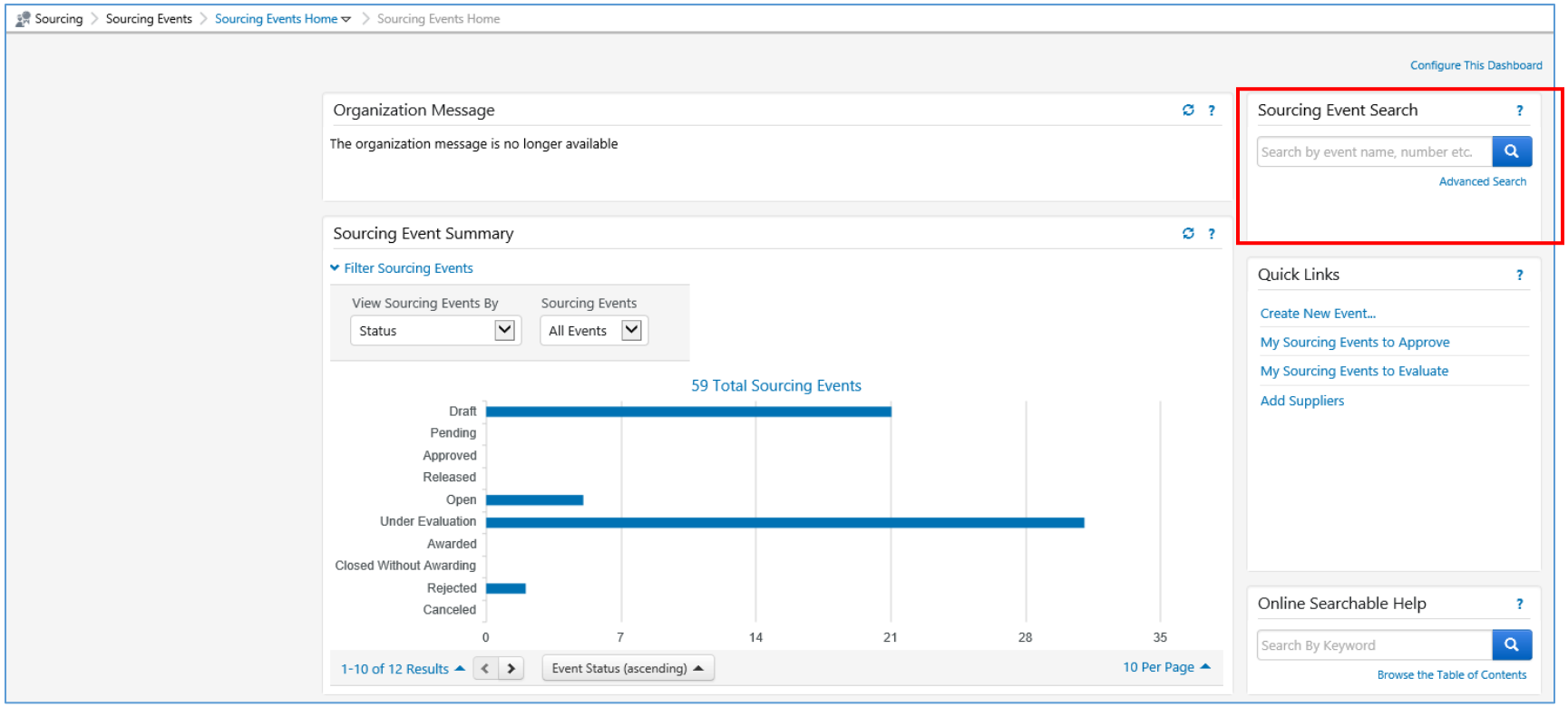
HOW TO RETREIVE DOCUMENTS IN JAGGAER

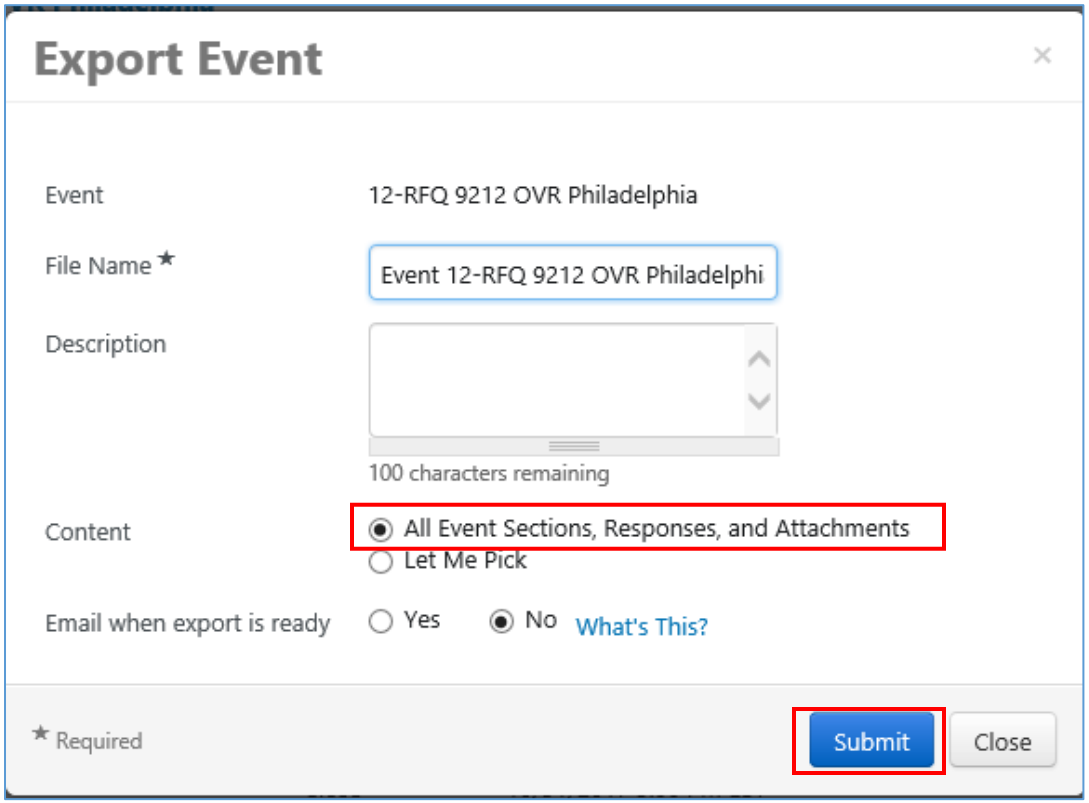
STEP 1: Click here to access JAGGAER

STEP 2: From the Sourcing Event Home screen, go to *"Sourcing Event Search"* – type your event number in the box provided – hit *"enter"* or the click the *"magnify glass"*.

