1. Download the attachment files (XLSX Files)
2. Answer both excel files accordingly.
3. Do not change the filename (Please see example below)

|  |  |
| --- | --- |
| **WRONG** | **CORRECT** |
| SE\_3\_461\_Financial\_Analysis-CompanyA.xlsx | SE\_3\_461\_Financial\_Analysis.xlsx |
| SE\_3\_461\_BasicInformation-CompanyA.xlsx | SE\_3\_461\_BasicInformation.xlsx |

1. Go to the original email then click reply then attach both excel file then click send. Do not enter or type anything because this is system generated and buyer will not able to read any message you have in the email body.