

This document outlines the requirements for submission of deliverable documentation/data item under Orders issued by General Atomics Electromagnetic Systems (“GA-EMS” or “Buyer”). Seller shall submit deliverable documentation/data items under such Orders in accordance with the instructions herein.

SUBMITTAL METHODS

Seller shall submit all deliverable documentation/data items specified in the Order to the GA-EMS Configuration and Data Management (CDM) organization electronically with concurrent notification to Buyer’s Authorized Purchasing Representative specified in the Order via one of the following methods:

- 1) **ProjectLink:** This is a secure link to Buyer’s internal product lifecycle management (PLM) system. Contact Buyer’s Authorized Purchasing Representative specified in the Order to request a supplier ProjectLink context.
- 2) **Electronic File Transfer Protocol “Workspaces”:** This is a secure mechanism to electronically send and receive documentation/data items. Contact GA-EMS CDM at ems_cm@ga.com to request an electronic file transfer protocol (EFTP) account.
- 3) **Only distributors of available commercial off-the-shelf (COTS) parts may provide documentation specified by the Order physically with shipment.**

OTHER REQUIREMENTS

- 1) All e-mail correspondence with GA-EMS CDM via method 1 and 2, above, shall include the following with concurrent notification to the GA-EMS Authorized Purchasing Representative:
 - Seller’s contact information
 - Buyer’s Order number
 - Buyer’s statement of work (SOW) number (if applicable)
 - Buyer’s Authorized Purchasing Representative’s full name
- 2) Unless otherwise specified in the Order, the deliverable documentation/data items immediately listed shall be compatible/readable as follows:
 - Reports, presentations, spreadsheets – compatible with Microsoft Office 2007
 - Schedules – compatible with Microsoft Project 2010
 - Electronic drawings – readable with Adobe Acrobat Reader 9.0
- 3) Seller shall:
 - Provide all applicable passwords to unlock and/or unprotect documents/data items;
 - Ensure no documents data/items contain proprietary or restrictive markings; and
 - Resubmit any deliverable document/data item rejected by Buyer after sufficient rework via one of the same approved methods (above).

- 4) Except in the case of COTS parts, all deliverable documentation/data items shall be submitted to Buyer prior to delivery of any associated deliverable item(s) to Buyer.
- 5) In some instances, it may be permissible to reuse certain documentation previously approved by Buyer under a prior Order. In such instances, Seller shall obtain prior written approval by Buyer before data reuse submission. Seller shall submit all requests for data reuse to GA-EMS CDM with a copy to Buyer's Authorized Purchasing Representative specified in the Order. Seller shall use the most current version of Form EMS-0364 for all data reuse requests, which can be obtained from Buyer's Procurement website at <http://www.ga.com/quality-assurance>.