

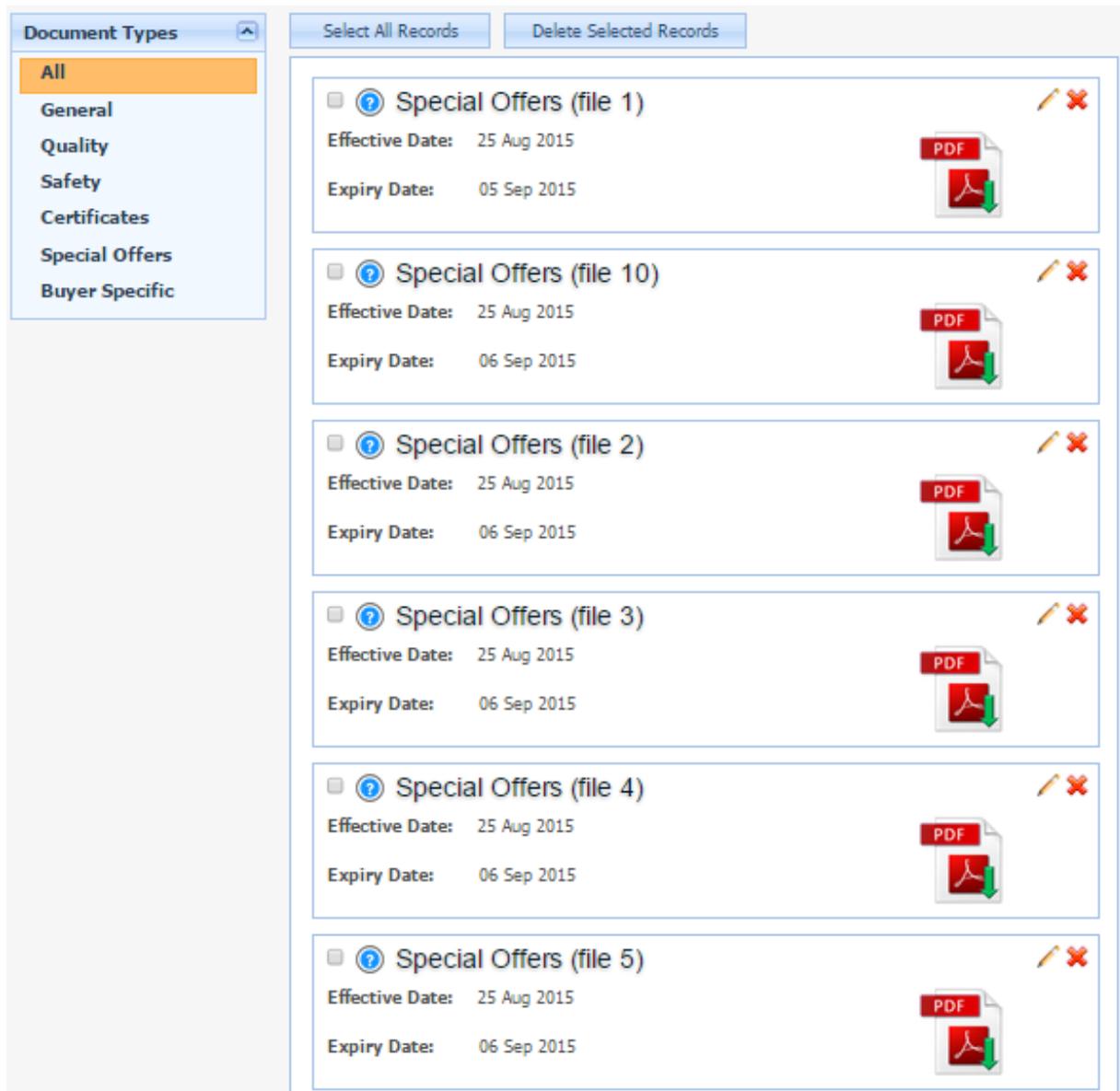
Uploading, editing and deleting documents on www.webportunities.net

