

Welcome to ImageSilo®

Entity ID
10571

User Name
CVENDOR

Password
.....

Source IP
216.207.130.146

Language
English

Multi-Factor Authentication Code
Multi-Factor Authentication Code

Use Multi-Factor Authentication

Login

[Forgot your password?](#)

Once you log in you will see this screen

Home

Projects: Packet Files Construction Vendors (1 of 1)

Documents: No Items

Destruction Lists: No Items

Projects: No Items

Hover your cursor over the Packet Files Construction Vendors and click on the cloud icon (upload)

Projects

Packet Files Construction Vendors

1 All - +

You will see this screen * all fields are required

Upload Documents: Packet Files Construction Vendors

Document Index Fields

CES PO # *

00 Type *

Vendor Name *

Uploaded By/Name *

Files

Select File...

Save Clear All Fields Cancel

Step 1 – Enter the **CES PO#**, it is important that you get this correct or the document will not be filed correctly.

Step 2 – Choose the type of document that you are uploading from the drop-down list.

Step 3 – Choose your company name from the drop-down list.

Step 4 – Add the name of the person uploading the document.

Step 5 – Use the select file button or simply move your PDF document into the gray box.

Step 6 – Click the save button

Here is an example of a completed form

Upload Documents: Packet Files Construction Vendors

Document Index Fields

CES PO # *

00 Type *

Vendor Name *

Uploaded By/Name *

Files

Select File... ✓ Done

BOND.pdf 143.91 KB ×

Save Clear All Fields Cancel