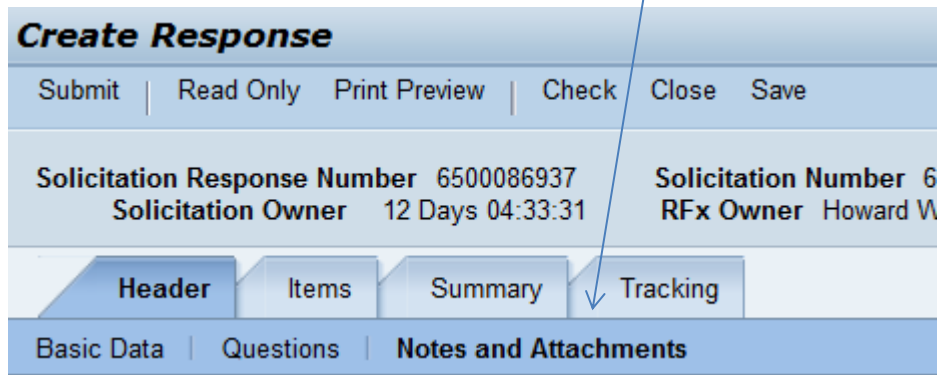


## ATTACHING DOCUMENTS TO A BID AT [WWW.PASUPPLIERPORTAL.STATE.PA.US](http://WWW.PASUPPLIERPORTAL.STATE.PA.US)

After you have begun your response to a solicitation, answered the mandatory questions under the Header Tab and entered pricing under the Items tab (if applicable) and need to upload documents to your response, follow this step by step guide:

1. Under the Header Tab, Select Notes and Attachments:



2. Scroll down to see all the documents the Purchasing Agent/Commodity Specialist attached to the solicitation, **please review all documents.**

Example:

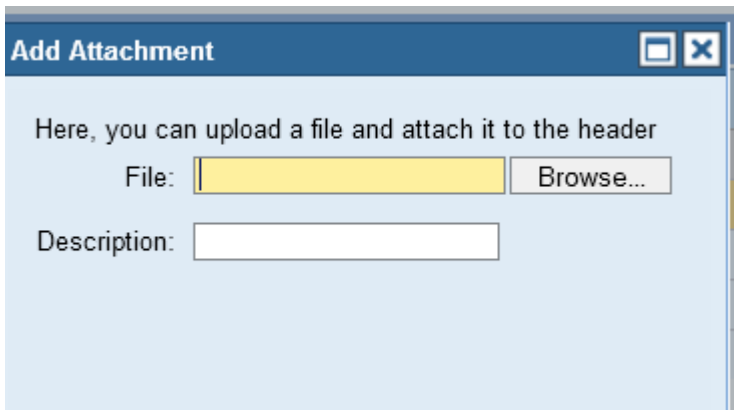
▼ Attachments									
Add Attachment Edit Description Versioning Delete									Filter Setting
Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
Standard Attachment	<a href="#">Reciprocal Limitations</a>	Rec Limbs.doc	1		<input type="checkbox"/>	doc	72	P00046012	02/24/2015
Legal Document	<a href="#">Terms &amp; Conditions</a>	Document	1		<input type="checkbox"/>	pdf	83	SRMRFC	02/24/2015

3. Determine which documents must be completed and attached to your response.
4. After completing documents that must be included with your response, save them to your computer so you can easily find them later.
5. When responding to the solicitation and ready to submit your documents, go to Header Tab, Notes and Attachments and select ADD ATTACHMENT:

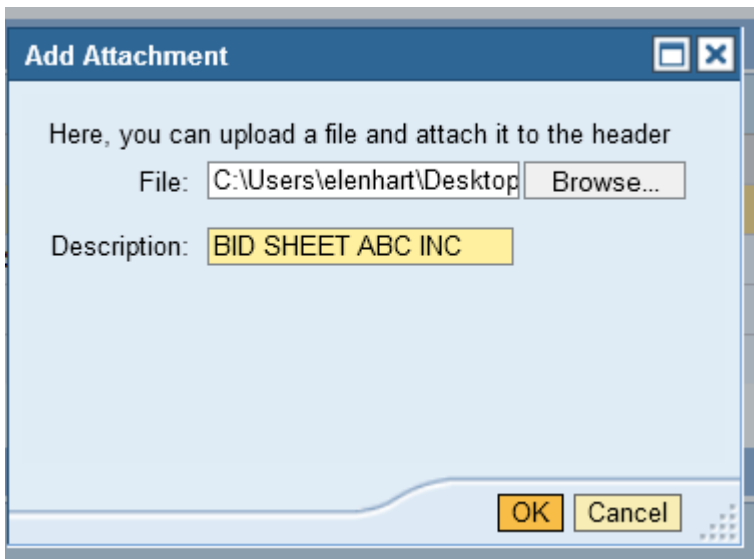
▼ Attachments									
Add Attachment Edit Description Versioning Delete									Filter Setting
Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
Standard Attachment	<a href="#">Reciprocal Limitations</a>	Rec Limbs.doc	1		<input type="checkbox"/>	doc	72	P00046012	02/24/2015
Legal Document	<a href="#">Terms &amp; Conditions</a>	Document	1		<input type="checkbox"/>	pdf	83	SRMRFC	02/24/2015

If Add Attachment is not available, make sure you are in Edit Mode and not Display mode.

6. This pop up window will appear:



7. Using the Browse field, find your saved document.  
Type in your description of the document and select OK.



8. When successfully attached, your document will appear as an attachment:

▼ Attachments	
Add Attachment Edit Description Versioning ▲ Delete	
Category	Description
Standard Attachment	<a href="#">BID SHEET ABC INC</a>
Standard Attachment	<a href="#">Reciprocal Limitations</a>
Legal Document	<a href="#">Terms &amp; Conditions</a>

9. Note: system will only allow one document to be attached at a time, repeat as necessary.

Under the Summary Tab, attachment(s) will also be listed.

<b>Create Response</b>			
Submit	Read Only	Print Preview	Check Close Save
<b>Solicitation Response Number</b>	6500086937	<b>Solicitation Number</b>	6100033022
<b>Solicitation Owner</b>	12 Days 04:22:39	<b>RFX Owner</b>	Howard Walk
<b>Status</b>	In Process	<b>Submission Deadline</b>	03/1
<b>Response Version Number</b>		<b>0.00 USD</b>	<b>Versi</b>
Header	Items	<b>Summary</b>	Tracking
RFX Response Number: 6500086937			
Items with Response: 2 out of 2 items responded to			
Questions: 2 out of 2 questions answered ( 2 out of 2 mandatory)			
Notes: 3 notes added			
Attachments: 1 attachments added			
Conditions: No Conditions Added			
Total RFX Response Value: 0.00 USD			

10. When response is complete, select CHECK and SUBMIT to transmit your response (bid) to the purchasing agent.
11. If assistance is required, contact the help desk at 877-435-7363 option 2.