More than 50 document types, including marketing/promotional documents, can be uploaded on the website. Once uploaded, the documents are visible and downloadable by website visitors. However, **“Buyer Specific”** documents are only visible to Buyer Organisations that you are registered with. Follow the steps below to upload, edit or delete documents:

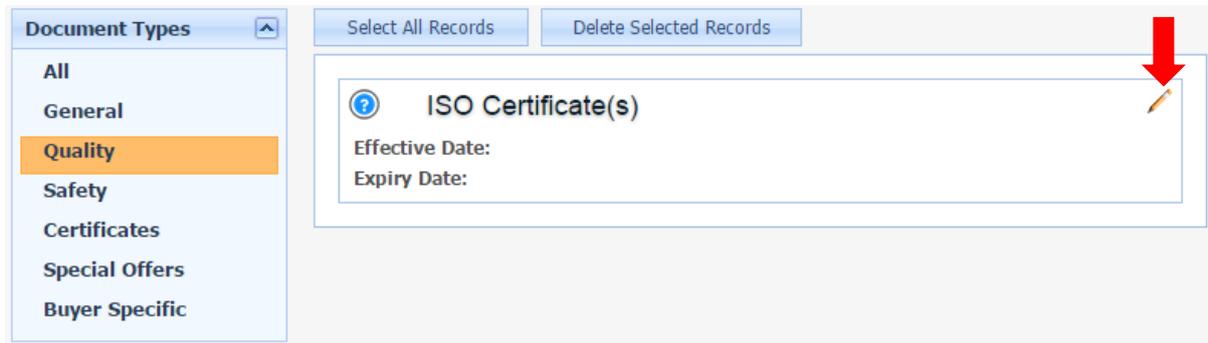
1. Once you have logged in, click on the Documents tab as per the image below.



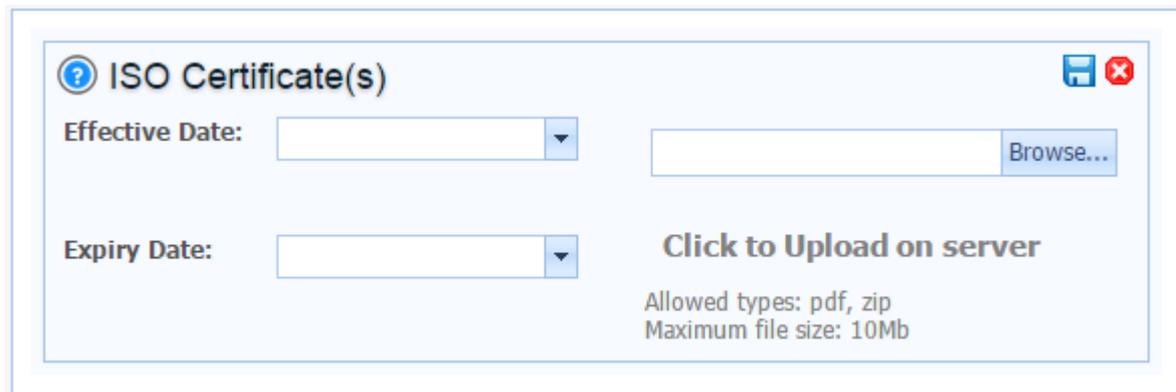
If you have already uploaded documents they will be displayed at the top by default as per the image below.



