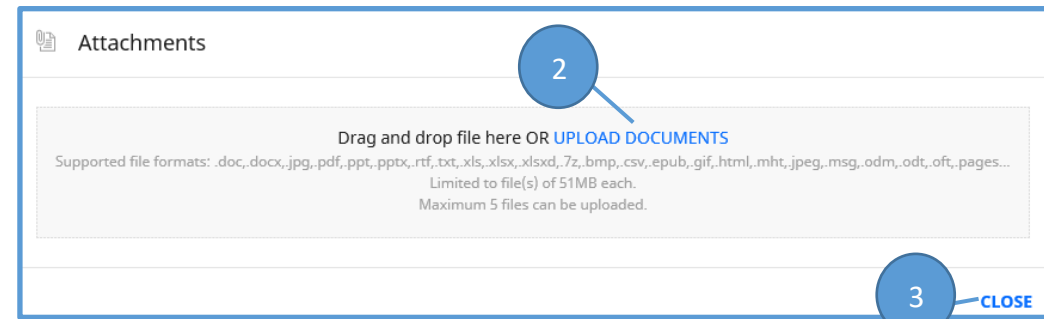
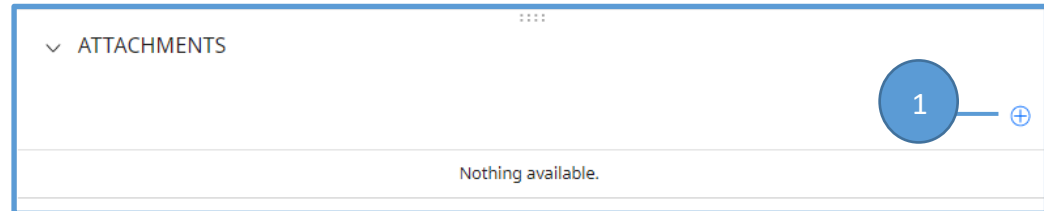


Adding Attachments to Events

Use the **Attachments** section to share any documents you consider relevant to your RFX that may aid the suppliers in responding to the RFX.

Instructions for adding attachment

1. Click the **Plus** icon to display the Attachments pop-up.
2. Drag and drop file or click **Upload Documents** to browse and upload the documents you wish to attach.
3. Once attachment is uploaded, click **CLOSE**.



Tips

- You can add as many files as you need within this section. The “Maximum 5 files can be uploaded” message means no more than 5 files at a time can be uploaded.
- Each individual attached file is limited in size to 51 MB each