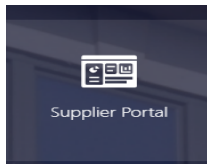




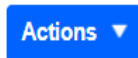
CITY OF CHATTANOOGA PURCHASING DEPARTMENT
DOWNLOADING REQUIRED SOLICITATION ATTACHMENTS QUICKSTART GUIDE
423-643-7230

purchasing@chattanooga.gov
suppliersupport@chattanooga.gov

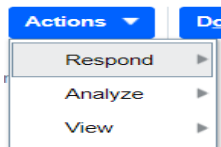
- After logging into the Portal
- Click on the Supplier Portal Icon



- The system will take you to the Supplier Dashboard.
- Navigate to the solicitation you are interested in.
- To download the documents , click on **Actions** button in the top right of the screen



- Click on the small arrow next to Actions and expand the drop down list



- Click on **VIEW** in the drop down menu
- A new list will appear. If you click on PDF, the solicitation document will automatically download to your computer.
- Click on **Attachment's** to download affidavits, specifications, amendments, etc.
- Highlight the specific attachment in blue and click on the **Download** button.

Questions?? Need Support?? Please reach out to suppliersupport@chattanooga.gov