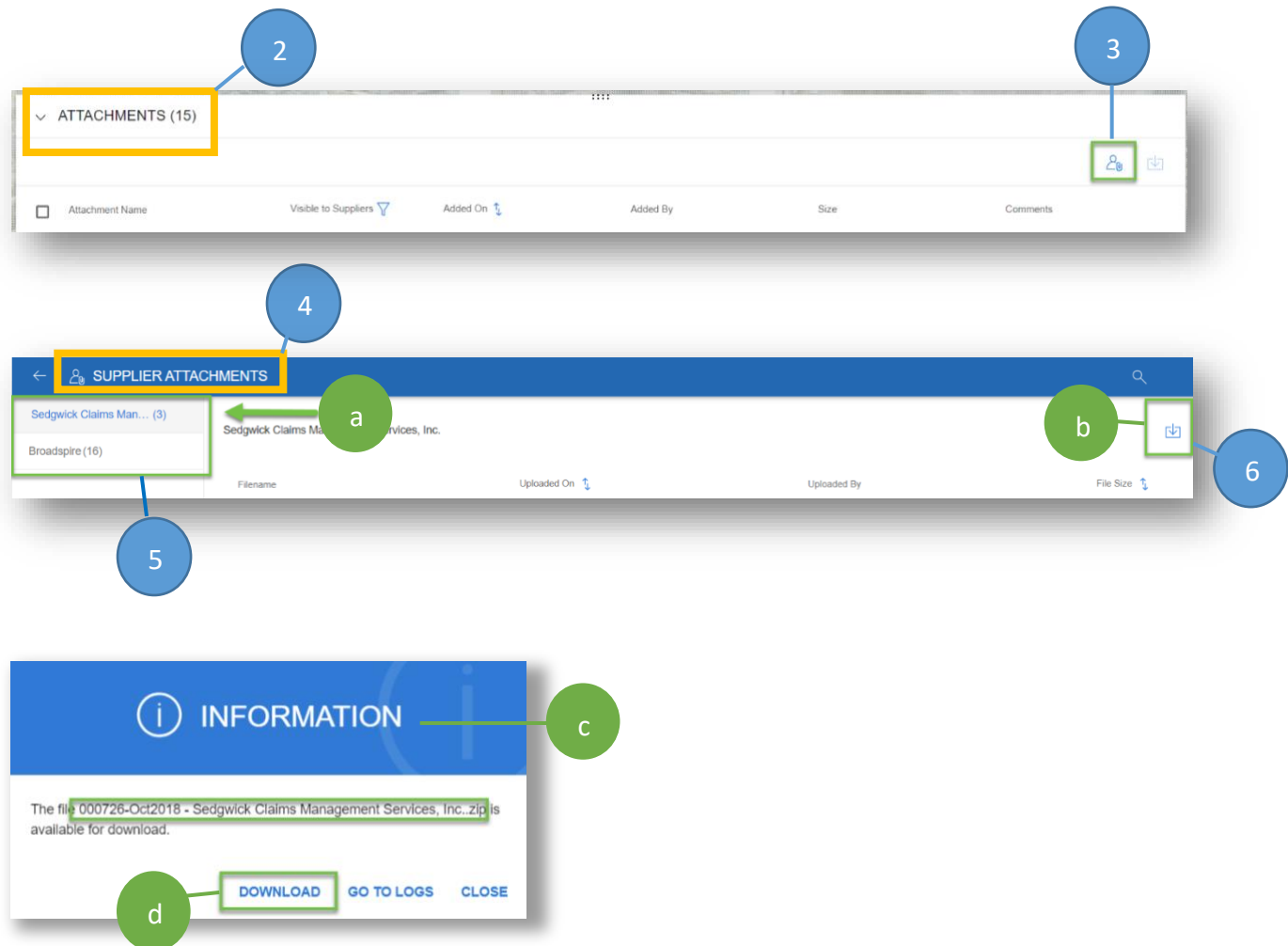


Downloading Supplier Attachments

There is an easy way to download information from Suppliers found in the RFx **Supplier Attachments** section. You can either download all attachments at once or choose specific documents.

Instructions for Downloading Supplier Attachments:

1. Go to your RFx in CalUsource.
2. Scroll to **Attachments** section.
3. Click the “**person with a paperclip**” icon on right side.
4. This icon directs you to the **Supplier Attachments** section.
5. Supplier names and the number of attachments uploaded are listed on left side.
6. **Download icon** is on right side.
7. To download ALL Attachments from a Supplier:
 - a. Click **Supplier name** to display uploaded items.
 - b. Click the **Download icon**.
 - c. After clicking download icon, **Information pop-up** displays.
 - d. Click the **Download button** to confirm.
 - e. Check your Download folder to find Supplier attachments in a Zip file.
8. To download ONE or MORE SPECIFIC attachments from a Supplier (next page):



Quick Reference Guide

- a. Click the **Supplier name** to display all uploaded documents.
 - b. Click on each **document title** individually to download that file.
 - c. Check your download folder for individual documents.
9. Repeat this process to download attachments from other Suppliers listed.