

1

When naming an attachment to be uploaded onto the CGO Supply Portal, please refrain from using 'internet characters' and/or the 'ampersand' sign

Note: If an attachment is uploaded with any of the signs in the name, the attachment will not be able to be viewed. This may affect the document being read/viewed during the tender process.

] [? / < ~ # `
! @ \$ % ^ & *
() = + } | : "
; ` , > {

Examples of Incorrect Pathways:

C:\Documents\John's Folder\
C:\Documents\Bill & George\

This also includes the pathway address of the file, it too cannot have any 'internet characters' and/or the 'ampersand' sign. If it does, this will stop and create an error message on upload.

2

When completing a 'Download, Complete and Upload' question during a tender, please ensure that the attachment that you upload with your changes and information does not have the same file name as the original attachment.

Correct Example:

Original Document: Departures Table_Agmt

Your Uploaded Document: Departures Table_Agmt Company Name

3

When uploading a file, please ensure that the file type (.doc or .docx) or (.xls or .xlsx) is the same as the original file. You cannot upload a PDF if the original was an MS Excel or MS Word document. The following message will appear when this error occurs:

