

[Project Name & Number]

Vendor Document Submittal Instructions

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1 PURPOSE

This document provides detailed instructions in the preparation of Vendor Document Deliverables for **Project EN[XYZ], Project Name is a [Project Class] [Project Scope] Project**. Each individual document submitted by the Vendor to Air Products (AP) shall be in accordance with said procedure, ensuring accuracy while also providing efficiency in meeting AP Document Control & Management’s (DCM) standards, and AP’s Electronic Document Management System (EDMS) requirements.

Change or deviation from standard requirements shall be directed to the responsible AP Engineer (Specifier) for acceptance.

[GUIDENCE NOTES FOR THIS TEMPLATE (to be deleted): Project or customer shall define this Instruction Template.]

[Text in purple font is Instruction text is to be deleted in the final document.]

2 SCOPE

- *State specific inclusions or exclusions to this document.*
- *Commonly used scope statements that may be used are:*
 - *“This Engineering Specification applies to all shop fabricated and field fabricated flange joint assemblies.”*
 - *“Non-metallic flanges are not covered by this Engineering Specification.”*

This Vendor Document Submittal Instruction is applicable to all Purchase Orders placed for Vendors procured for **[Specify for Sale of Gas (SOG) or Sale of Equipment (SOE)]** for higher class projects three (III) through five (V).

3 TERMS AND ABBREVIATIONS

Abbreviation	Meaning
AP	Air Products
APA	Air Products Americas
APC	Air Products China
API	Air Products India
APE	AP Europe, Middle East, & Africa (EMEA)
DCM	Document Control & Management

Terms	Meaning
Cover Sheet	An AP provided approved template for completion and application to all Vendor documents and by the Vendor prior to transmittal to AP.
Document	An electronic file, in any format, that is [or to be] stored in Air Products EDMS. Air Products EDMS stores, audits, controls access to and maintains information pertaining to Documents.

Document Controller (DC)	Facilitate the flow of a Document through the Review and Approval process (e.g., send Transmittals to Vendors, load Vendor Documents in Air Products EDMS)
Project Document Number (PDN)	A unique identifier associated with each Document.
EDMS	Electronic Document Management System, a software system for organizing, storing, and managing for the lifecycle of various kinds of project documents and files.
MTR/MTC	Material Test Report / Material Test Certificate
OCR	Optical Character Recognition used to make Adobe PDF files digitally text searchable.
PO	Purchase Order
PDF	Portable Document Format, a file format developed to present documents, including text formatting and images, independent of application software, hardware, and operating systems.
SOE	Sale of Equipment, a project type from which the asset is handed over to, and operated and maintained by a Customer.
SOG	An Air Products Project type from which the asset is handed over to, and operated and maintained by, the Air Products' Operations organization.
Specifier	A person who is responsible for the entire purchase order. (Equipment purchase, reviewing, coding, and signing vendor documents)
Revision	A controlled specific form or variant of an Item, differing in some respect(s) from another Version of the same Item.
Transmittal	A completed form containing comprehensive details, such as the sender's identity, the recipient's contact information, the date of transmission, the list of files sent, and specific details about each file, like revision number, revision status, and title
VDRS (AA01)	Vendor Document Register Schedule (AA01) is the list Vendors are required to exchange with AP to show all deliverables expected from Vendor for PO.
VDRL	Vendor Document Requirement List (L7) is the document codes provided to Vendor to develop and list individually on AA01.
Vendor	A firm that has accepted a purchase order from PURCHASER for supply of equipment and / or other contractual work on this Project
Vendor Documents	Documentation provided by a Vendor as required for the purchase order defined in the VDRL and then translated to the VDRS for submission.

