

# Attaching Documents to a Response

**February 2022**

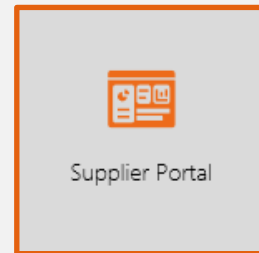


Good morning, OPC Testing021!

About Me

Supplier Portal

APPS



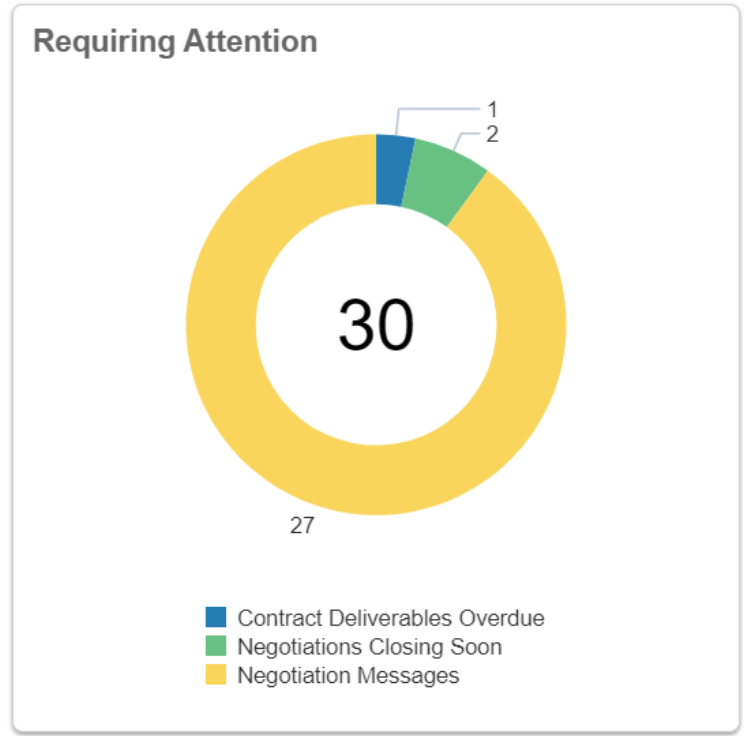
Things to Finish



# Supplier Portal

Search Orders Order Number [input] [search icon]

- Tasks**
- Orders**
  - Manage Orders
  - Manage Schedules
  - Acknowledge Schedules in Spreadsheet
- Agreements**
  - Manage Agreements
- Shipments**
  - Manage Shipments
  - Create ASN
  - Create ASBN
  - Upload ASN or ASBN
  - View Receipts
  - View Returns
- Contracts and Deliverables**



### Recent Activity

Last 30 Days

Negotiation invitations	5
Agreements changed or canceled	4
Agreements opened	21

### Transaction Reports

Last 30 Days

No data available

# Click on the negotiation number from the search results



## Active Negotiations

Done











Time Zone **Singapore Time**

Search

Manage Watchlist Saved Search

## Search Results

Actions  View  Format  Freeze  Detach  Wrap

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
US34200353	Laptop Procurement	RFQ	6 Days 22 Hours	08/Sep/2021 1:...	0		0		
US34200346	Arcadis Recognition Platform RFP	RFP	5 Days 2 Hours	06/Sep/2021 5:...	0		0		
US34200343,1	Laptop Procurement	RFQ	28 Days 19 Hours	30/Sep/2021 10:...	0		0		
US34200336	Laptop Procurement	RFI	29 Days 4 Hours	30/Sep/2021 7:...	0		0		
2	Test	RFP	333 Days	31/Jul/2022 3:4...	0	Yes	0		

