

Overview of Steps – File Naming Convention

Purpose: File naming conventions

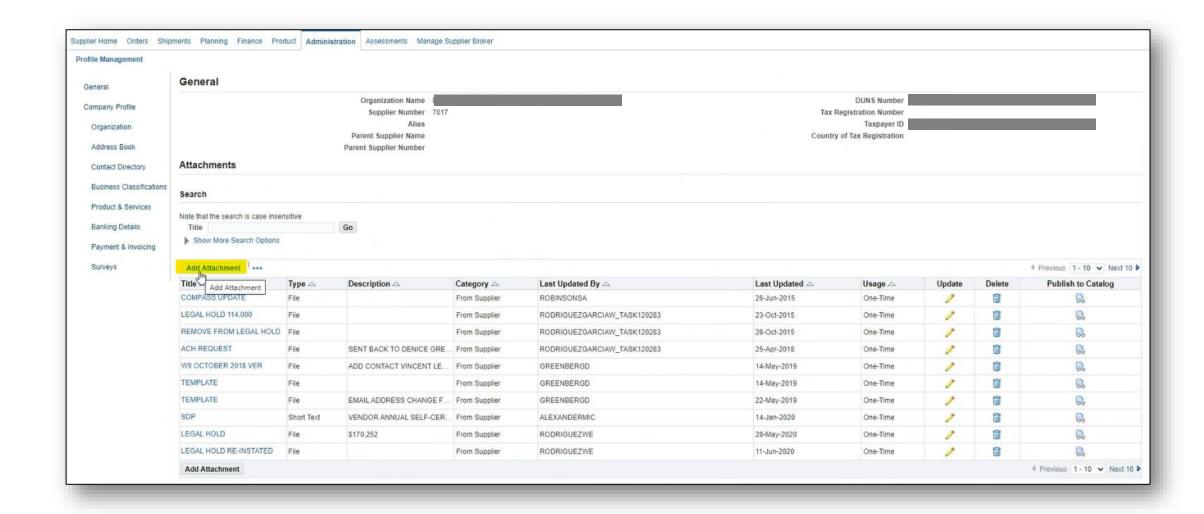
Steps 1 Select "Add Attachment" 2 Enter correct naming convention as "Title"

Important Reminders

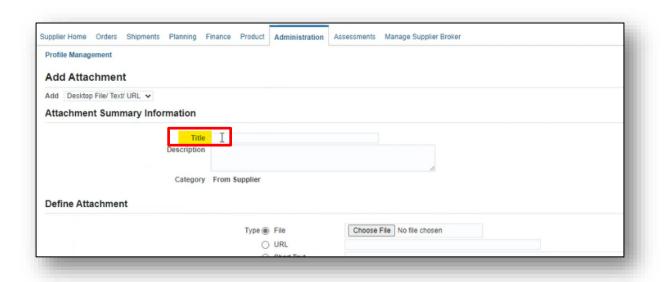
- Use all capital letters for updates.
- When making any update, attach the most recent version of your W-9 form.

(For instructions on how to fill out a W-9 form, review the W-9 form training guide)

Step 1: Select "Add Attachment"

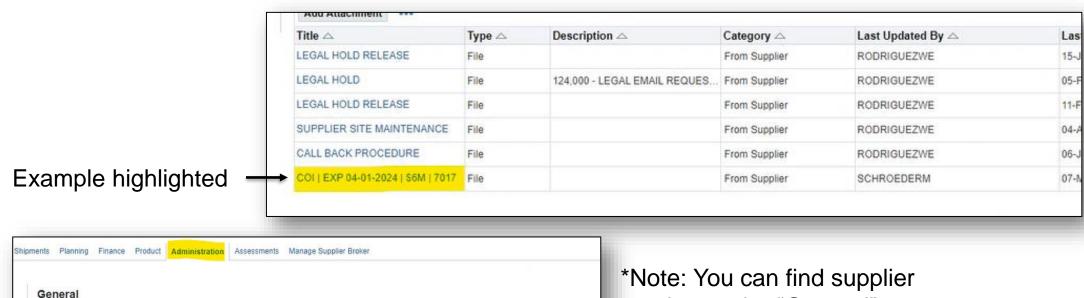


Step 2: Enter correct file naming convention under "Title"



Step 2A: File naming convention if document has an expiration date and refers to a value

2A: File naming convention: (File Type) | (Expiration Date) Exp MM-DD-YYYY | \$# (value) | #### (supplier number)

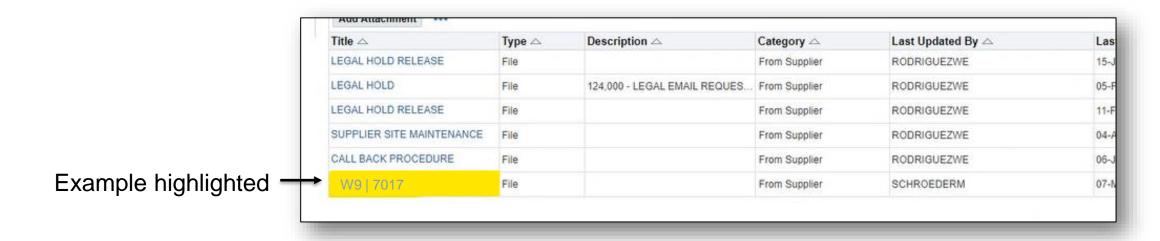


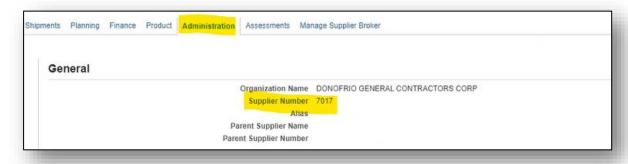
Organization Name DONOFRIO GENERAL CONTRACTORS CORP

Parent Supplier Name Parent Supplier Number *Note: You can find supplier number under "General" on your "Administration" page

Step 2B: File naming convention for documents without expiration dates or an associated dollar value

2A: File naming convention: (File Type) | #### (supplier number)





*Note: You can find supplier number under "General" on your "Administration" page