



## Adding Attachments to Open RFQs

Various circumstances occur that you may have not been able to upload all attachments during the original submission of an RFQ.

A new feature has been added to the RFQ detail screen to allow the addition of more file uploads. Within the RFQ detail page you will now see an “Add Attachment” button.

To upload a new attachment start by:

1. Click on the “Add Attachment” button

This is a quote for training that you have placed at 0.00 in quantity. I have attached the quote from our vendor for this training, and we hope that this is working into January currently. Contact's email address is

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**Attached Files**

<http://portal.gohispeed.com/acs-quotes/files/2024/HiSpeedtrainthetrainer112124InsideSales-1732295645-320.pdf>

[View All Attachments](#)

**ADD NEW ATTACHMENT**

Recent Activity

BR	Dept	Account	MTD/PYMTD+/--%	YTD/PYTD+/--%	Sales	Inside	By	Quote#	Date	Type
1A	IS	SFI Of TN, LLC		-100.0%					11/22/2024	Order RF
M		Contact: Darrell Davis 4768 Hungerford Road , Memphis , TN 38118 <a href="#">View</a>   <a href="#">View Activity</a>   <a href="#">Log RFQ Activity</a>			PIW	TLW	PIW			

2. You can then either drag a file within this box or click on the box to select the file you want to attach.

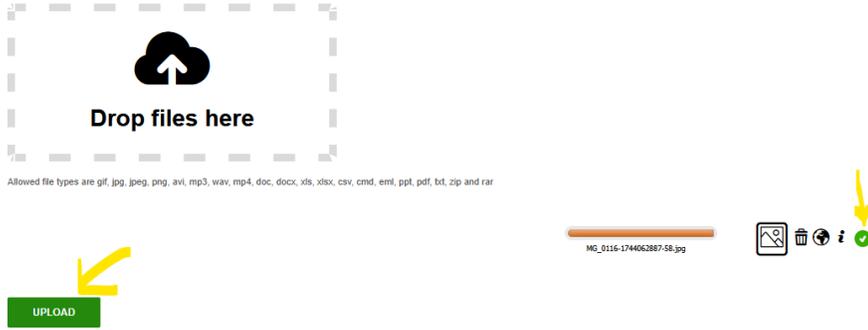
**Upload Files**



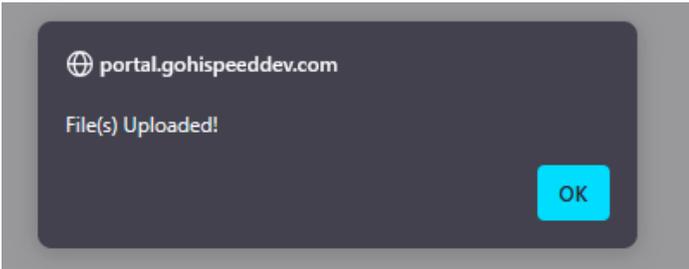
**Drop files here**

Allowed file types are gif, jpg, jpeg, png, avi, mp3, wav, mp4, doc, docx, xls, xlsx, csv, cmd, eml, ppt, pdf, txt, zip and rar

- Once the file you selected has been identified with the green circle with a check mark, you can finalize attaching the file to the RFQ by clicking the “Upload” button.



- You will see an alert box confirmation



and a new activity item will also be displayed within the recent activity section of that detail page.

BR	Dept	Account	MTD/PYMTD+ /-%	YTD/PYTD+ /-%	Sales	Inside	By	Quote#	Date	Type	Description	Amount
1B	IS	WABTEC COMPONENTS LLC Contact: Russell Forrest 1000 Young Drive , Lexington , TN 38351 View   View Activity   Log RFQ Activity	0.0%	1000.0%	CEC	JP2	HSE		04/07/2025	RFQ Attachment Added	File(s) Uploaded: <a href="https://Portal.Gohispeeddev.Com/Act-Quotes/Files/2025/Mg_0116-1744062887-58.jpg">https://Portal.Gohispeeddev.Com/Act-Quotes/Files/2025/Mg_0116-1744062887-58.jpg</a>	0.00
1B	IS	WABTEC COMPONENTS LLC Contact: Russell Forrest 1000 Young Drive , Lexington , TN 38351 View   View Activity   Log RFQ Activity	0.0%	1000.0%	CEC	JP2	CEC		03/10/2025	Order RFQ Submitted	Please Revisr Quote #025919 And #025937 For Critical Parts Only That Need To Be Replaced.	0.00