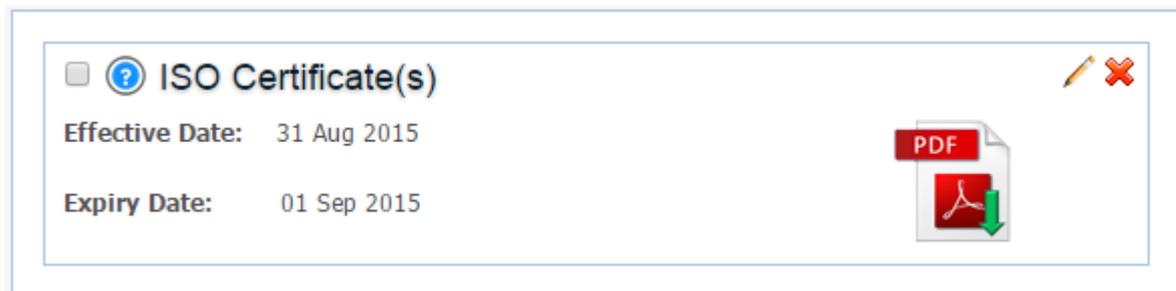
By default “All” documents are selected in the **Document Types** but you can click on any type to display only those documents as per the image below.



- To upload a new document you will need to find it in the list and click on the pencil icon  (edit icon) in the top right hand side, as per the image above. You can now edit the record as per the image below.

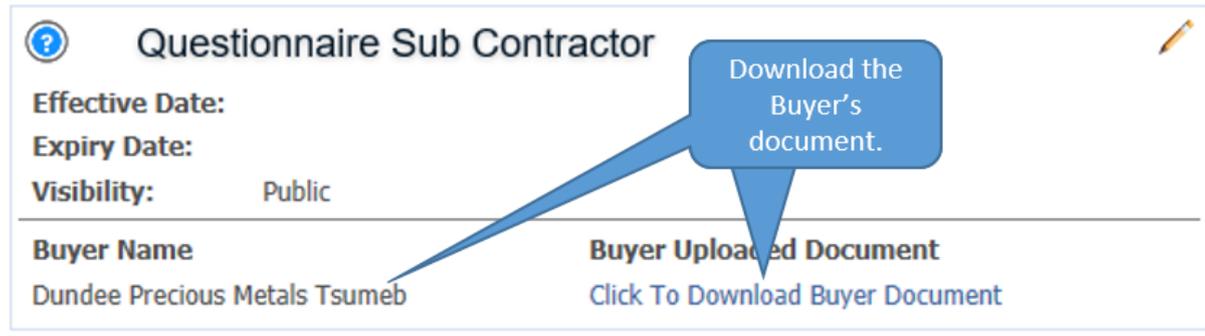


- Select the Effective and Expiry Dates of the document by clicking on the dropdowns.
- Browse to the document on your computer.
- Now click on **Click to Upload on server**.
- When done, click on the save icon  in the top right hand side to save the record to our server.
- If you want to cancel for any reason, click on the Cancel icon  next to the save icon. Once you have saved your record it should look like the image below.



- If you want to edit the record click on the pencil icon and edit as explained above. If you want to delete the record entirely click on the red cross icon .

- In the case of some “Buyer Specific” documents you will need to download the Buyer’s document first, complete it and then upload it. See image below. Make sure to select the correct option in the “Visibility” dropdown. In the case where you downloaded the document first for a specific buyer, you must select that same buyer in the “Visibility” dropdown. There are some Buyer Specific documents for example “Bank Details” where you don’t need to download the buyer’s document first. In such cases, select “My Buyers” in the “Visibility” dropdown. Only buyers that you are registered with will see that document.