Columns Hidden 4



RFQ: US34200353

Currency = US Dollar

**Title** Laptop Procurement

**Status** Active

**Time Remaining** 6 Days 22 Hours

Messages | Create Response | **Actions** | Done

**Open Date** 01/Sep/2021 2:40 PM

**Close Date** 0

Respond  
Analyze  
View  
View PDF  
View Attachments

Table of Contents

- Overview
- Requirements
- Lines
- Contract Terms

Overview

**Title** Laptop Procurement

**Synopsis**



- Expand All
- ▶ General
- ▶ Terms

**Buyer** V Varadarajan

**Outcome** Blanket Purchase Agreement

**Attachments** Supplier attachment\_Header.txt

# Select the attachment(s) > Click Download

**ARCADIS** Advanced Procurement Build | Refreshed from EBCS - 31 May '21

Attachments (RFQ US34200353,1) Done

Search

Actions  View  Format       229

File Name or URL	Level	Attached To	Title	Size
<input type="checkbox"/> Supplier attachment_Header.txt	Header		Supplier attachment_Hea...	1 KB
<input checked="" type="checkbox"/> Requirement Attachment.txt	Requirement	1. Insurance 1. Insurance	Requirement Attachment.txt	1 KB
<input type="checkbox"/> Supplier Line attachment.txt	Line	1. Laptop	Line attachment	1 KB

Rows Selected 1 Columns Hidden 3

When creating a response, click the + icon on the Overview page to attach a file at the header level

**ARCADIS** Advanced Procurement Build | Refreshed from EBCS - 31 May '21

Home | Flag | 229 | SK

1 - 2 - 3 - 4

Overview | **Requirements** | Lines | Review

Create Response (Quote 21010): Overview

Messages | Respond by Spreadsheet | Actions | Back | Next | Save | Submit | Cancel

Last Saved 01/Sep/2021 3:15 PM  
Time Zone Singapore Time

**Title** Laptop Procurement **Time Remaining** 6 Days 22 Hours  
**Close Date** 08/Sep/2021 1:21 PM

General

**Supplier** ACN Blue Bell

**Negotiation Currency** USD

**Response Currency** USD

**Price Precision** 2 Decimals Maximum

**Response Valid Until** dd/mmm/yyyy h:mm a

**Reference Number**

**Note to Buyer**

**Attachments** None +

# Select an attachment type > Click Choose File

Create Response (Quote 21010): Overview

Overview **Required** Lines Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 01/Sep/2021 3:15 PM  
Singapore Time

**Attachments** [X]

Actions View + X

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	Choose File No file chosen			Suresh K	01/Sep/2021

Rows Selected 1 Columns Hidden 1

OK Cancel

- Attachment Types:
- File
  - Text
  - URL

General

Neg

Valid Until dd/mmm/yyyy h:mm a



# Select the file > Click Open

The image shows a Windows File Explorer window titled "Open" with the address bar set to "This PC > Desktop". The left sidebar shows the "This PC" location selected. The main pane displays a list of files and folders on the Desktop:

Name	Date modified
New folder	12-08-2021 19:10
Bank Statement Payment Proof	07-08-2021 04:15
<b>Bank Statement</b>	07-08-2021 04:10
BeautyPlus_20200401125838237_save	12-08-2021 07:45
Chair_Invoice	06-08-2021 16:06
External Action Required You Are Invited to Neg...	10-08-2021 16:39
External FYI Negotiation US34200290 (Subcontr...	13-08-2021 08:33
External FYI Negotiation US34200290 (Subcontr...	13-08-2021 08:26
External FYI Negotiation US34200290 (Subcontr...	13-08-2021 08:29
External FYI Negotiation US34200290 (Subcontr...	13-08-2021 08:31
External FYI Negotiation US34200291 (Subcontr...	13-08-2021 08:46

The "Bank Statement" file is highlighted with an orange border. At the bottom of the File Explorer, the "File name" field is empty, and the "All files" file type is selected. The "Open" button is highlighted with an orange border.

In the background, a web browser window is visible, showing a "Respond by Spreadsheet" dialog. The dialog has a "File" field with the text "No file chosen" and "OK" and "Cancel" buttons. The browser interface includes a navigation bar with buttons like "Respond by Spreadsheet", "Actions", "Back", "Next", "Save", "Submit", and "Cancel". A status bar at the bottom indicates "Last Saved 01/Sep/2021 3:15 PM" and "Zone Singapore Time".

