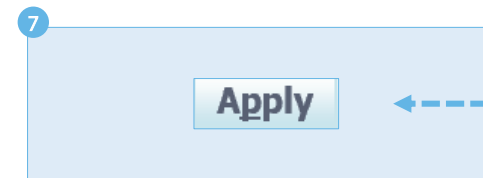# GENERAL INFORMATION

The General Information page is the default page in Supplier Management. Here you can **attach a file, URL or text that** Cisco would find to be useful when looking for a supply base for a particular product or service type. This page also displays your organization's name, supplier number and basic tax information as it's entered in your Organization page.
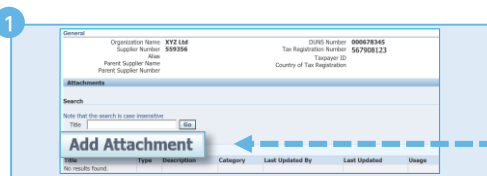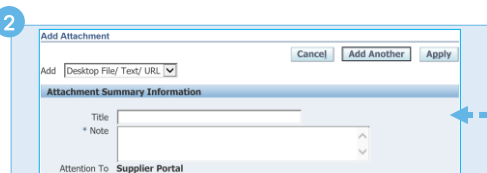
UPLOAD REQUIRED ATTACHMENTS

## UPLOAD REQUIRED ATTACHMENTS

1

On the General Information Home Page, click the **Add Attachment** button.

2

On the Add Attachment page, give the attachment a **title**. In the **Notes** section, provide a **brief description** of the attachment.
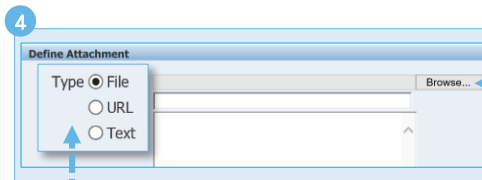
NOTE: "Desktop File/Text/URL" will default in the "Add" row on the Add Attachment page.

NOTE: The "Attention To" line item is pre-populated with "Supplier Portal" indicating where on iSupplier this attachment will be uploaded to.

3
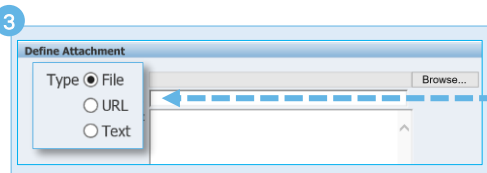
Select **File, URL** or **Text** radio button to indicate the original source of your attachment.
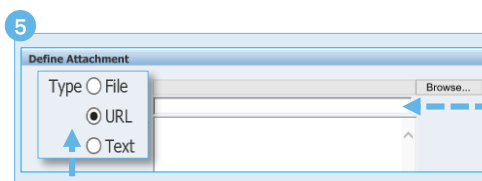
NOTE: You can only indicate one source per attachment.

4

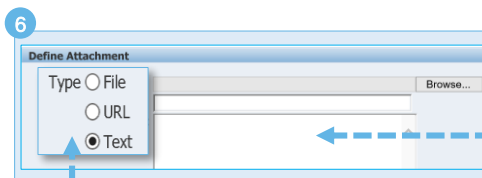Click the **Browse** button and locate your attachment and select "Open" when prompted.

Attaching a File: Select the radio button next to File.

NOTE: All attachments must be in non-editable format prior to upload (e.g., PDF).
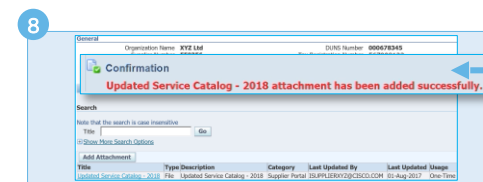
5

Cut and paste the **URL** in the space provided.

Attaching a URL: Select the radio button next to URL.

6

Enter the **text** you would like noted in your profile.

Attaching Text: Select the radio button next to Text.

7

Click the **Apply** button when complete.

8

A **Confirmation Window** is displayed at the top of the General Information Home Page indicating the attachment has been successfully added to your profile.

The new attachment, including the description, is now visible on the General Information Home page.

WHERE TO GO FOR ADDITIONAL HELP

iSUPPLIER HELP DESK

Available to answer specific questions related to portal functionality.

isupplier-onboarding@cisco.com

iSUPPLIER HELP PAGE

Provides additional reference materials, general iSupplier support and targeted video guides for Supplier Management functionality.

Hyperlink here