

## ATTACHING FOLLOW-ON DOCUMENTS TO YOUR BID

The “[Tendering Text](#)” link, found under the [Header Tab](#), carries any and all Follow-on Documents. Some are general knowledge and others are for you to complete and attach to your bid.

Scroll down to the [Attachments](#) area to view a particular bid’s Follow-on Documents and view by double clicking on the title of the document.

Unless [Tendering Text](#) instructs otherwise, complete the necessary documents electronically and then you are ready to attach to your bid.

- Select “**file**” and then “**save as**” from the new document window
- Your computer will then present possible locations for the document to be saved; it is suggested that “**Desktop**” be selected
- Then select “**Save**”
- Close the new document window and then select “[Notes and Attachments](#),” found under the [Header Tab](#)
- Scroll down to [Attachments](#) and select the “[Add Attachments](#)” button
- In the pop-up box, select the “[Browse](#)” button
- Again, your computer will present all possible places the document could have been saved. Double Click on “**Desktop**”
- Once your Desktop items appear, double click on the subject document. The path will then populate in Browse field
- Select “[OK](#)”

And your Follow-on Document has been attached