

# 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:

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.

**Seller Attachment(s)**

Select the requirement for Seller attachments:

Attachments Optional

Attachments Required

**Seller Attachment(s)**

Select the requirement for Seller attachments:

Attachments Optional

Attachments Required

Enter all non-pricing information that you require Sellers to include in attachment(s) to their online Bid. Attachment(s) can total no more than 20MB, whether multiple files or one file. All attachments must be submitted with the Seller's Bid prior to the closing date and time of the Buy.

For formatting purposes, note that any verbiage you provide below will complete the following sentence in the Buy instructions: "The attachment(s) must include the following non-pricing information:"

**Agency/Office Attachment Requirements**

Select	Description
<input checked="" type="checkbox"/>	Buyer Org Requirement 1
<input checked="" type="checkbox"/>	Buyer Org Requirement 2

**My Attachment Requirements**

Description	Delete
<input type="text"/>	

You have the following errors:

1: You must enter an attachment for each requirement.

TERMS | LINE ITEMS | REVIEW / SUBMIT

**Buy Countdown**

Current System Time: 10:29:05 ET Time Remaining: 75:00:55

**Buy Information**

Buy Description: Laptops  
Bid Decrement: \$1

**Seller Attachment(s)**

Attachments REQUIRED: You must enter an attachment for each requirement.

Pricing will not be accepted in any attachment(s). Attachment(s) can total no more than 20 MB, whether multiple files or one file, and may be zipped to reduce size. Failure to comply with these terms may result in the Bid being determined to be non-responsive.

No.	Document Name	Document Size	Add / Remove
	Requirement: Buyer Org Requirement 1		
	Requirement: Buyer Org Requirement 2		

**Seller Attachment(s): Required** [DOWNLOAD ATTACHMENTS](#)

No.	Document Name	Document Size
<b>Requirement: Buyer Org Requirement 1</b>		
001	<a href="#">af94e97e-d138-4fd0-ba69-860b84c7d88d.jpg</a>	480.78 KB
<b>Requirement: Buyer Org Requirement 2</b>		
002	<a href="#">Pink-Roses-Virtual-Background.jpg</a>	582 KB
<b>Requirement: Here is my attachment requirement.</b>		
003	<a href="#">242582d9-6a19-495a-b9f7-0a330a120882.jpeg</a>	745.18 KB

If you have any questions on Seller Attachment Requirements, please contact your Account Manager.