

Supplier Document Attachment Instructions:

This document has been created to assist Suppliers with uploading documents to their bid prior to submission. Unless otherwise noted, all documents to be submitted with a bid should be uploaded in the Supplier Attachments section of the sourcing event per the instructions below.

- 1) Navigate to the Supplier Attachments screen and click “Add New Attachment.”

The screenshot displays the 'Supplier Attachments' page for a sourcing event titled 'Design Professional RFQ - SkIO Laboratory Barn Renovation' (UGA-RFQC-2017-45). The page header includes the University of Georgia logo and navigation links. The event status is 'Open', closing in 4 days on 8/16/2016 at 2:00:00 PM EDT. The 'Supplier Attachments' section prompts the user to upload additional files relevant to the bid response. A red box highlights the 'Add New Attachment' button, and a red circle with the number 2 is next to it. The left sidebar shows the 'Supplier Attachments' link highlighted with a red box and a red circle with the number 1. The sidebar also displays event details: Response Status: Not Started, Intent To Bid: Yes, and Bid Total: 0.00 USD. The 'Supplier Attachments' link in the sidebar is marked with a green checkmark.

2) When the Add Attachment window appears, click “Upload.”

Supplier Attachments Event Actions ▾ History ?

Please upload any additional files that are relevant to this bid response.

Please add your attachments below.

