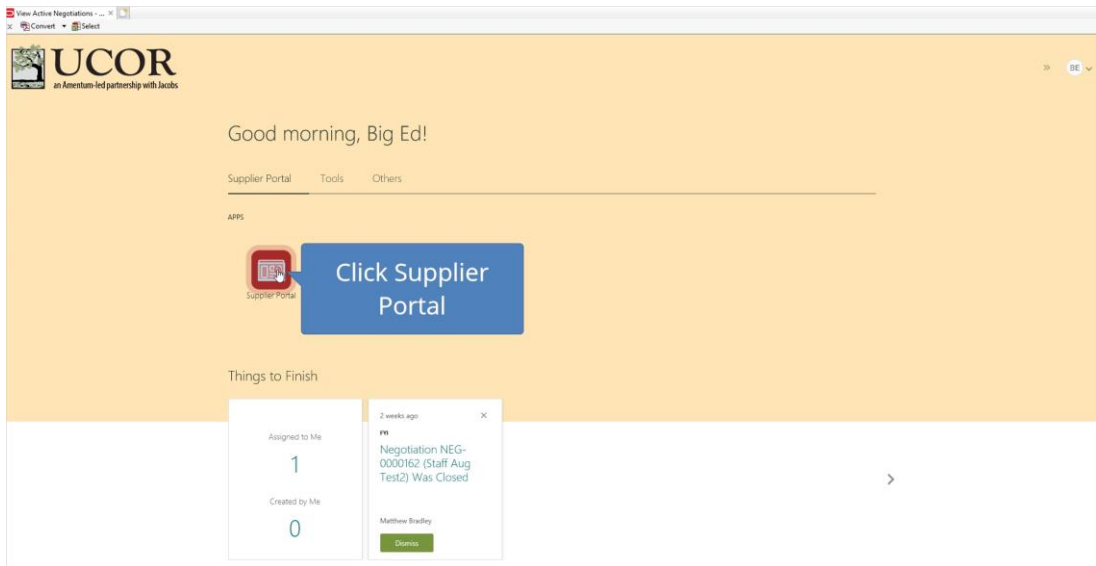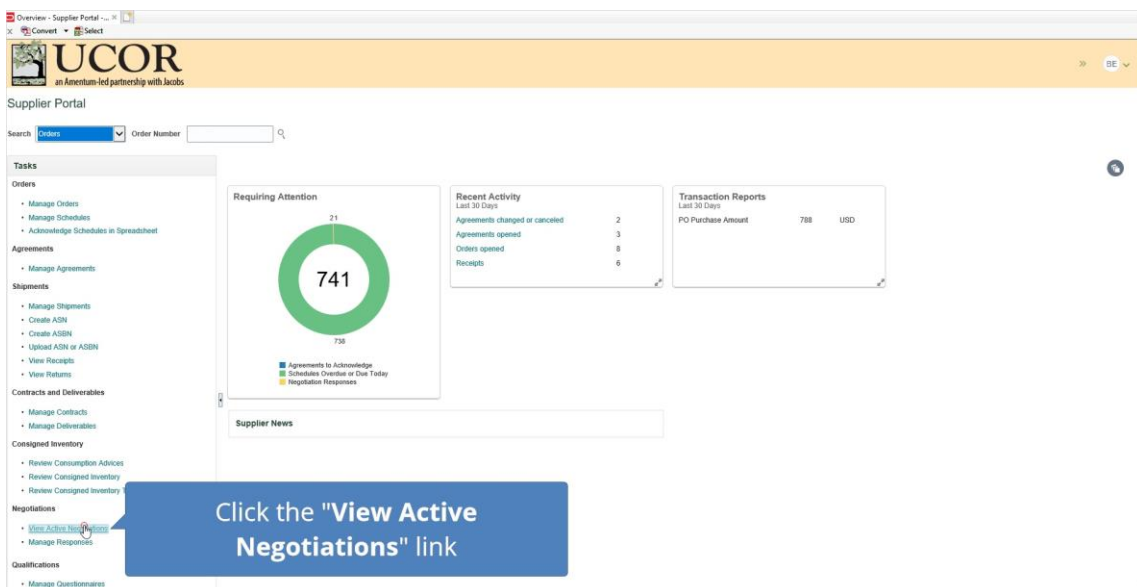# How to Download Files in the UCOR Supplier Portal
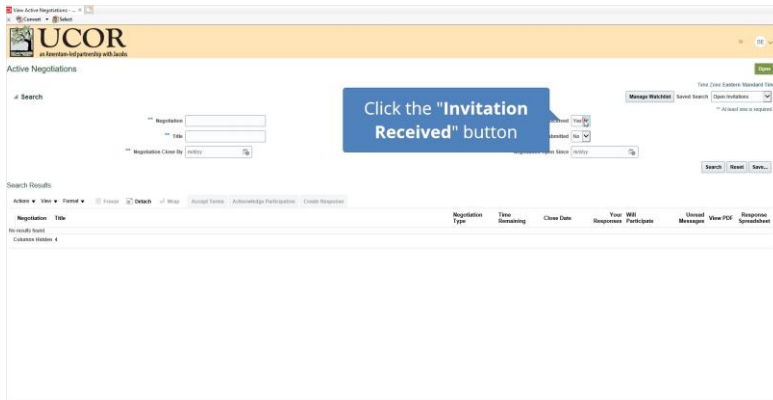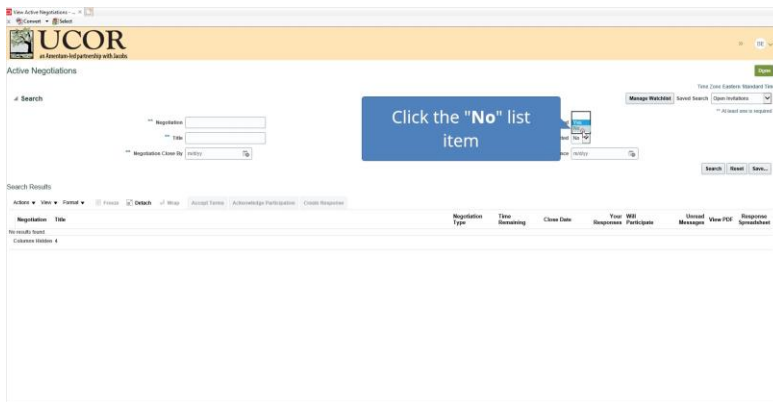
1. View Scene

