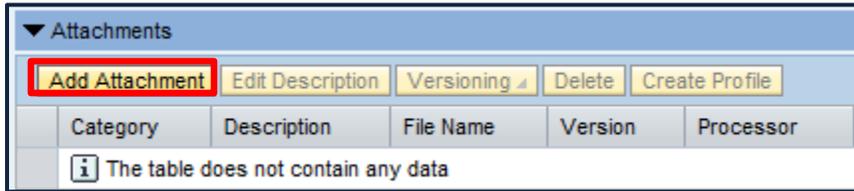


## Adding Attachments

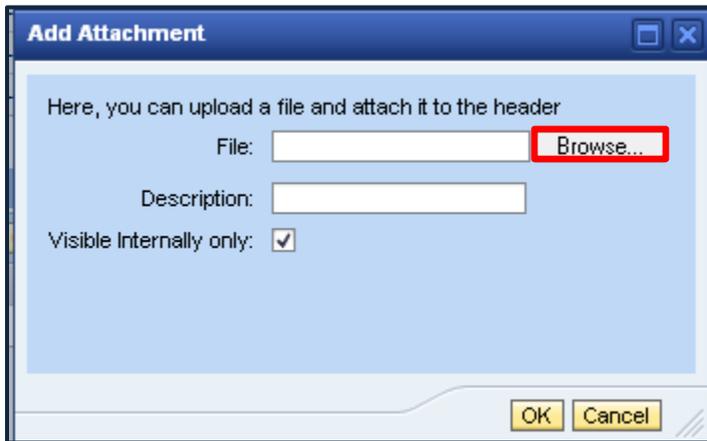
When adding attachments to a procurement document follow the steps provided below.

In the Notes and Attachments section of the Header tab:

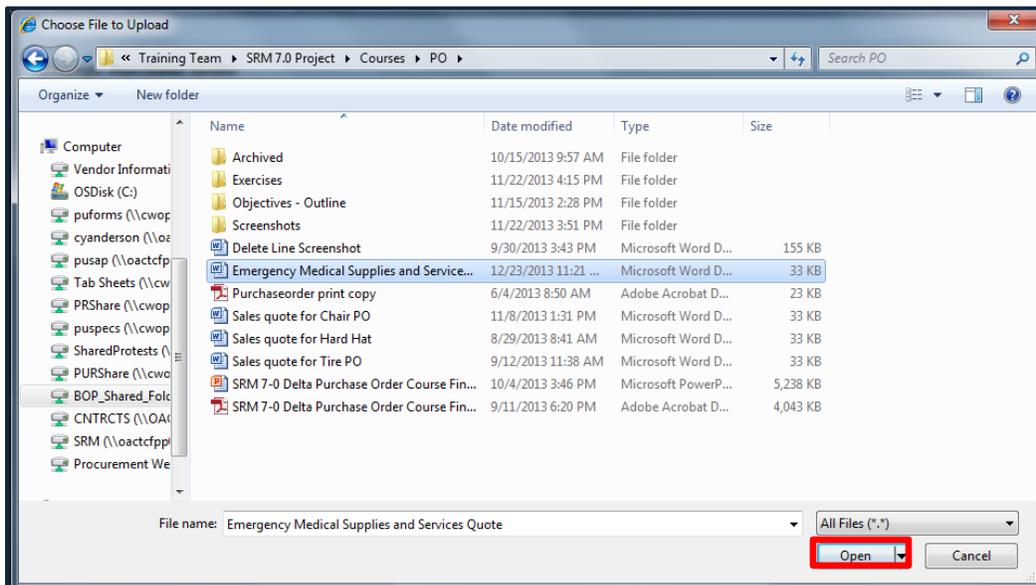
1. Select the ADD ATTACHMENT button



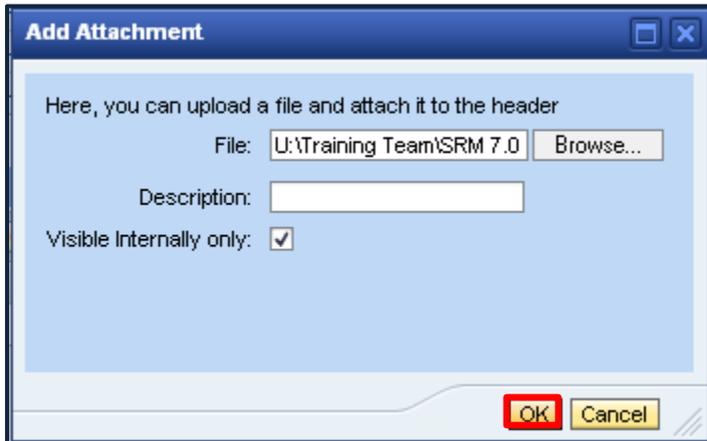
2. Select the BROWSE button



3. Locate and select the file of choice



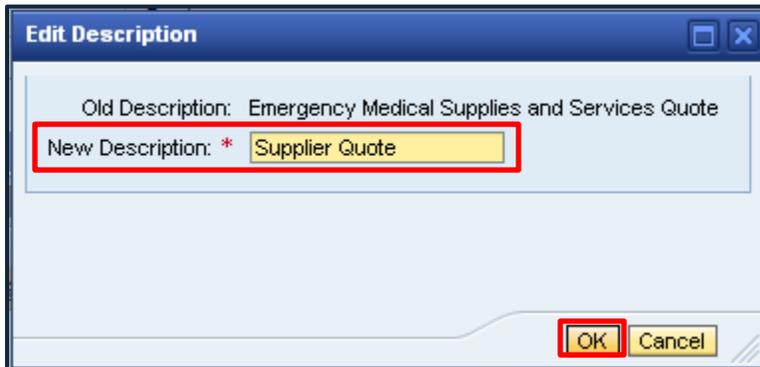
4. Change the description if required, or select the OK button to accept the file as is. If this is a bid document, you will have to deselect the “Visible Internally only”



5. The Description field will default with the name of the document
6. If the description needs to be changed at this point, select the EDIT DESCRIPTION button



7. Enter the New Description, and select the OK button



8. The new description will display as shown below