Click OK

**ARCADIS** Advanced Procurement Build | Refreshed from EBCS - 31 May '21

Overview **1** - 2 - 3 - 4

Create Response (Quote 21010): Overview

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 01/Sep/2021 3:15 PM Singapore Time

### Attachments

Actions View + X

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	Response Header Attachment.txt <b>Update...</b>	Response Header Attachr		Suresh K	01/Sep/2021

Rows Selected 1 Columns Hidden 1

**OK** Cancel

Response Valid Until dd/mmm/yyyy h:mm a

General

### Create Response (Quote 21010): Overview

**Messages** **Respond by Spreadsheet** **Actions** **Back** **Next** **Save** **Submit** **Cancel**

Last Saved **01/Sep/2021 3:15 PM**  
Time Zone **Singapore Time**

**Title** Laptop Procurement  
**Close Date** 08/Sep/2021 1:21 PM

**Time Remaining** 6 Days 22 Hours

#### General

**Supplier** ACN Blue Bell  
**Negotiation Currency** USD  
**Response Currency** USD  
**Price Precision** 2 Decimals Maximum  
**Response Valid Until**

**Reference Number**

**Note to Buyer**

**Attachments** **Response Header Attachment.txt** **+** **x**

<b>Type</b>	File
<b>Attached By</b>	Suresh K
<b>Attached Date</b>	01/Sep/2021 3:17 PM



### Create Response (Quote 21012): Requirements

**Messages** **Respond by Spreadsheet** **Actions** **Back** **Next** **Save** **Submit** **Cancel**

Last Saved 01/Sep/2021 4:02 PM  
Time Zone Singapore Time

Time Remaining 6 Days 21 Hours

Close Date 08/Sep/2021 1:21 PM

### Section 1. Insurance

Section 1. Insurance

\* 1. Do you have insurance coverage for your employees?

a. Yes

b. No

\* Response Attachments None

Section 1. Insurance

# Select an attachment type > Click Choose File

**ARCADIS** Advanced Procurement Build | Refreshed from EBCS - 31 May '21

Overview **Requirements** Lines Review

Create Response (Quote 21012): Requirements

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 01/Sep/2021 4:02 PM  
Time Zone Singapore Time

### Attachments

Actions View + X

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	<span>Choose File</span> No file chosen			Suresh K	01/Sep/2021 4:04 PM

Selected 1 Columns Hidden 1

OK Cancel

Section 1. Insu

\* 1. Do you  
Attachm

a. Ye

Insurance

Insurance

Attachment Types:

- File
- Text
- URL

# Select the file > Click Open

The image shows a Windows File Explorer window titled "Open" with the address bar set to "This PC > Desktop". The left sidebar shows the "This PC" location selected. The main pane displays a list of files and folders on the Desktop:

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External FYI Negotiation US34200290 (Subcontr...	13-08-2021 08:31
External FYI Negotiation US34200291 (Subcontr...	13-08-2021 08:46

The "Chair\_Invoice" file is selected and highlighted with an orange border. The "Open" button at the bottom of the File Explorer is also highlighted in orange.

In the background, a web browser window is visible, showing a "Respond by Spreadsheet" dialog. The dialog has a "File" field with the text "No file chosen" and "OK" and "Cancel" buttons. The "OK" button is highlighted in orange. The web browser interface includes a navigation bar with buttons like "Respond by Spreadsheet", "Actions", "Back", "Next", "Save", "Submit", and "Cancel". The status bar at the bottom of the browser shows "Last Saved 01/Sep/2021 3:15 PM" and "Zone Singapore Time".

Click OK

**ARCADIS** Advanced Procurement Build | Refreshed from EBCS - 31 May '21

Overview **Requirements** Lines Review

Create Response (Quote 21012): Requirements

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 01/Sep/2021 4:02 PM  
Time Zone Singapore Time

### Attachments

Actions View + X

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	Requirement Attachment.txt <input type="button" value="Update..."/>	Requirement Attachment.t		Suresh K	01/Sep/2021 4:04 PM

Rows Selected 1 Columns Hidden 1

Section 1. Insurance

- \* 1. Do you have any insurance requirements?
  - a. Yes
  - \* R
  - b. No

Note the attachment is added at the requirement level > Click Next



Advanced Procurement Build | Refreshed from EBCS - 31 May '21



Overview **Requirements** Lines Review

## Create Response (Quote 21012): Requirements

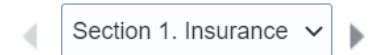
Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 01/Sep/2021 4:02 PM  
Time Zone Singapore Time

Time Remaining 6 Days 21 Hours

Close Date 08/Sep/2021 1:21 PM

### Section 1. Insurance



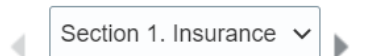
\* 1. Do you have insurance coverage for your employees?

