How to Add Attachment in iSupplier

- 1. Once you have completed and signed your Anti-Corruption / Ethics Training Attestation form, it is ready for you to upload in the iSupplier portal
- 2. After logging in, click 'iSupplier Portal Full Access' and then click 'Home Page' on left-side bar

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- 3. Navigate to the 'Administration' tab on the top bar and it will take you to the 'General' page
- 4. Find the 'Attachments' section and click the grey 'Add Attachment' button
 - a. If you don't see the attachments section or button, make sure you are at the general page by clicking on the 'General' link found in the bar on the left-side

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- 5. Under the 'Attachment Summary Information' section, please enter a Title and Description
- 6. For the Category field, please choose 'From Supplier: Ethics Training Attestation Certification'

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- 7. To upload your completed certification, navigate to the 'Define Attachment' section
 - a. Choose type 'File' and click the grey button 'Choose File'. A separate window will open on your computer

- 8. On this pop-up window, find and select your completed certification file and click 'Open'
- 9. Click Apply to start the upload of your file

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- 10. Once the upload is complete, you will automatically be taken back to the 'General' page where you will see a confirmation of your upload on the green bar at the top of the page
 - a. You can review the details of your upload in the 'Attachments' section where you are able to update or delete the file

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