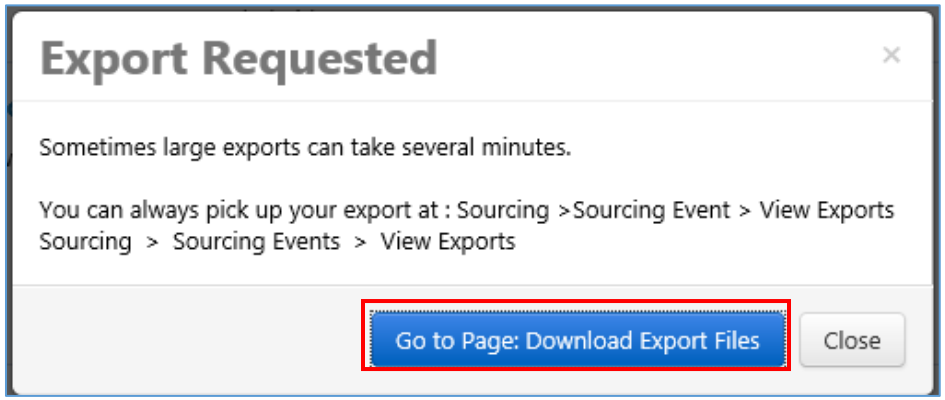


STEP 3: Click the *"down arrow"* next to *"Manage Event"* – select *"Export Event as PDF"*.

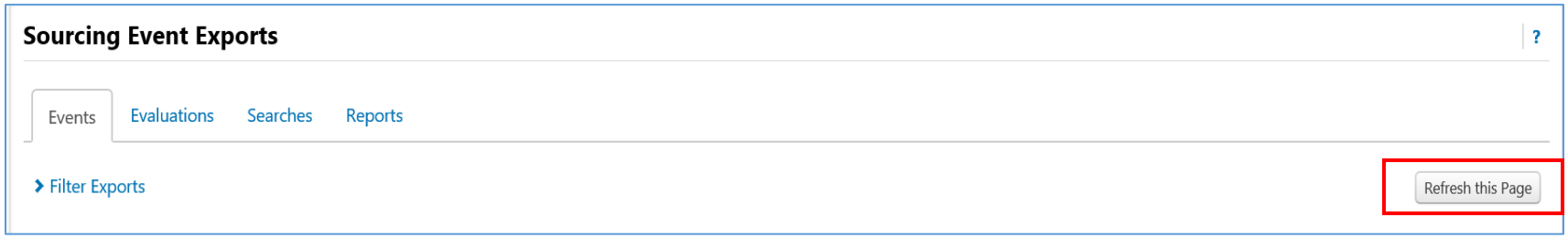
STEP 4: Make sure the radio button is marked *"All Event Sections, Responses, and Attachments is selected (defaults)"* – click *"Submit"*.