Attachments Requirement Attachment.txt

a. Yes

\* Response Attachments Requirement Attachment.txt +

b. No





# Select the line and click on the pencil icon

## Create Response (Quote 21010): Lines

Overview **Requirements** **Lines** Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Currency = US Dollar

Last Saved 01/Sep/2021 3:40 PM  
Time Zone Singapore Time

Time Remaining 6 Days 21 Hours

Close Date 08/Sep/2021 1:21 PM

Actions View Format  + X Freeze Detach Wrap

Line	Description	* Alternate Line Description	Create Alternate	Required Details	Category Name	Start Price	Response Price	Estimated Quantity	UOM	Line Amount	Estim
1	Laptop		+		Capex-Equipment	400.00	<input type="text" value="300.00"/>	100	Each	30,000.00	

Rows Selected 1 Columns Hidden 5

### Grand Totals

All response lines except alternate lines are included.

Response Amount 30,000.00

# Click the + icon to attach a file at the line level



Lines: Edit Line: 1 (Quote 21010)

Messages

1: Laptop

Save

Save and Close

Cancel

Currency = US Dollar

Last Saved 01/Sep/2021 3:43 PM

Item

Close Date 08/Sep/2021 1:21 PM

Revision

Target Minimum Release Amount

Description Laptop

Response Minimum Release Amount

Category Name Capex-Equipment

Start Price 400.00

Note to Buyer

\* Response Price

Attachments None +

Estimated Quantity 100

UOM Each

# Select an attachment type > Click Choose File

ARCADIS Advanced Procurement Build | Refreshed from EBCS - 31 May '21

Lines: Edit Line: 1 (Quote 21010)

Currency = US Dollar

Close Date 08/Sep/2021 1:21 PM

Last Saved 01/Sep/2021 3:43 PM

Messages | 1: Laptop | Save | Save and Close | Cancel

Attachment Types:

- File
- Text
- URL

Attachments

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	Choose File No file chosen			Suresh K	01/Sep/2021 3:43 PM

Rows Selected 1 Columns Hidden 1

OK Cancel

# Select the file > Click Open

The image shows a Windows File Explorer window titled "Open" with the address bar set to "This PC > Desktop". The left sidebar shows the "This PC" location selected. The main pane displays a list of files and folders on the Desktop:

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External FYI Negotiation US34200291 (Subcontr...	13-08-2021 08:46

The "Chair\_Invoice" file is selected and highlighted with an orange border. The "Open" button at the bottom of the File Explorer is also highlighted in orange. The background shows a web application interface with a "Respond by Spreadsheet" button and a table with columns for "Attached By" and "Attached Date". A small dialog box with the text "File No file chosen" and "OK" and "Cancel" buttons is overlaid on the web application.

Click OK

**ARCADIS** Advanced Procurement Build | Refreshed from EBCS - 31 May '21

Lines: Edit Line: 1 (Quote 21010)

Currency = US Dollar

Close Date 08/Sep/2021 1:21 PM

Target Minimum Release Amount

Messages | 1: Laptop | Save Save and Close Cancel

Last Saved 01/Sep/2021 3:43 PM

### Attachments

Actions View + X

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	Response Line Attachment.txt <input type="button" value="Update..."/>	<input type="text" value="Response Line Attachmer"/>	<input type="text"/>	Suresh K	01/Sep/2021 3:43 PM

Rows Selected 1 Columns Hidden 1

# Note the attachment is added at the line level



Advanced Procurement Build | Refreshed from EBCS - 31 May '21



Lines: Edit Line: 1 (Quote 21010)

Messages

1: Laptop

Save

Save and Close

Cancel

Currency = US Dollar

Last Saved 01/Sep/2021 3:43 PM

Item

Close Date 08/Sep/2021 1:21 PM

Revision

Target Minimum Release Amount

Description Laptop

Response Minimum Release Amount

Category Name Capex-Equipment

Start Price 400.00

Note to Buyer

\* Response Price

Attachments Response Line Attachment.txt + X

Estimated Quantity 100

UOM Each