

Seller Attachment Requirements

Unison Marketplace has a new feature that will not allow Sellers to submit quotes on requirements without required documentation. Here's how it works:

Seller Attachment(s) 😲

When posting a buy on Unison Marketplace, you have the ability to make Seller Attachment(s) Optional, or Required.

When you choose to make Seller Attachment(s) Required, you will be able to list or select specific attachments you would like submitted.

Note: Your Unison Marketplace Account Team can prefill your Attachment Requirements if you desire.

When attachment(s) are required, Sellers MUST attach all required documentation before submitting their bid. Sellers will receive an error if they have not attached all of the required documents.

On the Bid Details page, you will find all required attachments listed under 'Seller Attachment(s): Required'. Here you will have the option to open each document individually, or download all attachments.

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Seller At	tachment(s) 🥹				
Select the re-	quirement for Seller attachment	s:			
Attachme					
		quire Sellers to include in attachment(s) to the	ir online Bid. Attachment(s) can to	tal no more than 20MB, whether mu	Itiple files or or
All attachme	nts must be submitted with the	Seller's Bid prior to the closing date and time	of the Buy.		
For formattin pricing inform	g purposes, note that any verbi nation:"	age you provide below will complete the follo	wing sentence in the Buy instruction	ons: "The attachment(s) must includ	le the following
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If you have any questions on Seller Attachment Requirements, please contact your Account Manager.