4 INSTRUCTIONS

4.1 Vendor Pre-requisites

- 4.1.1 AP and Vendor DCM are required to be present at the PO Kick-off Meeting (KOM) to address requirements, questions, and make clarifications to any expectations herein.
- 4.1.2 Vendor is required to provide an email for their designated DCM contact for purposes of communication and transmission between AP and Vendor. AP is not responsible for circulation of Vendor documents to Vendor's internal contacts; that is the Vendor's DC group's responsibility.
- 4.1.3 Alternative collaboration tools are to be agreed upon between Vendor and AP at KOM. AP will supply all information, instruction, training and access for document exchange from AP to Vendor.
- 4.1.4 The VDRS (AA01) MUST be submitted first as it is a Critical Design Document. No other submittals may be transmitted until AP document numbers are assigned to the Vendor, all documents are listed on the AA01, and the AA01 is submitted to AP by Vendor for review. Once Vendor receives the first revision of the VDRS return, Vendor may begin to submit additional documents so that covers are properly filled with document numbers.
- 4.1.5 Vendor will receive a native blank copy of the VDRS in the PO package and begin document planning early, prior to kick off, and discuss with AP at KOM to ensure it is correct, as needed.
- 4.1.6 The AA01 shall be submitted to AP for review within five (5) business days of PO acceptance so that document numbers may be provided to Vendor by AP DCM expeditiously.
- 4.1.7 AA01 format must be unaltered and in Native Excel for all issuances to AP.

4.2 Completing the Vendor Document Register Schedule (VDRS) AA01

- 4.2.1 The AA01 is to be managed and maintained by the Vendor and routinely submitted to AP to ensure any changes, including additional documents, title changes, cancel/supersede requests, and changes to submission dates are captured. All changes after first issue of AA01 shall be highlighted to show revisions from last version to the current. Changes from previous version to the newest shall be unhighlighted before transmittal.
- 4.2.2 Vendor Description/Title Field Column – Reflects the Vendor's document title as reflected on the Cover Sheet, and within the document itself. It is important to describe the document unique to its equipment, tag, or VDR code description and avoid generic titles, ex. "Calculation" is too generic.
- 4.2.3 Vendor shall complete all rows of the VDRS, specifically columns in blue header. If the Vendor Document Number does not exist or is the same as APs' document number, Vendor shall put "N/A," do not leave blank.
- 4.2.4 For a single requisition with multiple POs the Vendor shall verify details mentioned against each document listed in "Document Submission Type" column by entering "PO specific" or "Common." For any discrepancies, Vendor shall interface directly with the AP Specifier.
- 4.2.5 Void, Supersede, Cancel – Should a document listed in the AA01 VDRS no longer be required, Vendor shall discuss with Specifier how to proceed prior to making any changes. Should a document require cancel, supersede, or void it is necessary to update the AA01 in the "comments" column with such details and strike through the line-item row. Should a document be superseded, Vendor shall add the document number in a new row and a new sequential document number shall be requested from AP. Vendor shall strikethrough the old document at the succeeded document row and add, "Superseded by ... [new document number]" in comments.
- 4.2.6 Do Not Merge Rows. If multiple VDR codes are applicable to one document, apply all applicable VDR codes in the same cell separated by a comma and in alphabetical order (e.g., BA16, CO32) for that document.

