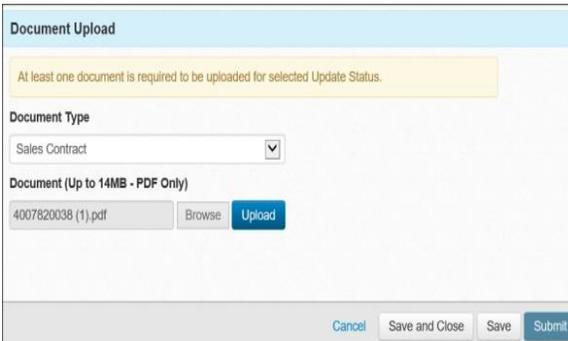


The screenshot shows the 'Vendor Submission' interface. On the left is a navigation menu with options like 'Forms & Docs', 'Doc Packages', 'Services', 'Order Appraisal', 'Status & Tracking', 'Actions', and 'Imaging'. The main area is titled 'Vendor Submission' and contains a 'Status Log' section with a 'Show' button. Below this are two dropdown menus: 'Appraisal Vendor' (set to 'Mercury Network') and 'Request Type' (set to 'Update Order'). A 'Tracking #' field contains the value 'MERC-28618252'. Under the 'Request Info' section, there is an 'Update Status' dropdown set to 'Document Uploaded' and a 'Status Comments' text area containing the text 'Purchase Agreement'.

To upload a document to the Appraisal Order:

Starting at the Order Appraisal screen, **select Update Order** in the Request Type dropdown and make sure the Mercury tracking number matches the current request.

Select Document Uploaded in the Update Status dropdown. **In the Status Comments section**, type in the Document Type i.e. Sales Contract, Original Appraisal, Preliminary Title.



The screenshot shows the 'Document Upload' dialog box. At the top, a yellow message box states: 'At least one document is required to be uploaded for selected Update Status.' Below this is a 'Document Type' dropdown menu set to 'Sales Contract'. Under the heading 'Document (Up to 14MB - PDF Only)', there is a file input field containing '4007820038 (1).pdf', a 'Browse' button, and an 'Upload' button. At the bottom of the dialog are buttons for 'Cancel', 'Save and Close', 'Save', and 'Submit'.

Select the document type from the drop down. If none match, select Other, browse to upload the document and press the Submit button.