

Next, select the options to include in your PDF Package. On the bottom left you will see the new options to include Attachments. Then click 'Create PDF'.

Summary for Buy # 1076350

Create Your PDF Package for Buy #1076350
Customize your PDF package by selecting the options below.

Include All Sellers

Seller:	Bid #:	Delivery Days:	Total Price:
<input checked="" type="checkbox"/> GATELY [DUNS: 987234765] SELECTED	569176700	30	\$93,203.00

Attachment Options

Include Buy Attachments
 Include Seller Attachments

Redaction Options

Seller Name
 Seller Price

No Bid Information

Full List of No Bid Sellers

CREATE PDF

After clicking on 'Create PDF' you will be brought to a new Request Buy Package Congratulations screen. Since some buy packages may take longer to generate, your request will populate on the new Buy Package Download page, allowing you to come back later to download it.

Request Buy Package

Congratulations

Congratulations! Your request for the Buy Package has been submitted.

As this may take a few minutes to load, click on the **Buy Package Download** button to check the status of your request. The package will be available for download on the **Buy Package Download** page under your **Quick Links** tab when completed.

Now it will also include buyer and seller attachments, all in one click!

The package will include information such as:

- Solicitation information
- Competition summary
- Vendor quotes
- Buyer Attachments (NEW!)
- Seller Attachments (NEW!)

Contact the BuyerSupportTeam@Unisonglobal.com with any questions navigating the Buy Package.

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The Buy Package Download page can be found under your Quick Links panel. From this page, you can choose to download the buy package you have generated. PDF Packages you create will be stored for 30 days. During that time, you can access them anytime from the Buy Package Download page.

Buy Package Download

QUICK LINKS

- Create New Buy
- Draft Buy Builder
- Edit Draft Buy
- Award Buy
- Answer Seller Questions
- Buy Package Download (NEW)**
- Marketplace Research
- Marketplace Research File
- Message Center

Buy #	Buy Description	Date Requested	Request Status	Download
1076350	Laptops	11/01/2021 16:17 ET	Request Completed	
925469	Master BPA - Test Food Buy	11/01/2021 13:03 ET	Request Completed	
1076327	Master BPA - SWQA Regression BPA Buy Release 16	11/01/2021 13:00 ET	Request Completed	
1076327	Master BPA - SWQA Regression BPA Buy Release 16	11/01/2021 12:59 ET	Request Completed	

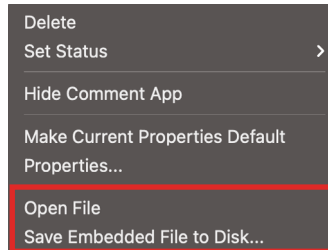
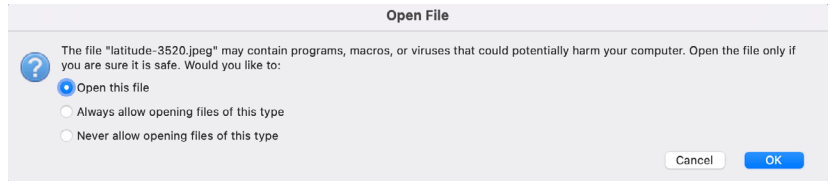
Viewing attachments within the PDF

Once you download the PDF Package to your computer, open it in your preferred PDF reader. Scroll through your PDF Package and locate the Buyer Attachment(s) or Seller Attachment(s) section. There are two ways to open the attachment files:

1. Double click on the attachment file and open
2. Right click on the file and select open/view

Please note, accessing files within your browser or reader will vary depending on software/browser versions and your Agency's security settings.

Seller Attachment(s): Required		
No.	Document Name	Document Size
Requirement 001	Product Image latitude-3520.jpeg	24 KB
Requirement 002	Warranty documentation warranty-doc.docx	13 KB



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