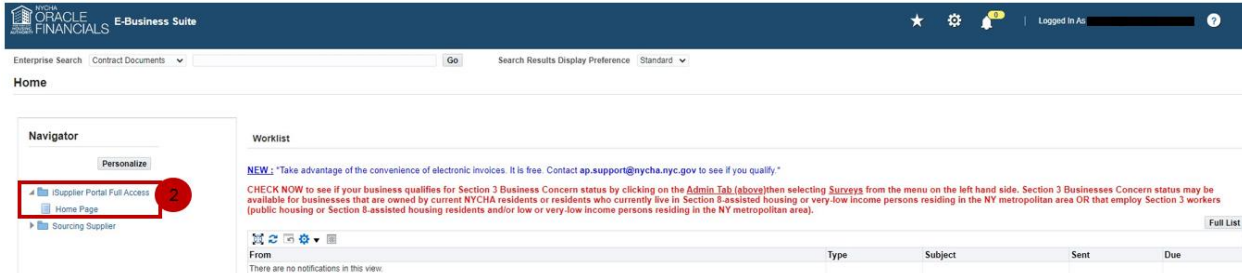
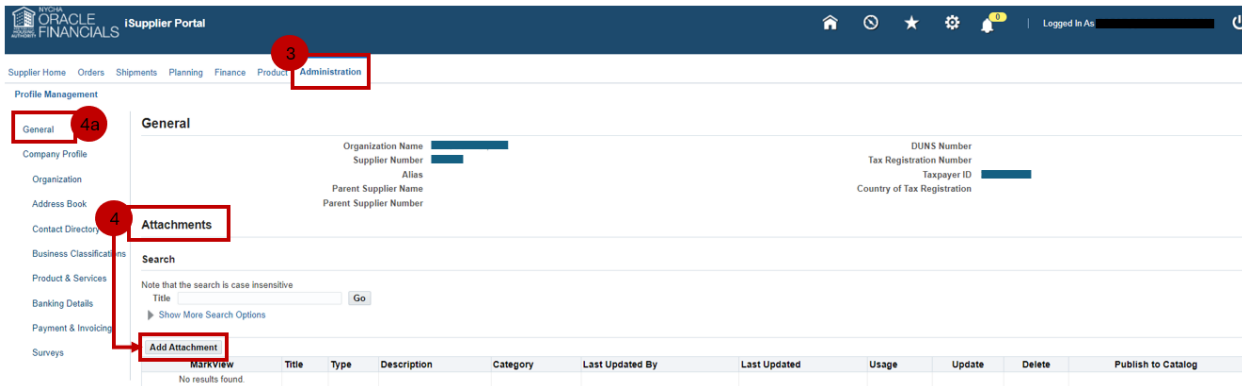


How to Add Attachment in iSupplier

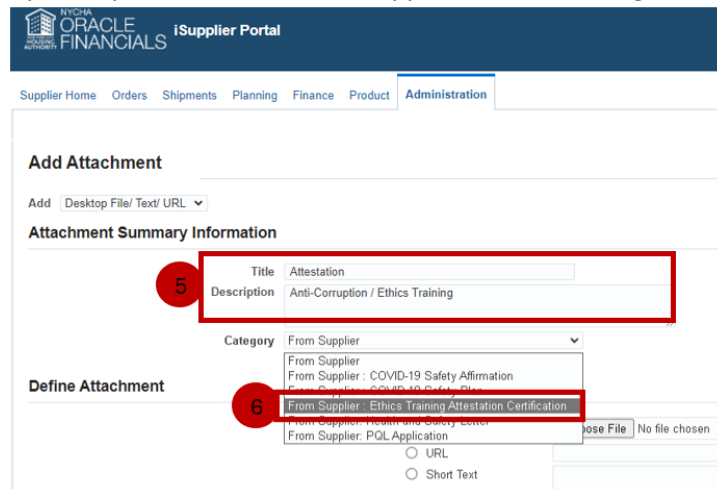
1. Once you have completed and signed your **Anti-Corruption / Ethics Training Attestation form**, it is ready for you to upload in the iSupplier portal
2. After logging in, click 'iSupplier Portal Full Access' and then click 'Home Page' on left-side bar



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

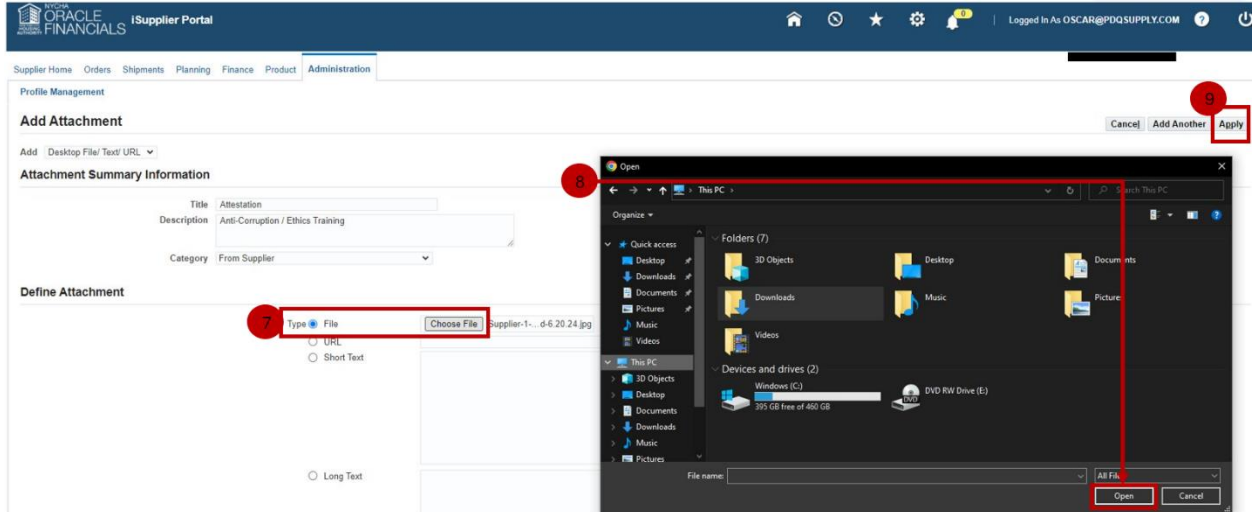


5. Under the 'Attachment Summary Information' section, please enter a Title and Description
6. For the Category field, please choose 'From Supplier: Ethics Training Attestation Certification'



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



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

