



## EMTEQ RFQ/ORDER – DATA GUIDELINES

### Quote/Order Guidelines Overview

- The preferred format of data documents allows for fastest quote turn-around
- Contact Business Development, Program Manager, or Account Manager with any questions
- Contact us for file formats outside of what is listed as we may be able to work with it

### Preferred File Formats

Type of Information	Preferred Formats	Less Preferred Formats
Bill of Materials / Approved manufacturer's list Cage Codes / Approved alternates list	Excel (.xls), .CSV, Word (.doc)	Vectored .PDF, Non-vectored .PDF, printed media
Vendor part number cross reference	Excel (.xls), .CSV, Word (.doc)	Non-vectored .PDF, printed media
Proprietary Part numbers / Source control drawings	Excel (.xls), .CSV, Word (.doc), Vectored .PDF	Non-vectored .PDF, printed media
Drawings & Schematics (electrical)	.DWG, .DXF, Vectored .PDF	Non-vectored .PDF, printed media
Drawings (mechanical)	.DWG, .DXF, Corel 2D/3D, Solid models (.IGES)	Vectored .PDF, Non-vectored .PDF, printed media
Acceptance test procedures / plans	Word (.doc), .PDF	printed media
Wire marking list / cut list	Excel (.xls), .CSV, Word (.doc)	Vectored .PDF, Non-vectored .PDF, printed media

### RFQ Data

Customer supplied parts lists	Excel (.xls), .CSV, Word (.doc)	Vectored .PDF, Non-vectored .PDF, printed media
Delivery schedule	Excel (.xls), .CSV, Word (.doc)	Vectored .PDF, Non-vectored .PDF, printed media
RFQ/SOW/Quantities to quote	Excel (.xls), .CSV, Word (.doc)	Vectored .PDF, Non-vectored .PDF, printed media

**Definitions:** Vectored PDF - Vector graphics in PDF (PostScript) are constructed with paths. This is easily detected when using the zoom in function the lines of the text or drawing remain solid instead of becoming fuzzy or blocky/jagged on curves. This allows for quick, accurate OCR (optical character recognition) scan or redrawing using software.

### Data Transfer Options (Listed in order of preference)

- Non-ITAR
  - Less than 15M use E-mail
  - More than 15M EMTEQ can provide Citrix ShareFile space
- ITAR
  - Secure FTP site (either provide or EMTEQ can supply)
- Compact Disk: Standard CD-R, RW, DVD-R, RW (DOS PC formatted)
- Flash Drive
- Mailed media

NOTE: ITAR documentation must be handled in a secure manner.

### Benefits of These Guidelines

- Minimizes quote turn-around time by streamlining material sourcing process
- Reduces cost and lead time on set-up and programming of mechanically fabricated parts
- Reduces bill of material entry time
- Increases accuracy of quote
- Ensures quality product delivered
- Aids in timeliness of delivered product