

**What is the Additional Documents facility?**

The Additional Documents facility allows all documentation related to a tender notice to be uploaded to the website for instant download by suppliers. Awarding authorities can attach request for tender documents (RFTs), pre-qualification questionnaires (PQQs) or other supporting documentation.

**When would I use the Additional Documents facility?**

Authorities would use this facility when they have a requirement to make documents available to suppliers during a tender procedure. Attaching documents to the notice on this website means that documents no longer have to be posted out, resulting in time and cost savings.

Suppliers would use the Additional Documents facility to quickly access documentation attached to a particular tender notice. A copy of the notice can be requested from the website by email and the documents will be made accessible for direct download.

**How do I use the Additional Documents function?**

