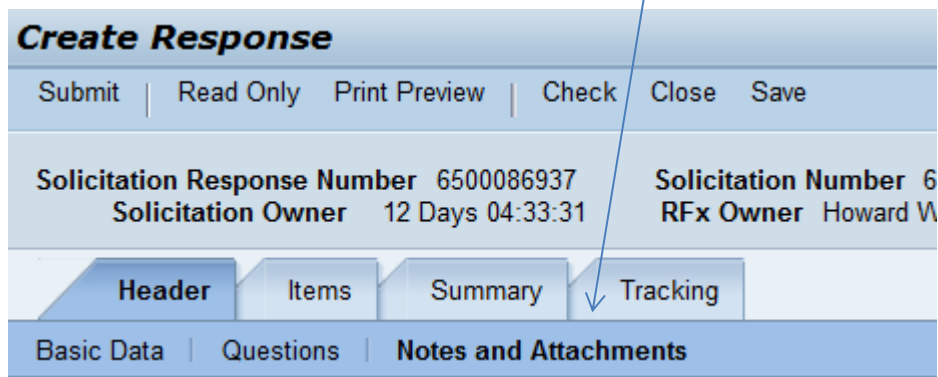


## ATTACHING DOCUMENTS TO A BID AT [WWW.PASUPPLIERPORTAL.STATE.PA.US](http://WWW.PASUPPLIERPORTAL.STATE.PA.US)

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:



**Create Response**

Submit | Read Only | Print Preview | Check | Close | Save

Solicitation Response Number 6500086937      Solicitation Number 6  
Solicitation Owner 12 Days 04:33:31      RFX Owner Howard W

Header | Items | Summary | Tracking

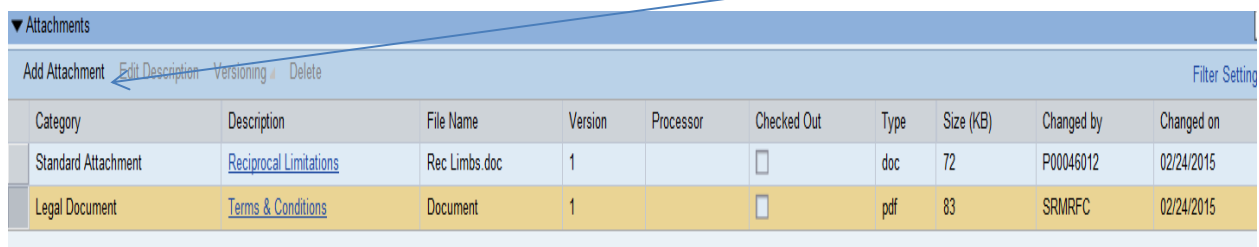
Basic Data | Questions | **Notes and Attachments**

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     |

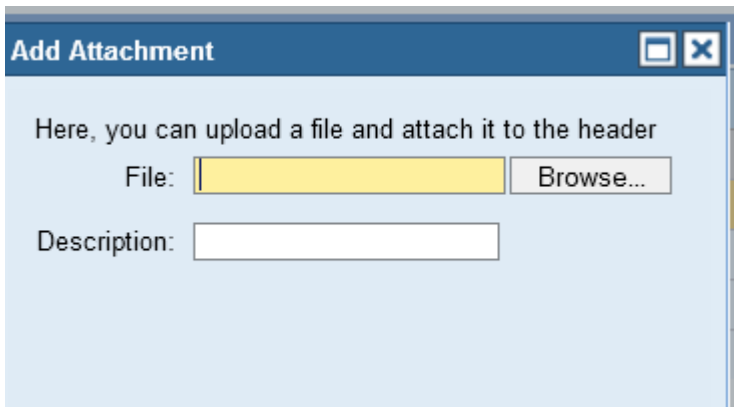
3. Determine which documents must be completed and attached to your response.
4. After completing documents that must be included with your response, save them to your computer so you can easily find them later.
5. When responding to the solicitation and ready to submit your documents, go to Header Tab,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



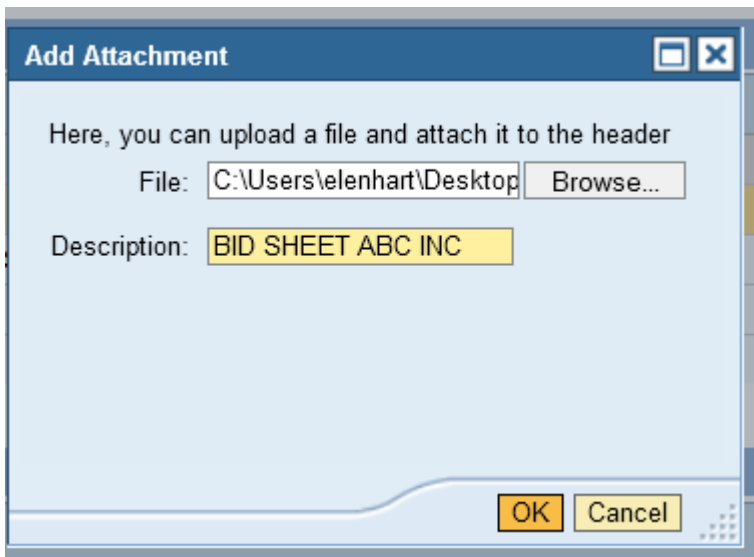
| ▼ Attachments                                           |                                        |               |         |           |                          |      |           |            |                |
|---------------------------------------------------------|----------------------------------------|---------------|---------|-----------|--------------------------|------|-----------|------------|----------------|
| 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.

**Create Response**

Submit | Read Only | Print Preview | Check | Close | Save

Solicitation Response Number 6500086937      Solicitation Number 6100033022      Status In Process      Submission Deadline 03/1  
Solicitation Owner 12 Days 04:22:39      RFX Owner Howard Walk      Response Version Number 0.00 USD      Versi

Header | Items | **Summary** | 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.