

HOW TO: UPLOAD TEST DOCUMENTS



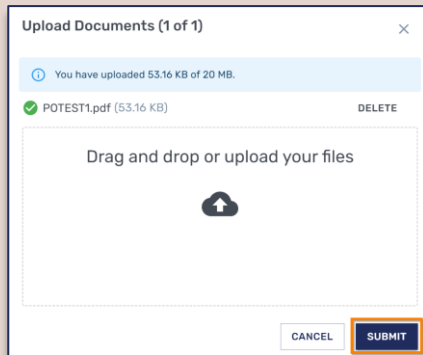
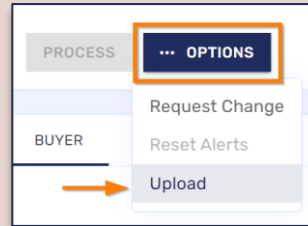
- You have two options for submitting orders: through the portal email or directly on the customer/vendor page within the portal. *This process must be done one trading partner at a time.*
- To understand how these methods differ and follow the respective steps, please refer to the instructions below.



Uploading directly in the Portal

For direct uploads within the portal, follow these steps:

1. Go to the customer/vendor detail page.
2. Navigate to the third section, labeled "Test Documents" tab.
3. Within this tab, select "...Options" and choose "Upload."



4. A pop-up window will appear. You can either drag and drop your files from your file browser or click on the cloud icon to open a browser window.
5. Select the files you intend to upload.
6. Click "Submit."

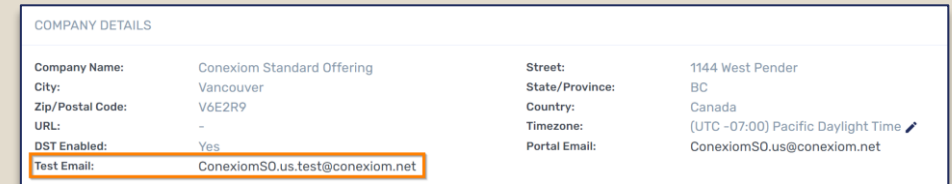
- Your newly uploaded documents will be visible in the test document tab. If they don't appear immediately, refresh the page to ensure the new uploads are reflected.



Sending via the Portal Test Email

To send documents via email, follow these steps:

1. Locate the portal email address for test documents on the company page under "Company Details".



2. Copy and paste this email address into a new email.
3. Attach the documents you wish to submit for testing.
4. The sent email and the documents will appear in your test documents tab. If they don't appear immediately, refresh the page to ensure the new uploads are reflected.

This method is particularly useful when forwarding emails with attached documents from your trading partners, eliminating the need to download them to your computer.

- Ensure you **send the email to the correct address**, which includes ".test" to direct it to the test environment on your end, rather than your live portal email, especially when the customer/vendor is in a production status.