1.1 Click Supplier Portal
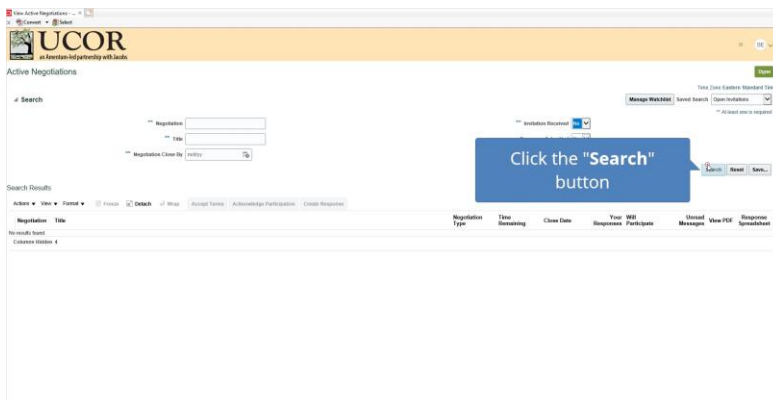

1.2 Click the View Active Negotiations link
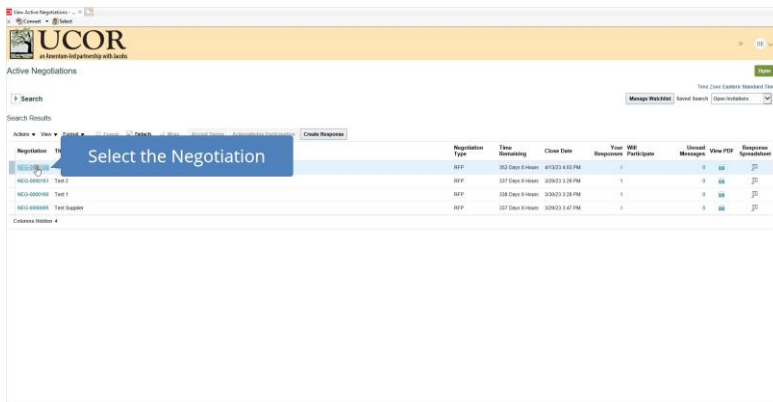
1.3 Click the "Invitation Received" button

