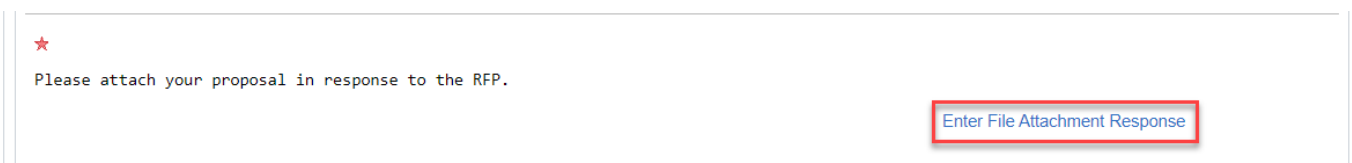


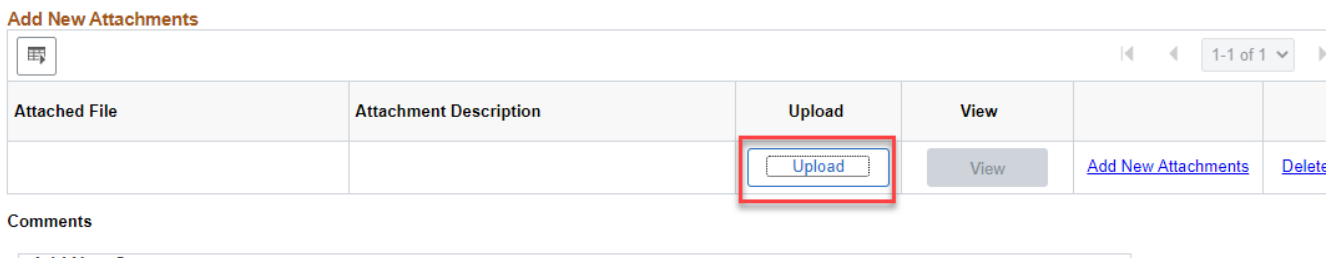
# Upload an attachment

This quick guide explains the steps to upload attachments when responding to a contract opportunity. In the example below, we have already signed into the Supplier Portal, selected an event and selected Bid on Event.

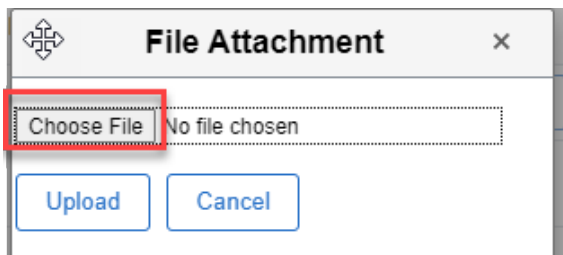
1. Scroll down to the Event Question section. Any questions that say 'Enter File Attachment Response' require that you upload an attachment.
2. Select the **Enter File Attachment Response** link.



3. Select the **Upload** button.

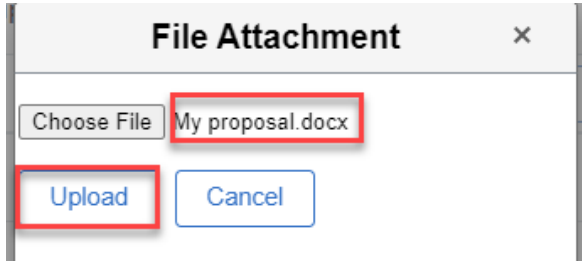


4. Select **Choose File**. Navigate to the document on your computer and select open.

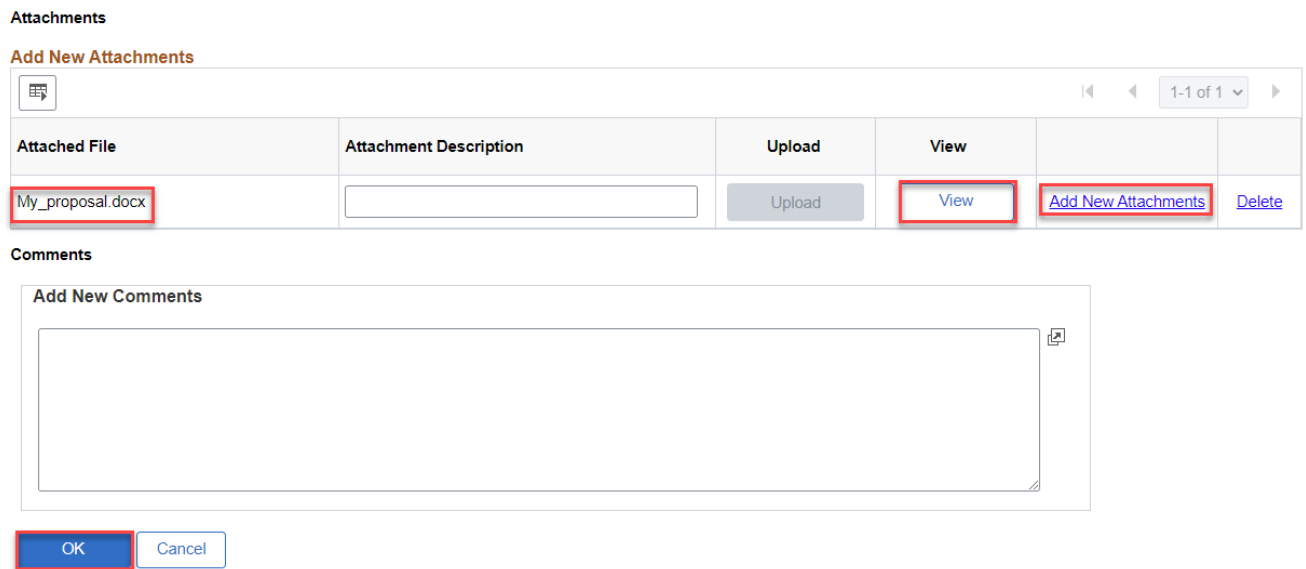


# Supplier Portal Quick Guide

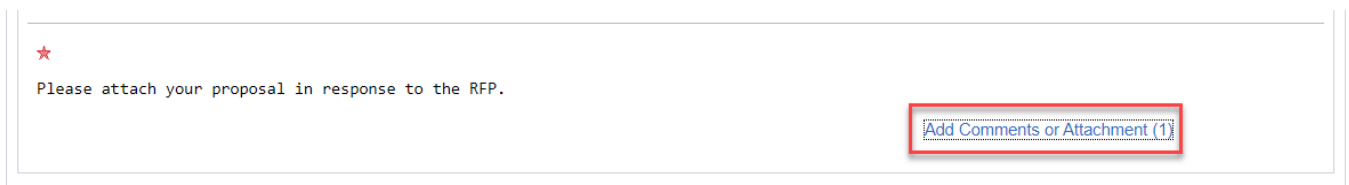
5. Your file name will appear next to the Choose File button. Select **Upload**.



6. Your file will be attached and display under Attached File. You can view your attachment by selecting **View**. You can also add another attachment by selecting **Add New Attachments**. Once done adding attachment(s) select **OK**.



7. On the **Event Details** page, a number will appear after the 'Add Comments of Attachments'. This confirms the number of attachments you uploaded.



## For more help:

Visit [Supplier Portal help](#)

Call (612) 543-5412

Email [supplierportal@hennepin.us](mailto:supplierportal@hennepin.us) Email [supplierportal@hennepin.us](mailto:supplierportal@hennepin.us)