- 4.2.7 The following scenarios may constitute revision to the rows in the AA01 but are not limited to:
- In some cases, multiple documents may contain the same VDR code, a new row for each deliverable shall be used with a unique document number. Files may not be combined.
 - Should a Vendor submit additional documents not already listed on the AA01 VDRS, Vendor shall add rows at the end and continue numbering sequentially from the last number on the AA01 (unless requisition contains multiple POs). Additionally, the Vendor shall provide details requesting an applicable VDR Code from the Responsible Engineer (Specifier). When this is done, the AA01 itself should be revised and these additional added rows highlighted to communicate what has changed, prior to submitting for review.
- 4.2.8 For any discrepancies or changes to the Submission Purpose (IFR = Issued for Review, IFI = Issued for Information) of any required deliverables identified on the AA01/VDRS, please provide a detailed description of such changes in comments. Prior communication between the Vendor and the Specifier is necessary.
- 4.2.9 Equipment Tags are spelled out in the "Tag Numbers" column, each shall be listed and provided within brackets, no spaces (ex. [AB-001]), and according to their original description and naming convention per the PO. Combining or shortening tags cannot be accepted.
- 4.2.10 Deliverables are required for submittal within the number of weeks after order as agreed upon in PO and shown on the VDRL and AA01. In the event the Vendor cannot meet the agreed upon contractual date, they shall provide a new forecast submittal date in the "Vendor Forecast Date" Column on the AA01.
- 4.2.11 Following the initial submission of deliverables, any revisions requested by AP shall be re-submitted by the Vendor within 14 calendar days from the date AP DCM returned the document, unless otherwise agreed. Vendor shall update the AA01 with highlighting changes as defined above.
- 4.2.12 AP document numbers shall be assigned to each document by AP DCM upon first submittal of the VDRS. Ensure that any document submissions include the AP document number accordingly. Each document must have an AP VDR Code(s) assigned to it. If one document satisfies more than one code, all VDR codes shall be listed.
- 4.2.13 Titles on Document Cover/Decal and Cover Page subsequent pages must match the document being submitted, as described on the AA01 in the Description/Title column. See Number 3 point in Section 4.4.
- 4.2.14 All documents shall be submitted electronically in PDF and OCR unless otherwise requested, *ex. Spare Parts Lists, AA01 etc. are a couple exceptions submitted in Excel.*
- 4.2.15 Revised documents being re-submitted are to be submitted as a whole, with appropriate cover/decal containing updated revision & date, to AP DCM instead of only the revised page or portions.
- 4.2.16 Documents being resubmitted by the Vendor containing revised data shall be highlighted within the document itself by visual means of a highlight with cloud line, revision marker, etc. Furthermore, new AA01 revisions must be highlighted in blue text with yellow background.
- 4.2.17 The AA01 shall remain at status code 2 through the life of the PO until all documents on the AA01 have been satisfied. Once all documents are obtained, including long lead items like manufacturing data book (MDB) or final dossier, the AA01 will be returned code 4 to vendor.

4.3 Document Assembling

4.3.1 Vendor Document Numbering Schematic

Project Number	Organization Code	Short Discipline/ Doc Category	Sequence Number
XXXXXXXX	AA[AAAA]	9V3	NNNNN

Note: Sheet numbers are not assigned to Vendor Documents. One document may be a multi-page drawing file with the decal on page 1 (one) of index or title sheet, or each drawing sheet may be submitted separately as its own document number with decal. Consult with the Specifier for preference or recommendation.

- A - Represents an alphabetic character. Alphabetic characters are comprised of the letters A-Z.
- X - Represents either an alphabetic or numeric character.
- N - Represents a numeric character. Numeric characters are comprised of the numbers 0-9.
- XXX = Minimum display length outside brackets.
- [XXX] = Maximum display length included in brackets - This indicates the maximum allowable characters that can be included above the minimum display length.

4.3.2 Cover Sheet Completion

All files must be submitted with the AP approved coversheet as page one of the PDF.

Release Purpose:			
DOCUMENT COVERSHEET			
Document Information			
Project No:	Project Name:		
Project Doc No: ①			Rev: ⑦
Client Doc No:			Rev:
Vendor Doc No: ②	Issue Date: ⑥	Rev: ⑦	
Document Title: ③			
VDR Code(s) ④			
Tag No(s):①: ⑤			
<small>Note 1 – For multiple Tag No: refer to page 2</small>			

4.3.3 Cells marked in Red Font (from ① to ⑧) on the cover sheet are mandatory to be completed by the vendor. This page shall be the top cover sheet for each Vendor document submitted and combined with the specific document in PDF format as one complete document number (AP Cover Sheet with Vendor Document – do not combine multiple document numbers into one PDF).

