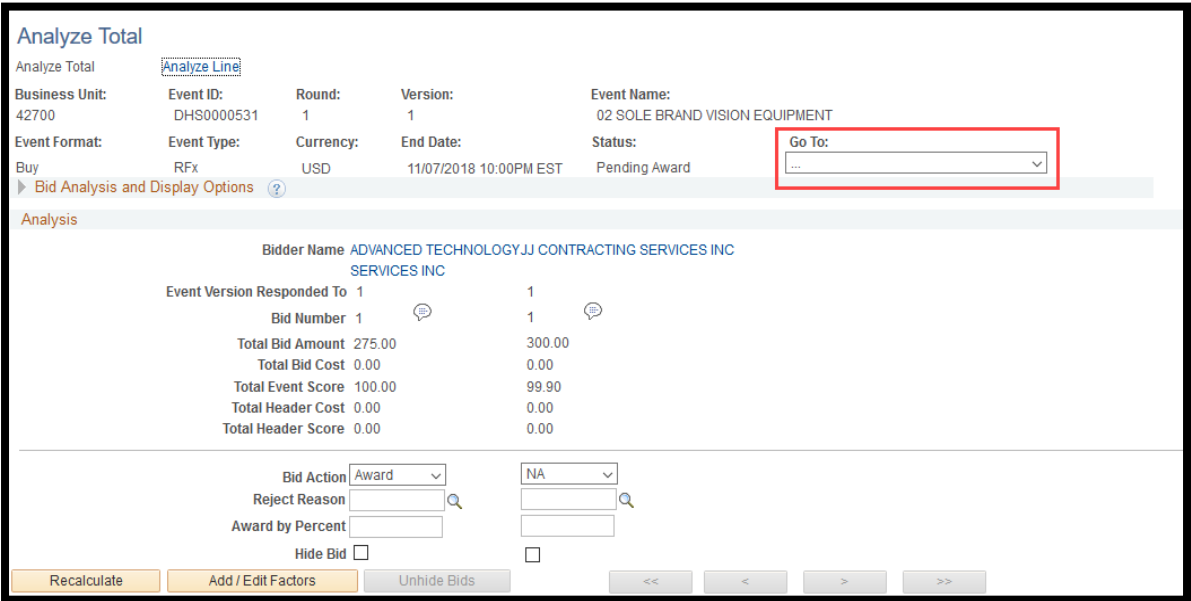




Quick Reference Guide: Multi-file Download of Vendor Attachments

	This document provides the steps to follow to download vendor response all at once. It will download from the header, line and bid factor.																					
1.	<p>Access the Analyze Total page</p>  <p>Analyze Total</p> <p>Analyze Total Analyze Line</p> <p>Business Unit: 42700 Event ID: DHS0000531 Round: 1 Version: 1 Event Name: 02 SOLE BRAND VISION EQUIPMENT</p> <p>Event Format: Buy Event Type: RFX Currency: USD End Date: 11/07/2018 10:00PM EST Status: Pending Award</p> <p>Go To: [Dropdown menu]</p> <p>Bid Analysis and Display Options ?</p> <p>Analysis</p> <p>Bidder Name: ADVANCED TECHNOLOGY JJ CONTRACTING SERVICES INC</p> <table border="1"><tr><td>Event Version Responded To</td><td>1</td><td>1</td></tr><tr><td>Bid Number</td><td>1</td><td>1</td></tr><tr><td>Total Bid Amount</td><td>275.00</td><td>300.00</td></tr><tr><td>Total Bid Cost</td><td>0.00</td><td>0.00</td></tr><tr><td>Total Event Score</td><td>100.00</td><td>99.90</td></tr><tr><td>Total Header Cost</td><td>0.00</td><td>0.00</td></tr><tr><td>Total Header Score</td><td>0.00</td><td>0.00</td></tr></table> <p>Bid Action: [Award] [NA]</p> <p>Reject Reason: [] []</p> <p>Award by Percent: [] []</p> <p>Hide Bid: <input type="checkbox"/> <input type="checkbox"/></p> <p>Recalculate Add / Edit Factors Unhide Bids << < > >></p>	Event Version Responded To	1	1	Bid Number	1	1	Total Bid Amount	275.00	300.00	Total Bid Cost	0.00	0.00	Total Event Score	100.00	99.90	Total Header Cost	0.00	0.00	Total Header Score	0.00	0.00
Event Version Responded To	1	1																				
Bid Number	1	1																				
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Total Bid Cost	0.00	0.00																				
Total Event Score	100.00	99.90																				
Total Header Cost	0.00	0.00																				
Total Header Score	0.00	0.00																				
2.	From the Go To dropdown, select Download Bidder Attachments																					



