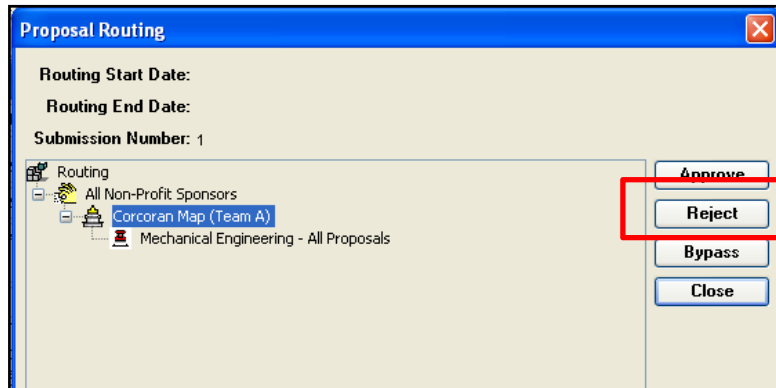


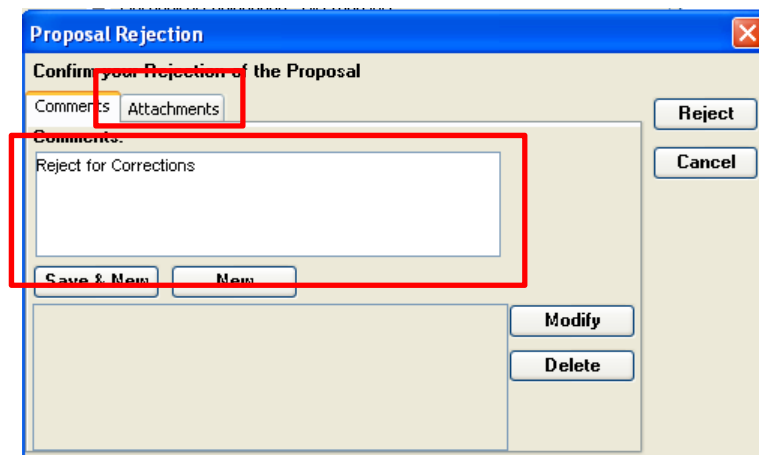
# Reject a Proposal with Attachment



Search for proposal and double click to open.

Select Action > Approve.

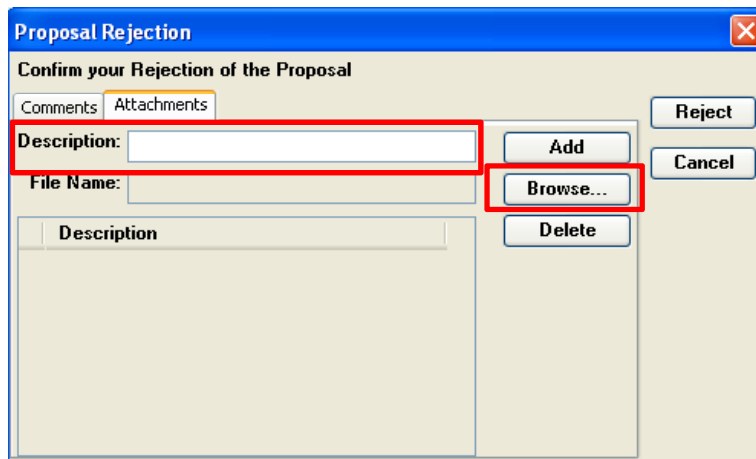
Click Reject.



Enter comment.

Click the Attachments Tab on top of screen.

# Reject a Proposal with Attachments

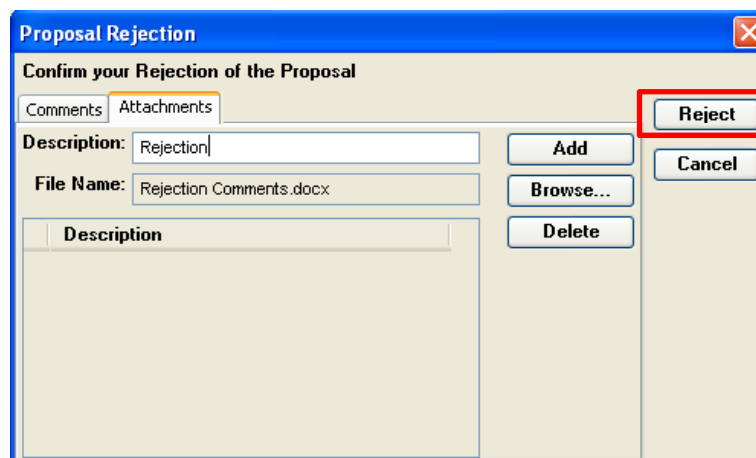


The screenshot shows a dialog box titled "Proposal Rejection" with a close button in the top right corner. Below the title bar, it says "Confirm your Rejection of the Proposal". There are two tabs: "Comments" and "Attachments", with "Attachments" being the active tab. The "Description:" field is empty and has a red box around it. To its right are "Add" and "Delete" buttons. Below the "Description:" field is the "File Name:" field, which is also empty. To its right is a "Browse..." button, also highlighted with a red box. On the far right, there are "Reject" and "Cancel" buttons.

Enter a Description.

To attach File, Click Browse.

Select file and click Open. Your document name will appear in the File Name Field.



The screenshot shows the same "Proposal Rejection" dialog box. The "Description:" field now contains the text "Rejection|". The "File Name:" field now contains the text "Rejection Comments.docx". The "Reject" button on the right side is now highlighted with a red box.

Click Reject.