



# University Office of Capital Programs & Real Estate Services

# Electronic File Naming Convention

- For uploading documents to be in compliance with Public Act 096-795 (SB51).
- To expedite the processing of the documentation, the University of Illinois requires all vendors to follow the electronic file naming convention listed within this document.

# Required Documentation

- To comply with Public Act 096-795 (SB51), the following documents must be submitted for contracts that are above \$50,000:
  1. Certifications and Statutory Requirements.
  2. Financial Disclosures & Conflicts of Interest.
  3. Subcontract.

# Additional Requirements

- To avoid rejection, the required documents must:
  - Be Signed.
  - Be in PDF Format.
  - Match the Required Naming Convention.

# File Naming Conventions

The File Naming Conventions consists of:

1. IPHEC Bulletin Identifier
2. UI Project Number
3. Prime / Sub Identifier
4. Vendor Identifier
5. Document Type Identifier
6. Additional Identifier (Optional)

# File Naming Conventions

The File Naming Conventions must include:

- Alpha / Numeric Characters Only.
- No Special Characters (e.g., & \* % # \_ - ).
- No Spaces.

# File Naming Conventions – Example

## 1. IPHEC Bulletin Identifier

- Professional Services – PSS
- Contractors – BA

Examples:

1. PSS
2. PSS
3. PSS

1. BA
2. BA
3. BA

# File Naming Conventions – Example

## 2. UI Project Number

- Chicago – C101111
- Springfield – S101111
- Urbana – U101111

### Examples:

1. PSS**C101111**
2. PSS**C101111**
3. PSS**C101111**

1. BAC**C101111**
2. BAC**C101111**
3. BAC**C101111**



# File Naming Conventions – Example

## 3. Prime or Sub Identifier

- Prime – P
- Sub - S

### Examples:

1. PSSC101111P
2. PSSC101111P
3. PSSC101111P

1. BAC101111P
2. BAC101111P
3. BAC101111P

# File Naming Conventions – Example

## 4. Vendor Identifier

- Prime – First 5 letters of the firm's name.
- Sub – First 5 letters of the firm's name.

Examples:

1. PSSC101111Pturne
2. PSSC101111Pturne
3. PSSC101111Pturne

1. BAC101111Parmec
2. BAC101111Parmec
3. BAC101111Parmec

# File Naming Conventions – Example

## 5. Document Identifiers

- Certifications and Statutory Requirements – C
- Financial Disclosures & Conflicts of Interest – F
- Subcontract - S

### Examples:

1. PSSC101111Pturne**C**
2. PSSC101111Pturne**F**
3. PSSC101111Pturne**S**

1. BAC101111Parmec**C**
2. BAC101111Parmec**F**
3. BAC101111Parmec**S**

# File Naming Conventions – Example

## 6. Additional Numeric Identifier (Optional)


- If there are more than one type of the same document – C1, F1, S1 and C2, F2, S2

### Examples:

1. PSSC101111PturneC
2. PSSC101111PturneF
3. PSSC101111PturneS

1. BAC101111ParmecC1
2. BAC101111ParmecF1
3. BAC101111ParmecS1
4. BAC101111SarmecC2
5. BAC101111SarmecF2
6. BAC101111SarmecS2

# Summary Example – Summary

PSSU094444PjohnsF1.pdf

› IPHEC Identifier

# Summary Example – Summary

PSS U094444 PjohnsF1.pdf

› Project Number

# Summary Example – Summary

PSSU094444PjohnsF1.pdf

- › Prime/Sub Identifier

# Summary Example – Summary

PSSU094444P{joh}nsF1.pdf

› Vendor



# Summary Example – Summary

PSSU094444PjohnsF1.pdf

› Document Type

# Summary Example – Summary

PSSU094444PjohnsF1.pdf

- › Multiple documents of the same type.

# Summary Example – Summary

PSSU094444PjohnsF1.pdf

- › File Extension

# Summary Example – Summary

PSSU094444PjohnsF1.pdf

- IPHEC Identifier
- Project Number
- Prime/Sub Identifier
- Vendor
- Document Type
- Multiple documents
- File Extension

# University Office of Capital Programs and Real Estate Services

## Thank you!

For support, contact the AITS Service Desk:

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