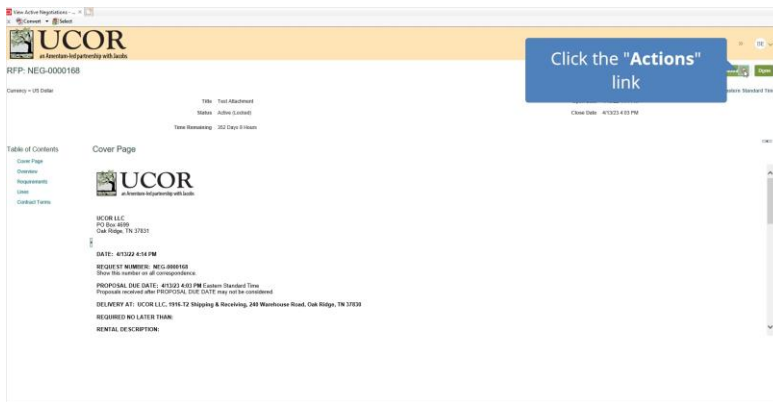### 1.4 Click the No list item

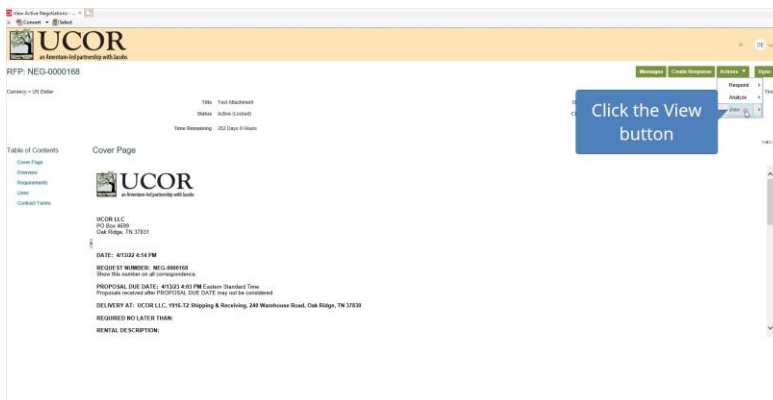### 1.5 Click the Search button

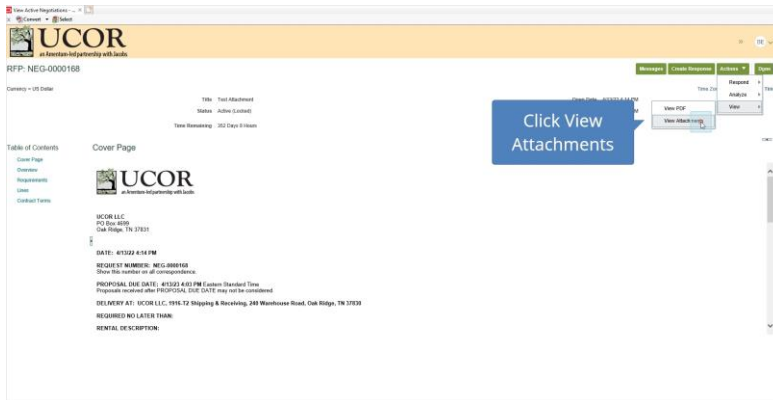## *1.6 Select the Negotiation*
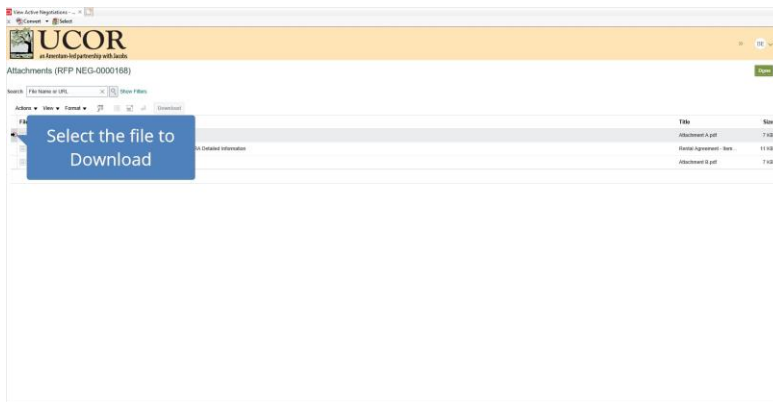

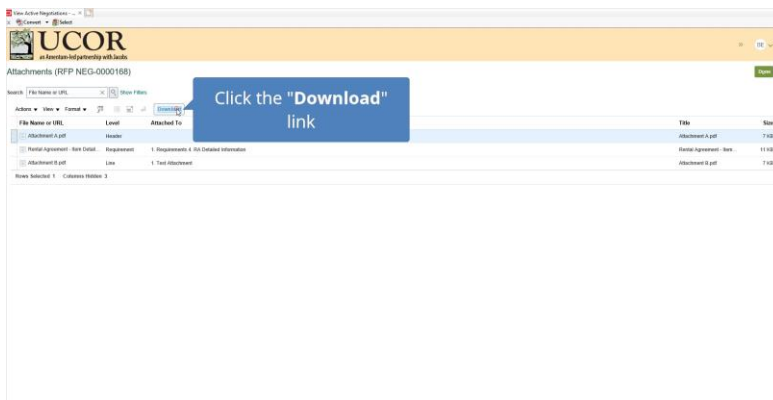## *1.7 Click the Actions link*

1.8 Click the View button

