Attachments should be added to all Non-Terrier Marketplace Shopping Carts*.

**What to Attach?**

- Quote, proposal or description of services
- \( \geq \$25,000 \) - Proof of competitive bid or a completed Sole Source Justification form‡
- If available - related contracts (signed or unsigned)‡
- Any other relevant documentation

* Non-Terrier Marketplace orders over $5,000 require attached documentation to submit the shopping cart.
‡ Only Trustees of Boston University or authorized delegates are authorized to sign contracts on behalf of the University.
* For more information about the University’s Competition and Supplier Selection policy visit the policy page (bu.edu/policies/finance-administration/competitive-bidding/)
Documents are attached at the ‘Line-item’ level, meaning a line item must be added to the shopping cart before a document can be attached.*.

- Highlight the line item
- Click ‘Details’
- Scroll to the bottom of the page

* Non-Terrier Marketplace orders over $5,000 require attached documentation to submit the shopping cart.
Add Attachments

Documents are attached at the ‘Line-item’ level, meaning a line item must be added to the shopping cart before a document can be attached*. 

Step 3. Click Notes and Attachments

- Scroll to the bottom of the page
- Click ‘Notes and Attachments’ tab
- Click ‘Add Attachment’ button to open pop-up window

Step 4. Click Add Attachment

* Non-Terrier Marketplace orders over $5,000 require attached documentation to submit the shopping cart.
Attachments should be added to all Non-Terrier Marketplace Shopping Carts.

- Click ‘Add Attachment’ button
- In pop-up window, click ‘Browse’ and select a file from your computer to attach
- Name the attachment in ‘Description’ box
- Select Visibility *
- Click ‘OK’

*When the ‘Visible Internally Only’ box is checked, the supplier will not see the document attached. Uncheck the ‘Visible Internally Only’ box to make the attachment visible to the supplier.
Add Attachments

Multiple Attachments can be added to a single line item. Files accepted include (PDF, Word, Email, Excel, PowerPoint).

- Check your attachment*

*Attached documents can be viewed by clicking the blue document link.
Sourcing & Procurement

Additional Resources

Ordering Information
Sourcing & Procurement:

Website: www.bu.edu/sourcing
Email: sourcing@bu.edu

Invoice Payment Information
Accounts Payable:

Website: www.bu.edu/ap/resources
Email: invoices@bu.edu