

Electronic File Naming Convention

Requirements

To expedite the processing of the documentation, the University of Illinois requires all vendors to follow the electronic file naming convention listed below. Only pdf format is allowed. Any documents provided to the University in a format other than pdf or without using this file naming convention will be rejected.

General Outline

[IPEC Bulletin Identifier] [UI Project Number] [Prime or Sub Identifier] [Vendor Identifier] [Document Type Identifier] [Additional Numeric Identifier if necessary].pdf

Professional Services Agreements Files

Prime PSC Documentation:

1. Certifications and Statutory Requirements
 - a. File name: **PSS**[University Project Number]**P**[First 5 Letters¹ of PSC's Name]**C**.pdf
 - b. Example: PSSU03999PSmithC.pdf
2. Financial Disclosures and Potential Conflicts of Interest forms
 - a. File name: **PSS**[University Project Number]**P**[First 5 Letters of PSC's Name]**F**[Sequential Number if more than 1]
 - b. Example: PSSU03999PSmithF1.pdf
PSSU03999PSmithF2.pdf

Subconsultant PSC Documentation:

1. Certifications and Statutory Requirements
 - a. File name: **PSS**[University Project Number]**S**[First 5 Letters of Subconsultant's Name]**C**.pdf
 - b. Example: PSSU03999SABCEnC.pdf
2. Financial Disclosures and Potential Conflicts of Interest forms
 - a. File name: **PSS**[University Project Number]**S**[First 5 Letters of Subconsultant's Name]**F**[Sequential Number if more than 1].pdf
 - b. Example: PSSU03999SABCEnF1.pdf
PSSU03999SABCEnF2.pdf
3. Subcontract
 - a. File name: **PSS**[University Project Number]**S**[First 5 Letters of Subconsultant's Name]**S**.pdf
 - b. Example: PSSU03999SABCEnS.pdf

¹ If the first five letters does not create a unique identifier for each of the vendors and subs for the project, additional letters shall be used until each vendor or sub has a unique name.

Contractor Contracts Files

Prime Contractor Documentation:

3. Certifications and Statutory Requirements
 - a. File name: **BA**[University Project Number]**P**[First 5 Letters of Contractor's Name]**C**.pdf
 - b. Example: BAU03999PXYZcoC.pdf
4. Financial Disclosures and Potential Conflicts of Interest forms
 - a. File name: **BA**[University Project Number]**P**[First 5 Letters of Contractor's Name]**F**[Sequential Number if more than 1].pdf
 - b. Example: BAU03999PXYZcoF1.pdf
BAU03999PXYZcoF2.pdf

Subcontractor Documentation:

4. Certifications and Statutory Requirements
 - a. File name: **BA**[University Project Number]**S**[First 5 Letters of Subcontractor's Name]**C**.pdf
 - b. Example: BAU03999S123CoC.pdf
5. Financial Disclosures and Potential Conflicts of Interest forms
 - a. File name: **BA**[University Project Number]**S**[First 5 Letters of Subcontractor's Name]**F**[Sequential Number if more than 1].pdf
 - b. Example: BAU03999S123CoF1.pdf
BAU03999S123CoF2.pdf
6. Subcontract
 - a. File name: **BA**[University Project Number]**S**[First 5 Letters of Subcontractor's Name]**S**.pdf
 - b. Example: BAU03999S123CoS.pdf