HOW TO TRANSFER TO THE FTP SITE

Bid Opportunity Documents:

Upload

- On your **WORKSTATION**, create a folder named with the Bid Opportunity number.
- Save Word documents and AutoCAD drawings to PDF format, without security.
- Name all files using the Naming Convention
- http://www.winnipeg.ca/finance/findata/matmgt/templates/bid_opportunity/Naming_conventions.pdf
 - **o** Zip your files before upload, Note maximum size is 100MB
- Access the FTP site by entering: http://www.winnipeg.ca/finxfer/ in the address bar of Internet Explorer.
 - Your first view will look like this:

Bid Opportunities Files Upload

3id No: (xxxx-yyyy)	
	Note
Browse	Maximum upload size is 100MB. Zip files before upload.
12865	

ENTER THE FOLLOWING:

- > Enter the Bid Opportunity Number
- Zip files Before upload (see instructions below)
 - Click on the Browse button and find the FILE FOLDER with the Files to zip, Select/Highlight ALL the files> right click>select send to>select Compressed (zipped) folder.
 - Highlight the ZIPPED folder and select Open, the zipped folder will be uploaded.
- Enter the Verification Code
 - \circ $\,$ Click on the Upload Button

Bid Opportunities Files Upload

Note
Maximum upload size is 100MB. Zip files before upload.

HOW TO ZIP FILES IN WINDOWS

Highlight all of the files that you want uploaded

- > Right click
- Select Send to
- Select Compressed (zipped folder

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Your Compressed (zipped) folder, will look like this

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Please RENAME your zipped file			
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🚹 123-2015_Bid_Opportunity.zip	6/26/2015 10:07 AM	Compressed (zipp	701 KB
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Browse to the Zipped folder location and select Open



Enter the Verification Code and Click on the UPLOAD button

Bid Opportunities Files Upload



YOUR ZIPPED FOLDER HAS BEEN UPLOADED.

✓ 123-2015_Bid_Opportunity.zip was uploaded successfully. ♣ Please send an email to purchasing@winnipeg.ca.

• Send email to: <u>purchasing@winnipeg.ca</u> to indicate that the Bid Opportunity document folder is waiting to be downloaded.