

# Manage Documentation – Mass Download

## Supplier Portal - Quick Reference Sheet

### Overview

This Quick Reference Sheet (QRS) demonstrates how to mass download bid invitation documents. This functionality is suitable when there are a number of documents to be downloaded from the bid invitation, or the documents are large.

### Things You Need To Know

Mass download documents directly to a WinZip file from the actual Bid Invitation.

Users will be required to register for the Bid Invitation in the Bid / Tenders transaction prior to being able to use the mass download functionality.

Ensure that Java is working on your computer <http://www.java.com/en/download/testjava.jsp>.

### Features Covered

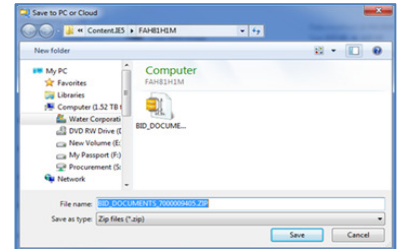
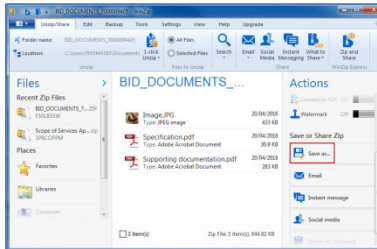
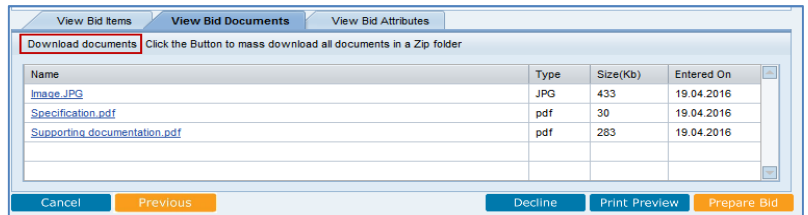
- Mass Download to a ZIP File from Bid Invitation
- Manage DocumentationMass Download to a ZIP File from Bid InvitationMass Download to a ZIP File from Bid Invitation

### Mass Download to a ZIP File from Bid Invitation

Mass download documents directly to a WinZip file from the Bid Invitation.

In the actual **Bid Invitation**:

1. In Step 3 View, click **View Bid Documents**.
2. Click **Download documents**.
3. In the WinZip screen click **Save As**.
4. Map to the location where to save the Zip File.
5. Click **Save**.



### Manage Documentation

Access to mass download functionality of documents is also available from the Manage Documentation transaction in the Supplier Portal.

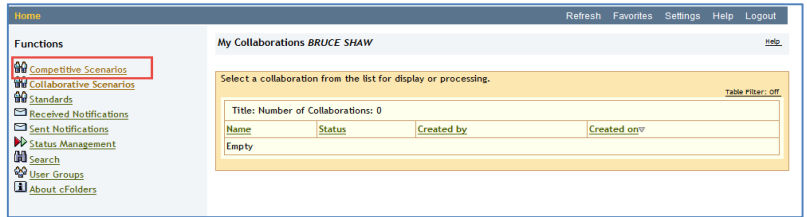
1. From the Supplier Transactions menu click **Manage Documentation**.



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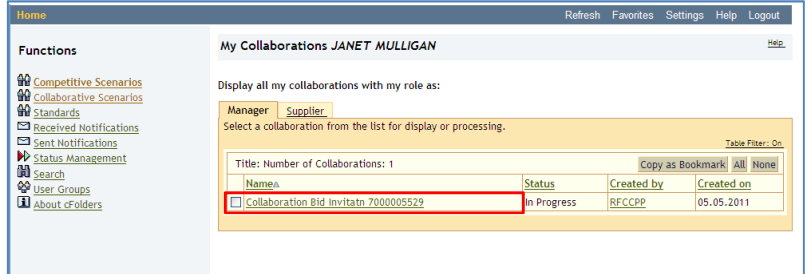
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2. Select **Competitive Scenarios**.  
Depending on the status of the bid invitation, find the bid collaboration under **Manager** or **Supplier** tabs.

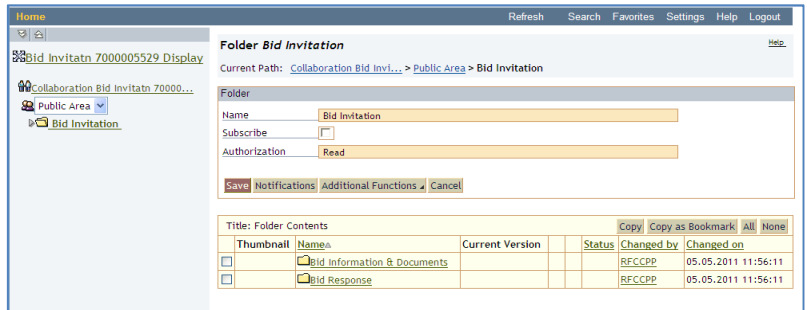


3. Click on the bid collaboration number to access the folder structure.

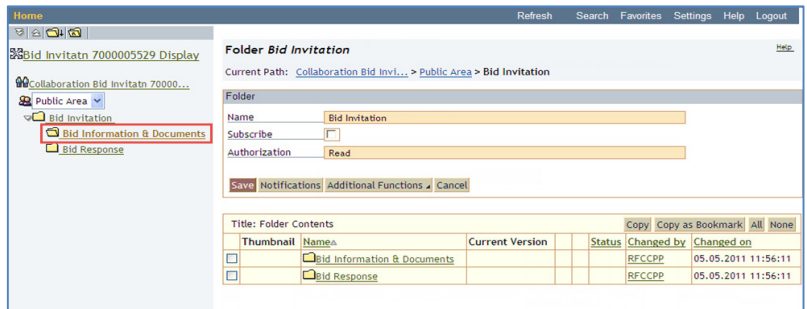
**Note:** Depending on the status of the bid invitation, find the bid collaboration under the **Manager** or **Supplier** tabs.