Questionnaire Sub Contractor

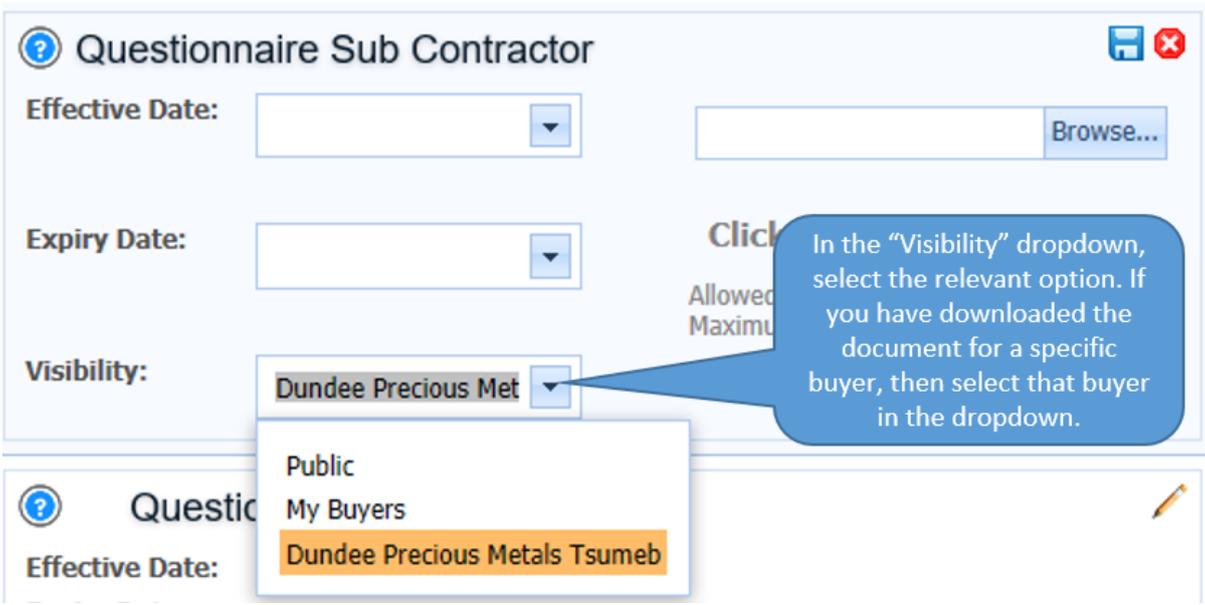
Effective Date: _____

Expiry Date: _____

Visibility: Public

Buyer Name	Buyer Uploaded Document
Dundee Precious Metals Tsumeb	Click To Download Buyer Document

Callout bubble: Download the Buyer's document.



Questionnaire Sub Contractor

Effective Date:

Expiry Date:

Visibility: **Dundee Precious Met** ▼

- Public
- My Buyers
- Dundee Precious Metals Tsumeb**

Callout bubble: In the "Visibility" dropdown, select the relevant option. If you have downloaded the document for a specific buyer, then select that buyer in the dropdown.

10. If you want to delete multiple records click the check boxes next to it and click on the Delete Selected Records button. You can also select all records by clicking on the Select All Records button. See image below.

The screenshot displays a list of seven 'Special Offers' records. At the top of the list are two buttons: 'Select All Records' and 'Delete Selected Records'. Each record card includes a checkbox, a title (e.g., 'Special Offers (file 1)'), an 'Effective Date', an 'Expiry Date', and a PDF icon. A blue box labeled 'Check boxes' has arrows pointing to the checkboxes of the first and third records. Red arrows point to the 'Select All Records' and 'Delete Selected Records' buttons.

Checkbox	Title	Effective Date	Expiry Date	PDF Icon
<input checked="" type="checkbox"/>	Special Offers (file 1)	25 Aug 2015	05 Sep 2015	PDF
<input type="checkbox"/>	Special Offers (file 10)	25 Aug 2015	06 Sep 2015	PDF
<input checked="" type="checkbox"/>	Special Offers (file 2)	25 Aug 2015	06 Sep 2015	PDF
<input checked="" type="checkbox"/>	Special Offers (file 3)	25 Aug 2015	06 Sep 2015	PDF
<input type="checkbox"/>	Special Offers (file 4)	25 Aug 2015	06 Sep 2015	PDF
<input checked="" type="checkbox"/>	Special Offers (file 5)	25 Aug 2015	06 Sep 2015	PDF
<input type="checkbox"/>	Special Offers (file 6)	25 Aug 2015	06 Sep 2015	PDF

End...