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	<div data-bbox="349 367 1526 1134"> <h3>Analyze Total</h3> <p>Analyze Total Analyze Line</p> <p>Business Unit: 42700 Event ID: DHS0000531 Round: 1 Version: 1 Event Name: 02 SOLE BRAND VISION EQUIPMENT</p> <p>Event Format: Buy Event Type: RFX Currency: USD End Date: 11/07/2018 10:00PM EST Status: Pending Award</p> <p>Go To: <ul style="list-style-type: none">Analyze Export Associate Planning Task Award Events Create New Round Document Status Inquiry Download Bidder Attachments Event Comments and Attachments Invite Collaborators Notice of Award Notice of Intent to Award Review Optimization </p> <hr/> <p>Analysis</p> <p>Bidder Name: ADVANCED TECHNOLOGYJJ CONTRACTING SERVICES INC</p> <table border="0"> <tr> <td>Event Version Responded To</td> <td>1</td> <td>1</td> </tr> <tr> <td>Bid Number</td> <td>1</td> <td>1</td> </tr> <tr> <td>Total Bid Amount</td> <td>275.00</td> <td>300.00</td> </tr> <tr> <td>Total Bid Cost</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Total Event Score</td> <td>100.00</td> <td>99.90</td> </tr> <tr> <td>Total Header Cost</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Total Header Score</td> <td>0.00</td> <td>0.00</td> </tr> </table> <p>Bid Action: Award NA</p> <p>Reject Reason: <input type="text"/> <input type="text"/></p> <p>Award by Percent: <input type="text"/> <input type="text"/></p> <p>Hide Bid: <input type="checkbox"/> <input type="checkbox"/></p> <p>Recalculate Add / Edit Factors Unhide Bids << < > >></p> <p>Save Return to Search</p> <p>Analyze Total Analyze Line</p> </div>	Event Version Responded To	1	1	Bid Number	1	1	Total Bid Amount	275.00	300.00	Total Bid Cost	0.00	0.00	Total Event Score	100.00	99.90	Total Header Cost	0.00	0.00	Total Header Score	0.00	0.00
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Total Event Score	100.00	99.90																				
Total Header Cost	0.00	0.00																				
Total Header Score	0.00	0.00																				
<p>3.</p>	<p>The Download Bidder Attachments page will be launched. The default option is set to Download All Bidder Attachments.</p>																					

