

D-Trade 2 Document Upload Instructions for Licenses, Addition (1-25-10)

Concerning the upload of documents to the D-Trade 2 system for licenses, applicants should immediately implement the following changes.

- 1) To facilitate the technical review of the submission, all files to be uploaded to D-Trade 2 in support of a license request must use file names that are descriptive in nature. **The review of your submission may otherwise be significantly delayed.**
 - a. Do not attach multiple copies of an attachment under different file names.

Example: The file name of a technical drawing for the F-4 forward fuselage should be identified as "F-4 Forward Fuselage Drwg No 12345.pdf" (not simply labeled as "technical data.pdf").

- 2) If Microsoft Word documents must be uploaded, the documents must be saved in the Word 97-2003 Document format with the ".doc" extension. Some government agencies have not upgraded to Microsoft Office 2007 and are unable to open documents with the ".docx" extension.
- 3) The submission must be **less than 35MB**. Uploading a file greater than 35MB **will seriously delay the review of your submission.**