

e-Builder Document Naming Convention

Document	Naming Convention
Quotes and Revised Quotes	Vendor-Quote- <i>up to 4 word description if needed</i> Vendor-Revised Quote- <i>up to 4 word description if needed</i>
Contracts and Amendments	Vendor-Contract Vendor-Contract Amendment- <i>incremental number</i>
Contraction Execution Approval	VC Approval-Vendor-Contract VC Approval-Vendor-Contract Amendment- <i>incremental number</i>
Purchase Orders (and increases and decreases)	Vendor-P12345678 Vendor-P12345678- <i>incremental number</i>
Drawings/Specifications	Type-mmddyy
Budget Approval Memos/Minutes/emails	Funding Approval- <i>up to 4 word description</i> – mmddyy (date of document)
Photos	Upload Zip file as Photos- <i>up to 4 word description</i> - mmddyy
Other General Documents	Examples include: Meeting Minutes- <i>mmddyy</i> Presentation- <i>mmddyy</i> Permit- <i>type of permit-mmddyy</i> Schematic Design Estimate – <i>mmddyy</i> Punchlist- <i>mmddyy</i>