1.9 Click View Attachments

1.10 Select the file to Download

1.11 Click the Download link

1.12 Click the Save page

Click the "**Save**" page

1.13 Click the Open folder button
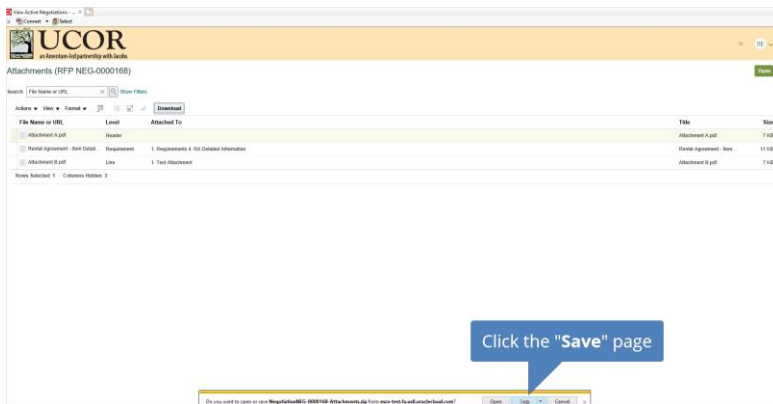
Click the "**Open folder**" button

1.14 File is downloaded in your Downloads folder

File is downloaded in your Downloads folder