

FILE NAMING CONVENTION FOR SERVICE CONTRACTS

When attaching a file in the web portal for service contracts, it must be uploaded as a single PDF, using the following naming convention:

Four (4) digit agency number/business area_Contract Number_Document Identifier

- * The contract number listed in the file name convention must match the document number entered in the web portal.
- * Documents should be in the order listed on the checklist for ALC submission.

File Naming Convention Example

0610_4600012345_OR	Original
0610_4600012345_A1	Amendment 1
0610_4600012345_A2	Amendment 2
0610_4600012345_A3	Amendment 3
0610_4600012345_A4	Amendment 4
0610_4600012345_A5	Amendment 5
0610_4600012345_A6	Amendment 6

* Document identifiers must be numbered consecutively.

* If an attachment needs revised and is unable to be removed in AASIS, the corrected file should be named using the file naming convention followed by "Revised."

Example: 0610_4600012345_A6 Revised