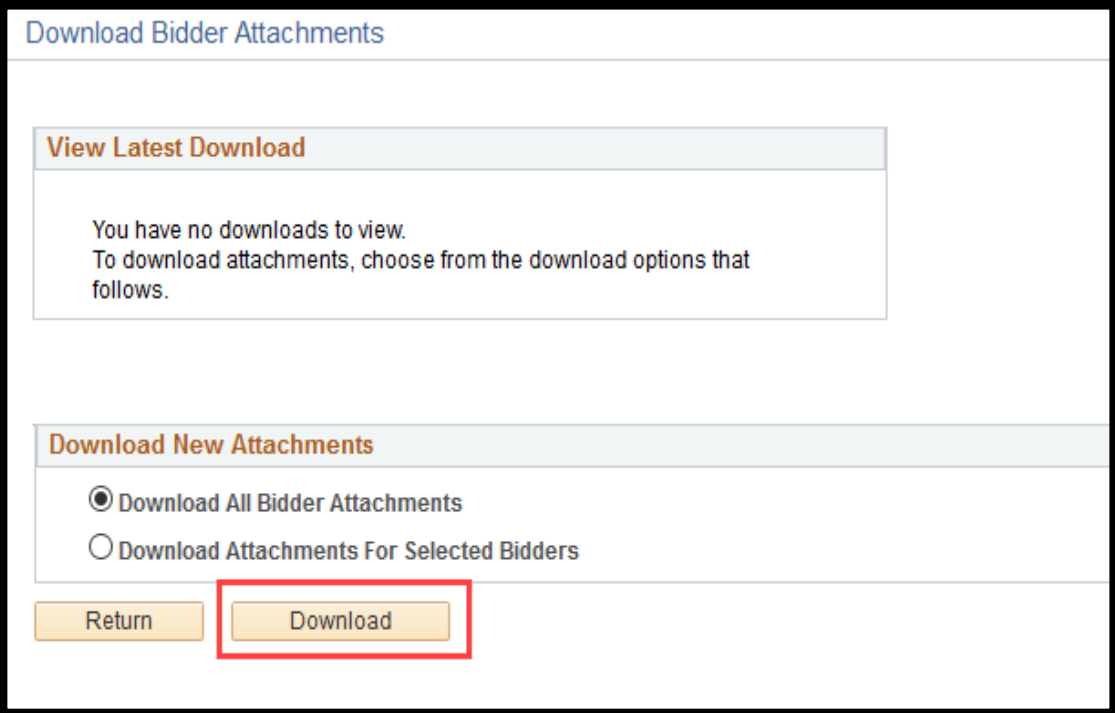


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Multi-file Download of Vendor Attachments**

	<p>Download Bidder Attachments</p> <hr/> <p>View Latest Download</p> <p>You have no downloads to view. To download attachments, choose from the download options that follows.</p> <p>Download New Attachments</p> <p><input checked="" type="radio"/> Download All Bidder Attachments <input type="radio"/> Download Attachments For Selected Bidders</p> <p><input type="button" value="Return"/> <input type="button" value="Download"/></p>
4.	Select Download



Quick Reference Guide: Multi-file Download of Vendor Attachments

	
5.	<p>The download process will start and it will display the current status. The initial status will be queued. The status will automatically be updated to processing once the process starts to run. The system will automatically refresh the status every 10 seconds or so.</p> <p>**You can click on Process Monitor and it will take you to the actual Process Monitor to watch the process if you would like to see it run from there.</p>



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Download Bidder Attachments

View Latest Download

Download Status: **Queued**
Process ID: **55944**
Go To: [Process Monitor](#)

Download New Attachments

- Download All Bidder Attachments
 Download Attachments For Selected Bidders

[Return](#)

[Download](#)

Download Bidder Attachments

View Latest Download

Download Status: **Processing...**
Process ID: **55944**
Go To: [Process Monitor](#)

Download New Attachments

- Download All Bidder Attachments
 Download Attachments For Selected Bidders

[Return](#)

[Download](#)



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6.	<p>Once the process finishes, the status will be updated to success. The link to the Process Monitor will then be replaced with a link to View Attachments.</p> <p>Click on the View Attachments link to be taken to the downloaded attachments.</p> <div data-bbox="349 598 1360 1323" style="border: 2px solid black; padding: 10px;"><p>Download Bidder Attachments</p><hr/><p>View Latest Download</p><p>Download Status: Success Download Date: 11/08/2018 03:00:54 AM Go To: View Attachments</p><hr/><p>Download New Attachments</p><p><input checked="" type="radio"/> Download All Bidder Attachments <input type="radio"/> Download Attachments For Selected Bidders</p><p><input type="button" value="Return"/> <input type="button" value="Download"/></p></div>
7.	A page will be launched to ask you to Open or Save the file. Select OK.



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8. The folder will be opened if you select to open. It will have a folder for each supplier. There will be subfolders for the files if the supplier saved them in more than 1 location.

All files will be downloaded and accessible.

Name	Type
Bidder Response-1 TRANSAFE INC	File folder
Bidder Response-2 MSC INDUSTRI...	File folder
Bidder Response-3 VILLAGE SUND...	File folder

Name	Type
Header	File folder
Line-1 Sleeping Bags	File folder