① Project Document Number (PDN)

This PDN is provided by Air Products to the vendor upon AP return of the AA01.

② Vendor Document Number

The Vendor Document Number is the Vendor’s internal naming convention and is optional. If there is no vendor document number, the Vendor shall add “N/A” in that line – do not leave blank.

③ Document Title

Vendor shall title the Vendor deliverable as it corresponds to the VDRS description/title and unique to the detail of document/drawing. Titles must be the same as they are listed on the AA01. Ex., General Arrangement Drawing - Cooling Tower.

④ VDR Code(s)

VDR Code(s) shall be consistent with the code(s) listed on the AA01. If the Vendor intends to satisfy multiple VDR codes within a single document, list all VDR codes on the cover of the document and in the cell aligned to that document on the AA01. Similarly, if multiple documents are applicable to a single VDR code, list the VDR to all documents separately and add to each separate line item in the AA01 (see Section 4.2.6 for more information).

⑤ Tag Number

Each document shall be associated to one or more equipment tag(s) according to the PO. Additional space is provided on Cover Sheet 2 to accommodate all tags as needed.

⑥ Document Issue Date

Vendor shall update this field each time the document is submitted so that it reflects the Vendor's document issue date.

⑦ Vendor and AP Revision Number

Update the Vendor and AP Revision Number for each subsequent resubmission for all revised deliverables. APs' revision number shall be numerical only, and two (2) digits commencing at 00 upon first submittal and progress sequentially thereafter, e.g., 00, 01, 02 etc. Do not skip revision numbers or insert alpha characters.

⑧ Purchase Order Information

AP DCM will provide a pre-filled PO template to the Vendor during or immediately after the kick-off meeting. It is required to be submitted as provided by AP DCM with each Vendor document, as part of the cover page.

Purchase Order Information				
Air Products Specifier:				
PO Number:				
PO Date:				
Vendor Name:				
Vendor Org Code:				
Vendor SAP ID:				

4.3.4 Cover Sheet Page 2

Tag Numbers associated to the document that do not fit on page 1 of the cover are to be listed on Page 2.

Release Purpose:

Tag No (s):	
Tag No.	Description

If a Tag Number changes or is otherwise updated, the vendor shall mark the changes in the following manner:

- Obsolete tags shall be marked in red font and strikethrough.
- New and/or revised tags shall be listed in red font at the bottom.
- For one requisition containing multiple POs, Vendor is expected to add all tags on page two (2) of cover submitted with the first PO. Tags for all POs will be populated the same as done for the first PO.

4.3.5 Decal Template

For technical documents measuring larger than the standard or oriented horizontally, AP suggests the Vendor use the document decal illustrated below to avoid mixed files sizes within the same PDF or risk of lost covers upon print at the construction site.

Project Name				Project No.		
Title / Description	TITLE TITLE					
AP Doc. No.	Prj#-ORGCCODE-XXX-XXX-00001	AP Rev.	NN			
Contractor Doc No.	XXXXXXXX	Contr.Rev	NN			
Tag No.	XXX-XXX-XX	VDR Code	NN	SCALE	XX: XX	
Tag Description	Tag Description	Contract Number	NNNNNNNNN	Contract Date	DD-MMM-YY	
Contractor Name	Name of Contractor	Contractor SAP ID	NNNNNNNNN	SHEET	NN OF NN	
<input type="checkbox"/> Code 1 - REJECTED		<input type="checkbox"/> Code 4 – APPROVED / NO COMMENTS				
<input type="checkbox"/> Code 2 – COMMENTS AS NOTED		<input type="checkbox"/> Code 5 – ACKNOWLEDGED				
Reviewer Name & Sign:			Review Date:			

4.4 Material Test Reports/Certificate (MTR/MTC)

The MTR/MTC must contain a cover sheet per document. Vendor must list all MTRs/MTCs documents individually on the AA01 and along with all required metadata typical for all other document submissions. Avoid submitting MTRs/MTCs as one inclusive file of MTRs/MTCs for one order where possible. Instead submit by tag(s), ident. code, or heat/serial # and title the document on the cover sheet and AA01 accordingly. Avoid using generic titles such as, ex. MTR.

