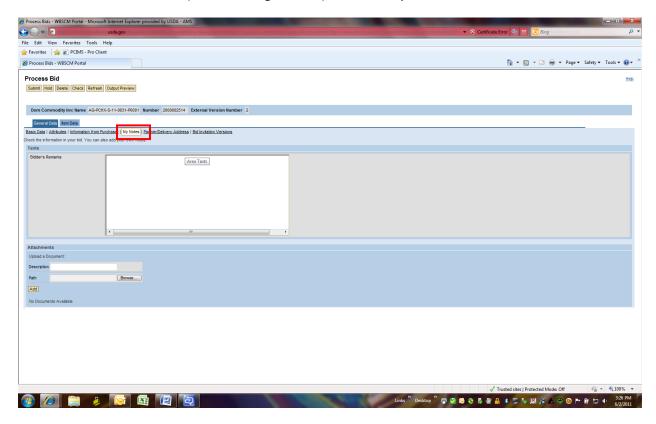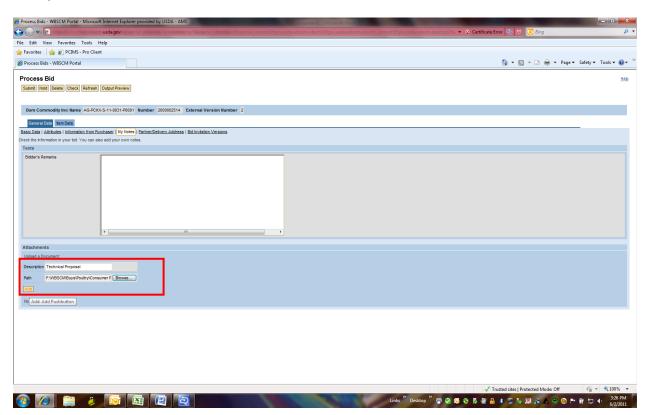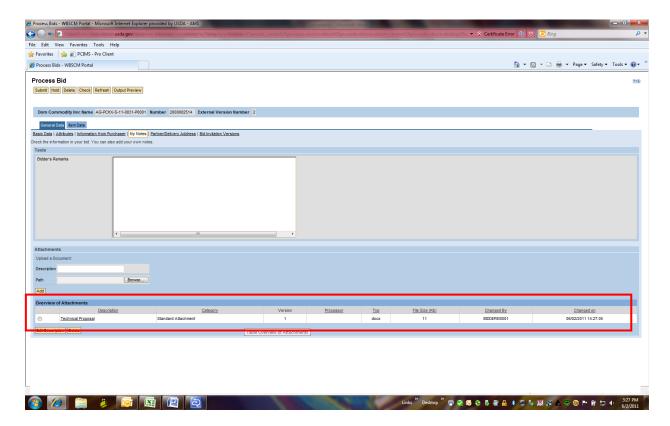Guidance on Uploading Documents for an Offer

On the "Process Bid" screen (after creating an offer), click on "My Notes"

Enter a description of the document to be uploaded and click "Browse" (NOTE: Documents should be uploaded in PDF format). Then, select the document and it will appear in the "Path" field (as seen below) and click "Add".

Guidance on Uploading Documents for an Offer

The document will appear at the bottom of the screen.

Multiple documents can be uploaded using the same procedures.