

HOW TO TRANSFER TO THE FTP SITE

Bid Opportunity Documents:

- 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
 - **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

Bid No: (xxxx-yyyy)

Enter Verification Code:

Note

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

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
 - Click on the Upload Button

Bid Opportunities Files Upload

Bid No: (xxxx-yyyy)



Note

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

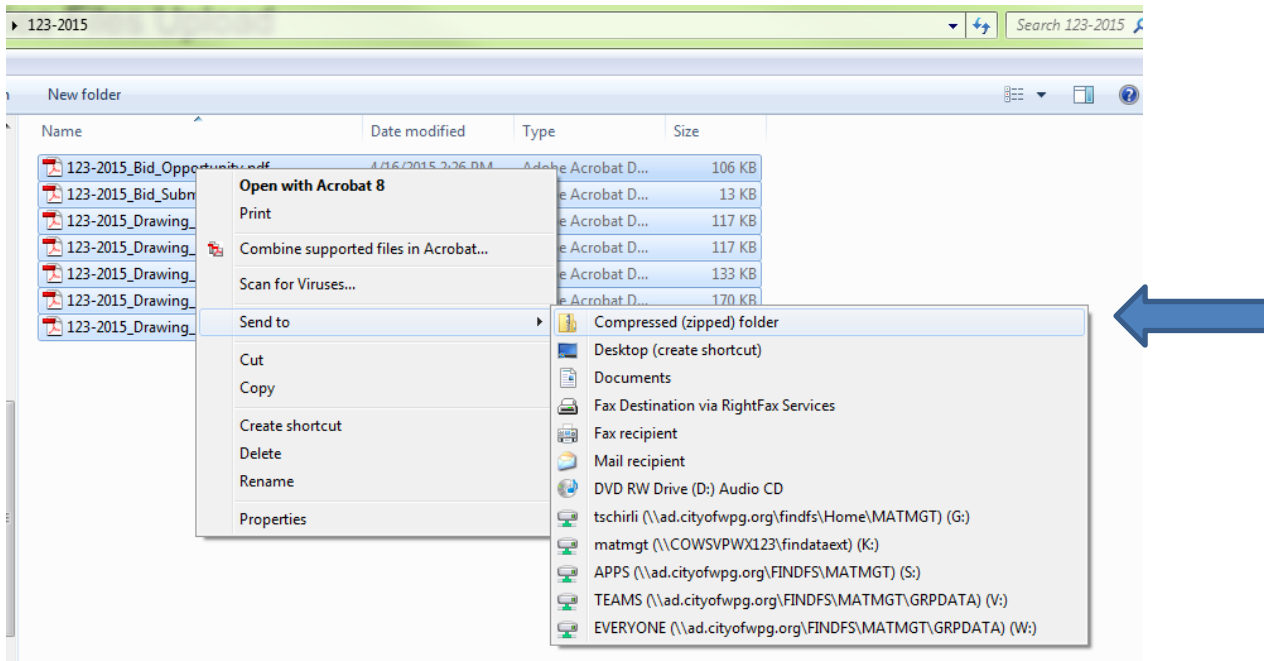
Enter Verification Code:



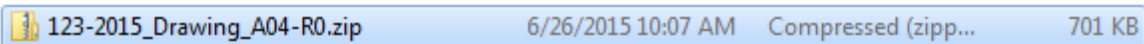
HOW TO ZIP FILES IN WINDOWS

Highlight all of the files that you want uploaded

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



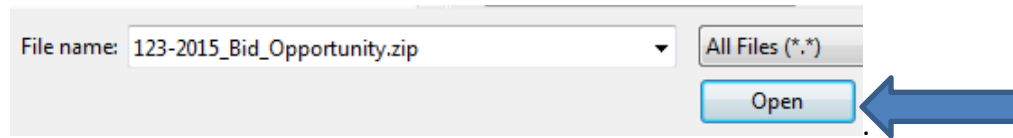
Your Compressed (zipped) folder, will look like this



Please **RENAME** your zipped file



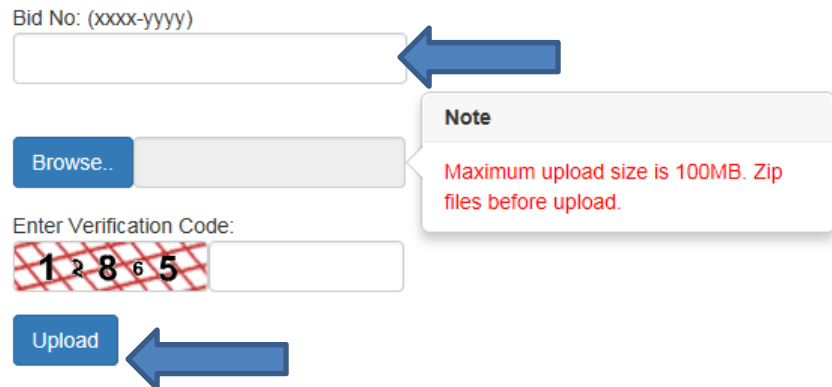
Browse to the Zipped folder location and select Open



File name: 123-2015_Bid_Opportunity.zip All Files (*.*)
Open

Enter the Verification Code and Click on the UPLOAD button

Bid Opportunities Files Upload



Bid No: (xxxx-yyyy)

Browse..

Enter Verification Code:
1 2 8 6 5

Upload

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

YOUR ZIPPED FOLDER HAS BEEN UPLOADED.

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

- Send email to: purchasing@winnipeg.ca to indicate that the Bid Opportunity document folder is waiting to be downloaded.