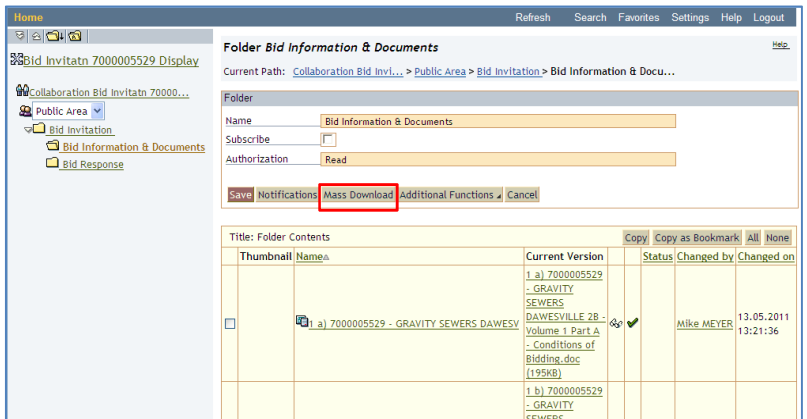
4. Click on the ▶ to expand the folder structure.



5. Click **Bid Information & Documents** folder to view the bid documents.



6. Click **Mass Download**.



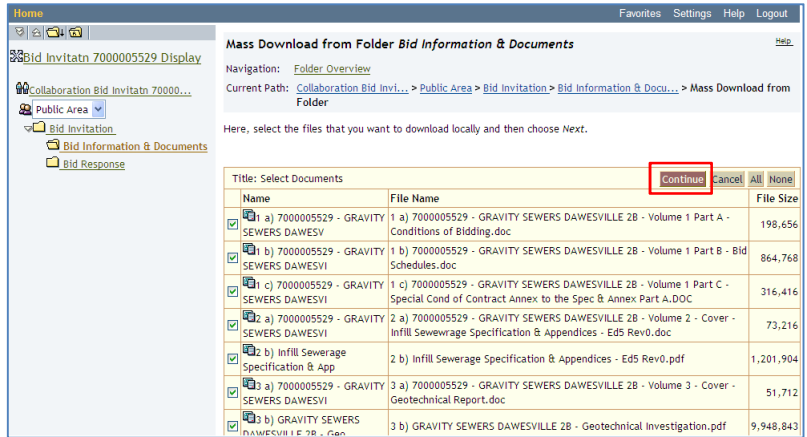
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7. Select each of the documents to be downloaded using a tick as the indicator on the left.

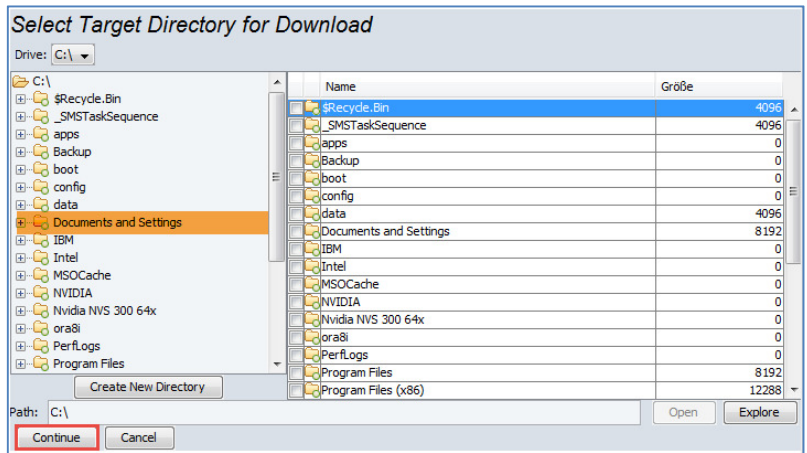
8. Click **Continue**.

**Note:** Latest java software is required to view your folder structure and select the download location. You may need to check with your IT specialists.

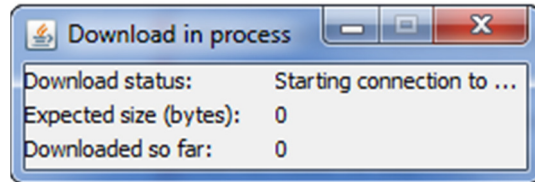


9. Choose the directory that the documents are to be saved to.

10. Click **Continue**.



11. During the download process the system will show the progress information.



12. Once the mass download has been completed, **Logout** from the Manage Documentation transaction or select another transaction, e.g. Bids / Tenders.