Add New Attachment

★ Required

Add Attachment ×

Attachment Type ★ ☒ File ☐ Link

Attachment ★ No File Attached **Upload**

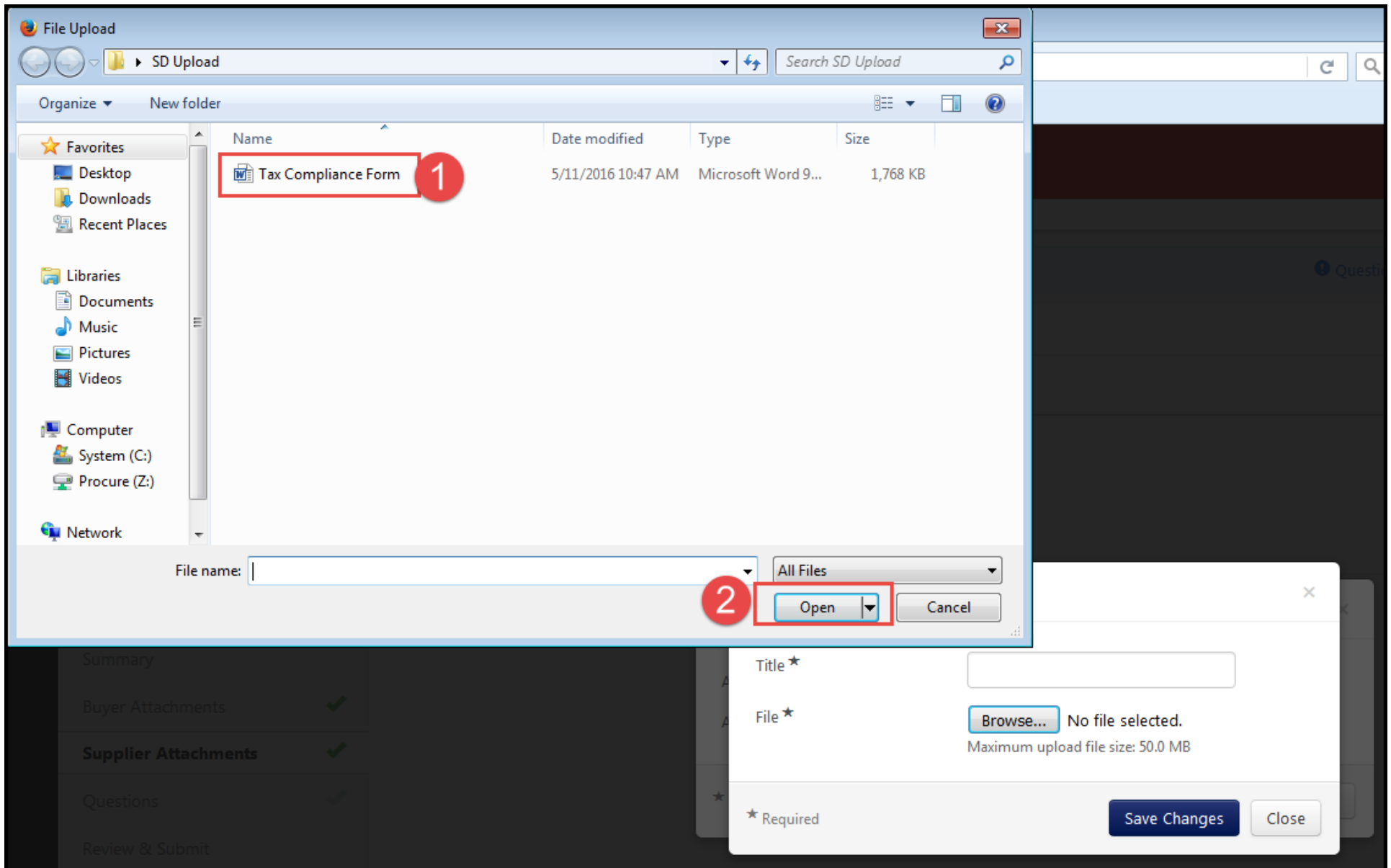
★ Required Save Changes Close

◀ Previous Next ▶

3) In the Upload window, click “Browse” to find the document on your computer.

The screenshot shows a web application interface for 'Supplier Attachments'. The main page has a dark background with white text. At the top, it says 'Supplier Attachments' and 'Please upload any additional files that are relevant to this bid response.' Below this, there's a button 'Add New Attachment'. A modal window titled 'Upload' is open in the center. It has a 'Title' field with a star icon and a 'File' field with a star icon. The 'File' field has a 'Browse...' button highlighted with a red rectangle. To the right of the 'Browse...' button, it says 'No file selected.' and 'Maximum upload file size: 50.0 MB'. At the bottom of the modal, there are 'Save Changes' and 'Close' buttons. The background page also has 'Previous' and 'Next' buttons.

4) Navigate to the document that you wish to upload, click the document, and then click “Open.”



5) In the Upload window, title your document, then click the “Save Changes” button.

The screenshot shows the 'Supplier Attachments' interface. At the top, it says 'Supplier Attachments' and 'Please upload any additional files that are relevant to this bid response.' Below this is a button 'Add New Attachment'. A modal window titled 'Upload' is open in the center. The modal has a 'Title' field with a red box and a red circle with the number '1' next to it, containing the text 'Tax Compliance Form'. Below the title field is a 'File' field with a red box and a red circle with the number '2' next to it. The file field contains a 'Browse...' button and the text 'Tax Compliance Form.doc'. Below the file field is the text 'Maximum upload file size: 50.0 MB'. At the bottom of the modal, there is a 'Save Changes' button and a 'Close' button. The 'Save Changes' button is highlighted with a red box.

6) In the Add Attachment window, click “Save Changes” again.

Supplier Attachments Event Actions ▾ History ?

Please upload any additional files that are relevant to this bid response.

Please add your attachments below.

[Add New Attachment](#)

★ Required

[< Previous](#) [Next >](#)

Add Attachment

Attachment Type ★ ☒ File ☐ Link

Attachment ★ [Tax Compliance Form](#) [Upload](#) ▴

★ Required [Save Changes](#) [Close](#)

- 7) Back on the Supplier Attachments screen you will see that your document has been uploaded. Repeat this process for every document that should be submitted with your bid.

The screenshot shows the 'Supplier Attachments' page for a sourcing event titled 'Design Professional RFQ - SkIO Laboratory Barn Renovation' (UGA-RFQC-2017-45). The page is part of a breadcrumb trail: Sourcing > Sourcing Events > Search Events > Supplier Attachments. A banner at the top indicates the event is 'Open' and closes in 4 days on 8/16/2016 at 2:00:00 PM EDT. On the left sidebar, under 'Event Details', the response status is 'Not Started', intent to bid is 'Yes', and the bid total is '0.00 USD'. The sidebar also lists navigation options: Summary, Buyer Attachments (checked), Supplier Attachments (checked), Questions (checked), Review & Submit, Q & A Board, and My Exports and Imports. The main content area, titled 'Supplier Attachments', instructs users to upload additional files relevant to the bid response. It features a table with one attachment: #1, 'Tax Compliance Form', with an 'Edit' button. Below the table is an 'Add New Attachment' button. A 'Required' section is also present. Navigation buttons include '< Previous' and 'Next >'. The top right corner has links for 'Event Actions', 'History', and a help icon.

The University of Georgia

Sourcing > Sourcing Events > Search Events > Supplier Attachments

Open This event closes in 4 days on 8/16/2016 at 2:00:00 PM EDT. Event Schedule Questions & Answers for this Event

Design Professional RFQ - SkIO Laboratory Barn Renovation
UGA-RFQC-2017-45

Event Details

Response Status: **Not Started**
Intent To Bid: **Yes**
Bid Total: **0.00 USD**

Summary
Buyer Attachments ✓
Supplier Attachments ✓
Questions ✓
Review & Submit
Q & A Board
My Exports and Imports

Supplier Attachments Event Actions History ?

Please upload any additional files that are relevant to this bid response.

#	Attachment	
1	Tax Compliance Form	Edit

Add New Attachment

★ Required

< Previous Next >