4.5 Redlines/As-builts

Vendor is required to submit all latest revisions of documents to AP within a timely manner. Should any document(s) require revision after they are accepted code 4 or 5 due to redline or as-build, Vendor is required to submit that revision to AP DCM for proper processing and distribution to all project functions. All final accepted revisions are expected to be included in the VDB.

4.6 Vendor Data Book (VDB) / Final Dossier

- 4.6.1 As required in L7/VDRL, Vendor shall prepare, and submit for acceptance, a Final Data Book/Dossier Index prior to preparing the actual electronic Book/Dossier. Once the Index/TOC has been stuated as a Code 4 and returned to the Vendor, they may begin compiling the final VDB.
- 4.6.2 Vendor shall submit a Design and Manufacturing Documents, Installation, and/or Operation and Maintenance Instruction Manual (IOM) in PDF file format, bookmarked, OCR'd, with an AP coversheet as sheet one. The VDB shall not exceed 2GB. If the VDB exceeds 2GB, the Vendor is responsible for dividing the VDB into smaller manageable volumes and abiding by the established file formatting guidelines. The Vendor may need to request additional PDNs to accommodate additional VDB volumes.

Part I: Design and Manufacturing Documents

Part II: Installation, Operation and Maintenance Instruction Manual

Part III: Inspection Report and Record

(The above is a suggestion.)

- 4.6.3 All documents that require a review individually listed on the AA01, must be Code 4 (No Comments), prior to being included in the final Vendor Data Book/Final Dossier (VDB).. The VDB/Dossier shall include all documents on the AA01 that are not void or canceled. Native electronic files are to be provided as requested by AP. Some inspection and quality docs signed or sealed at site may be submitted with the VDB if inspector seal or signature is present, instead of via electronic submission individually.
- 4.6.4 As-Builts and Red-lines must be submitted within the time frame designated by project and if possible, the latest as-built or redline revision shall be included in the VDB/Dossier.
- 4.6.5 Hardcopy sets of the Vendor Data Book/Final Dossier are only required if specifically requested by AP.

4.7 AP Review Status Codes

Table below shows the review status codes, and document status and fabrication status associated with each of these status codes.”

[Delete the paragraph below that does not apply]

[Documents classified as Issued for Information, or IFI are not subject to review by AP or to be returned to the Vendor (unless specifically required by project). IFI documents shall be stuated Code 5 and issued directly to AP Master Record.]

[Document classified as “Issued for Information – IFI” may not be subject for review or return by AP unless specifically mandated by the project. The DC Team will return these documents with a status Code 5 and a comment indicating "IFI - Retained for Information, no review applicable."]

Status Code	Document Status	AP Fabrication Status
Code 1	REJECTED. Resubmit for Review	Work may not proceed
Code 2	COMMENTS AS NOTED. Resubmit for Review	Work may proceed subject to incorporation of comments
Code 3	N/A	N/A
Code 4	NO COMMENTS. No Further Submittal Required Unless Drawing is Revised	Work may proceed
Code 5	ACCEPTED FOR INFORMATION ONLY	Work may proceed

Ex.

Status Code Legend	
Code 1	Reviewed by Air Products – REJECTED Resubmit for Review
Code 2	Reviewed by Air Products – COMMENTS AS NOTED Resubmit for Review
Code 4	Reviewed by Air Products – NO COMMENTS No Further Submittal Required Unless Drawing is Revised
Code 5	ACCEPTED FOR INFORMATION ONLY
Vendor is not relieved of responsibility for accuracy of dimensions, performance, design, design of details or any code requirements. Further, review by Air Products does not relieve Vendor of responsibility or liability, or from furnishing material in conformance with the contract, purchase order, or other agreement. Air Products' review shall not be construed as an Approval by Air Products of such documents or an opinion by Air Products that such documents are true and accurate.	

