

LiveLink is the portal which UTAS-Westford MA uses to send and receive technical data from suppliers.

The following notice includes document requirements with submissions to UTAS- Westford:

1. Requesting access
2. Uploading documents
3. Naming convention for documents
4. Document reference

Section 1: Requesting Access

Obtain Live Link access through UTAS buyer/subcontracts administrator; submit the information below to UTAS-Westford point of contact.

Supplier Name

Supplier Street Address

User First Name

User Last Name

User Job Title

User Phone Number

User Email Address

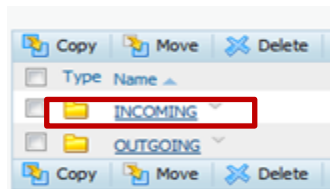
Citizenship (include all country citizenships are held and country of birth)

Domestic or International

Once submitted and processed a system generated email will provide a link for the supplier to log into the Live Link system.

Section 2: Navigation/Uploading documents

1. Once in the Live Link system, suppliers only have authority to add/change documents to the INCOMING* folder under their name.



*The incoming folder is whichever folder the supplier uses to send documents to Westford. Please note that the name may differ i.e. INCOMING, INCOMING TO WESTFORD, etc.

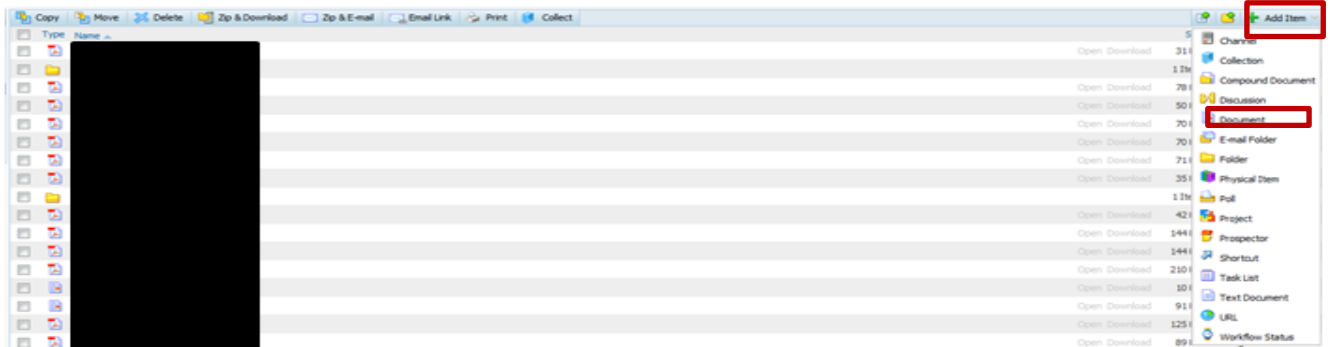
Note: Once in the incoming folder, ALL documents must follow instructions in section 3 of this document.

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- To add a document click on “Add Item” and “Document”. Upload the document onto Live Link.



- Click browse, go to document storage area and select to upload. Then press Add.

Document:	<input checked="" type="radio"/> Existing <input type="text" value="\\bos0fs01\Redirection\jitesh.patel\My Docur..."/> <input type="button" value="Browse..."/>
	<input type="radio"/> New <input type="text" value="Microsoft Word 2010"/>
Name:	<input type="text" value="V20-191242.pdf"/>
Description:	<input type="text"/>
Date of Document:	22 May 2009
Is content ITAR controlled? :	<None>
Version Control:	<input checked="" type="radio"/> Standard - linear versioning <input type="radio"/> Advanced - major/minor versioning
Categories:	<input type="text"/> <input type="button" value="Edit..."/>
Create In:	OUTGOING <input type="button" value="Browse Content Server..."/>
	<input type="button" value="Add"/> <input type="button" value="Reset"/>

Section 3: Naming convention for documents

Documents

ALL documents submitted to UTAS **must be** labeled as:

Purchase Order_Part Number_Line Number(s)_Serial Number*_Supplier Name_Type of Document

*When serial number is applicable

ALL documents submitted to UTAS must be in .pdf format

A single file must be uploaded as long as the document size is less than 3G. If the document size is 3G or larger please submit separate data packages labeled accordingly.

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4: Document reference

Examples of documents include but are not limited to Certificate of Conformance, Material Certifications, FAI, Test Reports, and Pictures.

For all other questions or concerns on the Livelink requirements or information in this notice please contact your POC for the UTAS Westford site.

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