

Electronic Documentation Submittals

4WCM-61001

Rev. 9

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1. PURPOSE

- 1.1** Defines requirements for electronic engineering drawing and document submission from a supplier for formatting, classification and transmission.

2. SCOPE

- **Air Products—Global** (Air Products and Chemicals, Inc. and all subsidiaries)
- 2.1** This specification applies to suppliers required to submit electronic documentation requested by Air Products as part of a purchase order.

3. DEFINITIONS

- 3.1** Not applicable.

4. SUMMARY

- 4.1** Not applicable.

5. SPECIFICATION

5.1 DOCUMENT SUBMITTALS

5.1.1 Format

- 5.1.1.1** Document submittals shall be done in electronic .pdf file format. The rendition file must be legible, all details clearly represented, and saved as the original document size (ex: a D size original document must be saved as a D size; not an A or B size) and provided as unique individual files.
- 5.1.1.2** Manuals submitted electronically must be in .pdf format and, as a minimum, each section or chapter must be bookmarked. The .pdf file cannot contain links to documents/sources outside the .pdf file itself, even if submitted on the same storage media. The entire manual needs to be one .pdf file. In some instances, an interactive DVD may be required for the site. This will be requested by Air Products at that time. That will be in addition to the required submittal(s) to Engineering Data.
- 5.1.1.3** P&IDs shall be submitted in .pdf, unless the VDR set also requires an editable format; then both formats shall be submitted. The editable format shall be submitted in a SmartPlant P&ID (.pid or .igr). If SmartPlant is not available, then MicroStation (.dgn) or AutoCAD (.dwg) formats are acceptable. P&IDs should be drawn to the ANSI/ISA-5.1-2009 standard. Other internationally recognized standards, such as the DIN EN 62424 standard, are also acceptable if stated on the P&ID.

5.1.1.4 Electronic versions of documentation must be editable to allow Air Products to add the Air Products stamp which includes Air Products identifiers (ex: document/MAR number).

5.1.1.5 Document submittals in native CAD file format are **not** generally acceptable, except in the case where they have been specifically requested by Air Products.

5.1.2 Information Classification

5.1.2.1 Documents are classified as either "Confidential" or "Internal Use Only". "Confidential" applies to document submittals that are deemed by Air Products to be proprietary or confidential and must be protected from outside sources. "Internal Use Only" applies to all other document submittals.

5.1.2.2 All "Confidential" document submittals shall be sent on portable storage media (ex: DVD) or via a secure delivery method as specified in the purchase order. "Confidential" documentation may be emailed if encrypted. Documents should be submitted per agreed submittal dates specified in the VDR Report attached to the purchase order.

5.1.2.3 All final drawings must be marked as "Certified" on the electronic drawing and contain the necessary identification requested on the VDR Report. Electronic mailings and storage media submittals shall be similarly labeled.

5.1.2.4 If not otherwise designated, assume submittals are "Internal Use Only".

5.1.3 Transmissions

5.1.3.1 Air Products can accept electronic mail transmissions up to 25 megabyte (Mb) in size. Document submittals over 25 Mb in size shall be sent in multiple electronic mail transmissions, or on storage media via overnight delivery, to meet the required submittal dates on the VDR.

Following are the Engineering Data Center mail and email addresses:

- engdata@airproducts.com for document submittals in the United States
- engdata1@airproducts.com for document submittals in the United Kingdom
- engdata2@airproducts.com for submittals to China
- engdata4@airproducts.com for submittals to Air Products Korea
- engdata5@airproducts.com for submittals to Air Products Taiwan
- engdata7@airproducts.com for submittals to Air Products India

United States submittals Air Products and Chemicals, Inc. Engineering Data Control Center 7201 Hamilton Blvd. Allentown, PA 18195-1501	United Kingdom submittals Air Products PLC Engineering Data Control Center Hersham Place Technology Park, Molesey Road Walton-on-Thames Surrey KT12 4RZ
China submittals Air Products Shanghai, China Engineering Data Control Center No. 88, Lane 887, Zu Chong Zhi Road ZhangJiang Hi-Tech Park Shanghai, China 201203	Korea submittals Air Products Korea Inc., Korea Engineering Data Control Center 343, Hakdong-ro, Gangnam-gu Seoul Korea 135-820 (06060)
Taiwan submittals Air Products San Fu Co., Ltd. Engineering Data Control Center No.772, Singnong Rd., Shanhua Township, Tainan County 741, Taiwan	India submittals Prodair Air Products India PVT LTD 003/004 Pentagon 2 Magarpatta City Hadapsar, Pune 411013 Maharashtra, India

6. RESPONSIBILITIES

6.1 Not applicable.

7. RELATED INFORMATION

[Supplier Vendor Document Requirement \(VDR\) Master List](#)

[Vendor Document Requirement Schedule \(VDR\) Form Supplier Instructions](#)

[Vendor Document Requirement: \(VDR\) Marked-up Set](#)

Each of the above can be found via Air Product's site:

<http://www.airproducts.com/company/supplier-information/general-conditions-of-purchase.aspx>

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