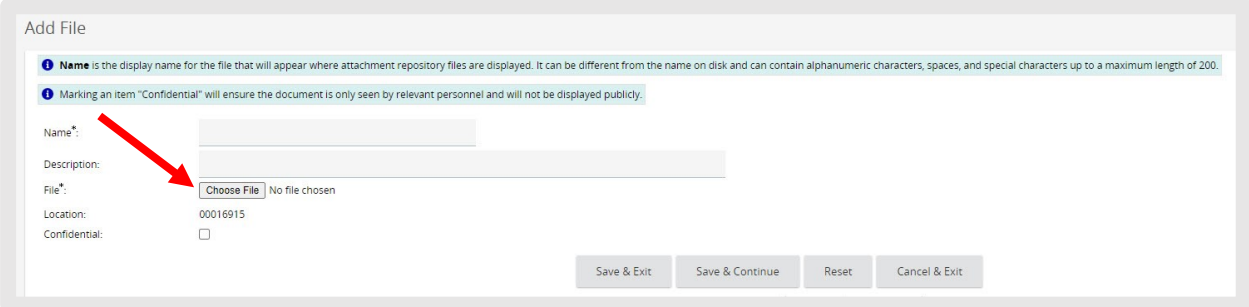
ATTACHING A FILE FOR A BID-QUOTE

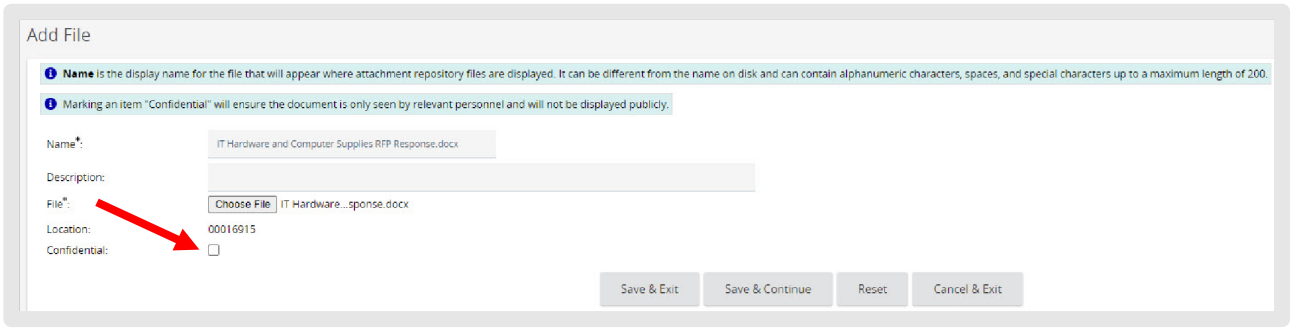
1. Click Attachments tab



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)



   - ✓ 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.



✓ 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