How to Upload a document on RFx Event

• Access the RFx event, then scroll it to bottom on the attachment section & click on Supplier.

✓ ATTACHMENTS (1)		
BUYER (1)	SUPPLIER (0)	

• After clicking on supplier, click on the + sign highlighted in the below screenshot

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• Click on upload documents & upload a file in supported formats

Attachments



• When the document is uploaded click on close.

Attachments

Supported file formats: .7z,.bmp,	Drag and drop file here OR UPLOAD DOCUMENTS .csv.doc,.docx,.dwg,.eml,.epub,.exe,.gep,.gif,.htm,.html,.ical,.ics,.jpeg,.jpg,.js,.mht,.mpp,.mpt,.msgodm,.odp,.ods, Limited to file(s) of 100MB each. Maximum 5 files can be uploaded at a time.
Query.txt	