

# Supplier Electronic Document Submission Guidelines

Dear [Supplier Name],

We appreciate your partnership and cooperation. To streamline our documentation process, please adhere to the following guidelines for electronic document submission:

## 1. Document Format

All documents must be submitted in PDF format. Ensure that the files are not password protected and are of high quality for clarity.

## 2. Naming Conventions

Use the following format for file names: [CompanyName]\_DocumentType\_Date. For example: ABC\_Corp\_Invoice\_2023-10-01.pdf

## 3. Submission Method

Documents should be submitted via email to [submissions@example.com](mailto:submissions@example.com) or through our supplier portal at [Portal URL].

## 4. Deadlines

Please submit all required documents by the end of each month to ensure timely processing of payments.

## 5. Support

If you have any questions or require assistance, please do not hesitate to contact us at [support@example.com](mailto:support@example.com).

Thank you for your attention to these guidelines. We look forward to your continued cooperation.

Best regards,  
[Your Name]  
[Your Title]  
[Your Company]