5 REQUIRED INFORMATION

- Describe any additional project requirement information here in paragraph form.
- If not applicable, replace line 6.1 below with “Not Applicable.”

[Ex. Project Specific Vendor Document Regulatory Requirements or Additional Special Stamping]

6 TRANSMITTAL

6.1 AP Transmittal Portal

Air Products utilizes a third-party application for seamless exchange of Vendor document submittals between Air Products and Vendor. Project AP DCM will provide training and instructions for use of the Transmittal Portal prior to Vendor access.

6.2 Alternative Submission Methods

- 6.2.1 Email submission of documents is allowed to AP Project Inbox [add email here] as necessary. If email submission is used, Vendor must follow all transmittal requirements detailed below.
- 6.2.2 Vendor shall use a transmittal template for the transmission of all Documents to AP. The transmittal number shall be unique for each submission with the PO number in the transmittal subject line added by Vendor.
- 6.2.3 Upon transmittal to AP Project inbox, the email subject line shall include *Project Number – PO Number – Vendor Name - Transmittal Number and Release Purpose*.
- 6.2.4 Upon receipt of Transmittal from AP, Vendor is required to provide acknowledgment via email to APs DCM, confirming receipt and acknowledging the information on the transmittal is consistent with the documents returned.

6.2.5 Vendor may use their own transmittal numbering convention or transmittal template. However, in the event the Vendor does not have a transmittal form or transmittal numbering standard, AP DCM recommends the below Vendor Transmittal Numbering as follows:

Project Number	Organization Code (Originator)	Organization Code (Recipient)	Transmittal Type Code	Sequence Number
XXXXXXXX	AA[AAAA]	AP	VT	NNNNNN

Transmittal template shall include the following metadata as a minimum:

- a. Document/Drawing Number
- b. Document/Drawing Title
- c. Document/Drawing Revision
- d. Document/Drawing Tag Number(s)
- e. Issue Purpose (IFR / IFI)

6.2.6 OpenText Core Share

AP may utilize OPENTEXT CORE SHARE, a SaaS licensed product platform exchange. All users require an account and need to be invited to the Project workspace to share and collaborate with project documents. Usernames are users work e-mail address. Users will need to click on the web address link below to create a free account to access and use OPENTEXT Core Share. Vendor may utilize OpenText Core Share to submit formal documents to AP DCM for files larger than 25MB.

Web address: <https://core.opentext.com>




6.2.7 Core Share User Instructions

1. Create an Account.
2. In the email invitation there will be a link to the Open Text Core Share folder.
3. Click on the line on the email invitation.
4. Sign up by filling out the required information below.
5. In the following confirmation email, there will be a link to confirm your account.



6. To transmit, create a folder by clicking “New Folder” icon, and name the folder by the transmittal number.

7. Within the folder, click “Upload” to add documents to the folder space.

<input type="checkbox"/>	Name ▲	Size
<input type="checkbox"/>	 EN217134-DBC-9V3-00017.pdf	6.41 MB
<input type="checkbox"/>	 EN217134-DBC-9V3-00019.pdf ☆	2.44 MB
<input type="checkbox"/>	 EN217134-DBC-AP-ET-000013.d...	350 KB

8. Documents and transmittals should be uploaded into the folder.
9. Inform AP via AP Project DCM NPA Email box **[Project Email]** and attach the transmittal cover sheet within the email (email subject shall be the Project # - Transmittal number - PO number) once the steps above are completed.

7 REFERENCES [DELETE AS NEEDED]

8 ATTACHMENTS

[Project Specific Transmittal Template]
[Project Specific Coversheet]
[Project Specific Decal]
[Project Specific AA01 Template]
[Transmittal Portal Instructions]