

Documents included in the PCS online portal must be uploaded as a single PDF file, using the following naming convention:

Four (4) digit agency number/business area_Contract Number_Document Identifier

Contract Review forms must be the first document provided in the attachments (if applicable) followed by a screenshot of the requisition approval(s) in AASIS.

File Naming Convention Example

0610_4600012345_OR	Original
0610_4600012345_A1	Amendment 1
0610_4600012345_A2	Amendment 2
0610_4600012345_A3	Amendment 3
0610_4600012345_A4	Amendment 4
0610_4600012345_A5	Amendment 5
0610_4600012345_A6	Amendment 6

Note: document identifiers must be numbered consecutively