

File naming format for OK Corral attachments

Document Type	Format	Example
Date	YEAR.MONTH.DATE	2016.02.14
List of Vendors	VEN.REQUISITION NUMBER.DESCRPTION	VEN.70040187.RESPIRATORS.2016.01.25
Quotes	QT(#).SUPPLIER NAME. DATE	QT1.FISHER.2016.01.25 QT2.FISHER.2016.01.25 QT3.FISHER.2016.01.25
Bid Specifications	SPECS.DESCRPTION.DATE	SPECS.NMR 600MHZ DR JONES.2016.01.25
Emails	EMAIL(#).SUBJECT.DATE	EMAIL1.AGILENT DISCOUNT.2016.01.25 EMAIL2.SOLESOURCEREQUEST.WHITE.2016.01.25
Contract to be signed	TBS.VENDOR.DEPARTMENT.DATE	TBS.DELL.GEOLOGY.2016.02.27
Contract Signed (1 party)	SGD.VENDOR.DEPARTMENT	SGD.DELL.VETMED.2016.02.27
Contract executed (2 signatures)	EXD.VENDOR.DEPARTMENT	EXD.STOCKMEUP.SPEARS.2016.02.27
Insurance Certificate	INS.SUPPLIERNAME.EXPDATE	INS.SMITH CONSULTING.EXP2016.11.25
Best and Final Offer(BAFO)	BAFO.SUPPLIER.DATE	BAFO.GRAINGER.2016.10.30
Request for Additional Info (RFAI)	RFAI(#).SUPPLIER.DATE	RFAI3.POINT&CLICK.2016.09.30
Addendums	ADD(#).EVENT.DATE	ADD1.OSUTL.RFP00078.2016.01.26 ADD2.OSUTL.RFP00078.2016.01.26
Drawings	DRW(#).PROJECT.DATE	DRW1.WATERLINE.2016.25.26 DRW2.WATERLINE.2016.25.26
Bonding	BOND(#).SUPPLIER.REQ	BOND1.NABHOLZ.78787878 BOND2.NABHOLZ.78787878