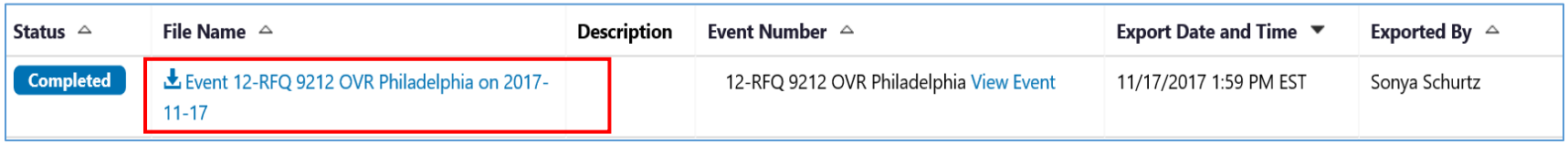
STEP 5: Click *"Go to Page: Download Export Files"*.



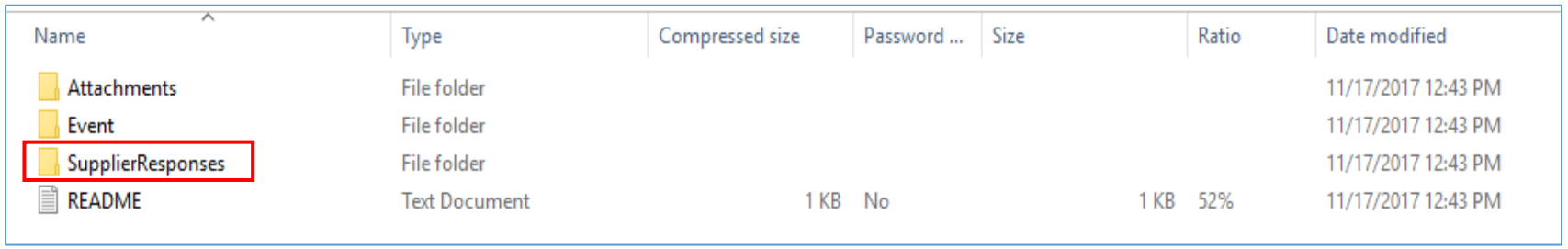
STEP 6: The export file does take a few minutes to generate. After a few minutes, click *"Refresh this Page"*.



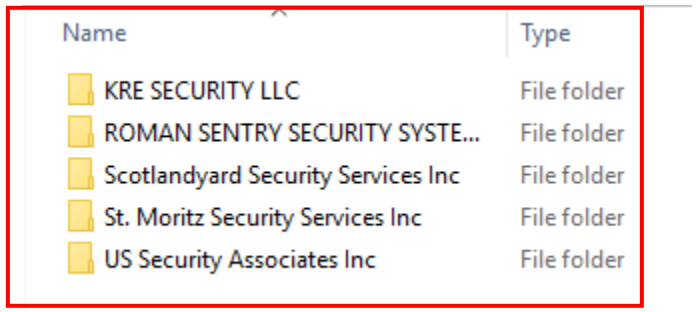
STEP 7: After the page has been refreshed, click on the *"File Name"* – click *"Open"*.



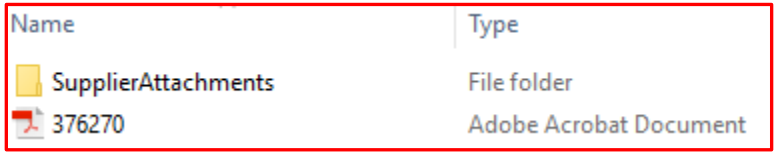
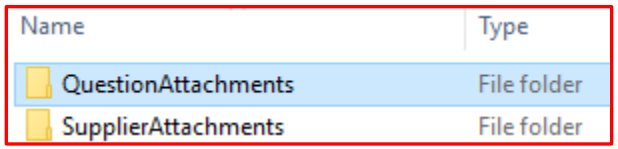
STEP 8: Double click on *"Supplier Responses"*.



STEP 9: All responses will be housed in their own folder. Double click on the applicable supplier's folder to view their response.



Step 10: Double click on "*SupplierAttachments*" to open the folder**.**



Step 11: Double click on "*QuestionAttachments*" to view the supplier's response documents.