



## Frequently Asked Questions

**Question:** I am unable to respond to the additional fields below the line item.

**Answer:** To respond to the additional fields below the line item, click the button to the right of the line item.

Respond to Item

**Question:** Can I upload a quote to my bid response?

**Answer:** Yes you can upload a quote or other attachments in the [Supplier Attachments](#) section in the left-hand menu.

**Question:** My email notifications and Supplier Portal homepage are not showing times in the correct Time Zone. How do I change this?

**Answer:** Instructions on how to change the Time Zone on your supplier account can be found at the following link.

[http://purchasing.okstate.edu/sites/default/files/documents/Update\\_Supplier\\_Profile.pdf](http://purchasing.okstate.edu/sites/default/files/documents/Update_Supplier_Profile.pdf)