The collection of this data is necessary to ensure and promote AM General’s compliance with export control laws and other contractual and legal requirements relating to release and distribution of sensitive or export controlled information.

You must complete this form in order to obtain or continue your AM General electronic account access privileges. (Please complete electronically)

**GENERAL INFORMATION**

Last First Middle Form Date (mm/dd/yyyy)

|  |  |  |
| --- | --- | --- |
| Employer Name and Address: | Contact Information: |  |
|                 | Phone:Email:Fax: |                 |  |

Are you an employee of AM General (including any subsidiaries)? Please specify below.

**NATIONALITY**

Please specify your immigration status. If you are not a US Citizen[[1]](#footnote-1) or Lawful Permanent Resident[[2]](#footnote-2), specify the country(ies) of which you are a citizen and/or resident below.

1. I am a
2. If:
* You answered “non-US person” above; and
* Are employed by a US company; and
* You will be working with export controlled data, defense services or defense articles; then:

Please specify if your employer has obtained a Foreign Person Employment license:

IMPORTANT NOTICE:

In order to ensure the company’s compliance with U.S. export control laws, you must notify the International Trade Compliance Department of any changes to the information you have supplied in this survey regarding your immigration or citizenship status, your work location, or your employer’s country of incorporation. By returning this survey, you are acknowledging that you have received and understand this notice, and that you understand your obligation to immediately report changes.

**AM GENERAL DATA REQUIREMENTS:**

* The preferred CAD data submission type is native CAD from NX (version 7.5 or lower) or CREO (3.0 or lower).
* If native CAD is not possible, then STEP files are accepted. Due to translation issues with STEP files, a Parasolid file (.xt) or a JT file (.jt) will also need to accompany the STEP file.
* An image file (JPEG) should be attached to any data sent regardless of format.

**COLLABORATION ACCESS:**

Program for which this access is requested:

Description of data to be provided (type of part, type of files, etc):

**Request Type: (Multiple may be selected if applicable)**

Please check the box corresponding to the type of request this is:

FTP [ ]  Web Portal (C-Folder) [ ]  Government Cloud (O365) [ ]

**If an FTP request:**

* Ensure the General Information on the first page is fully filled out and accurate.
* Expect an email from an AM General IT representative detailing FTP account information and logon credentials.

**If a Web Portal request, please specify role permissions referenced by “Table 1” on the next page:**

Select Below (Multiple may be selected):

Role 1: [ ]

Role 2: [ ]

Role 3: [ ]

Role 4: [ ]

**If a Government Cloud request, please fill out the information below:**

**NOTE: Guidelines can be found on the next page in “Table 2”.**

Information Owner’s Email:

Type of data:

Project Title (If applicable):

Information Share Location:

Information Share Approver:

**Table 1.**

|  |  |
| --- | --- |
| **Web Portal Role** | **Description** |
| **1** – Supply Management Collaboration | Needed when user is responsible for interacting with AM General Buyers (Documents and drawings related to RFQs, MCNs and any contractual arrangements.) |
| **2 –** Materials Collaboration – Planning / Scheduling | Needed when user is responsible for interacting with AM General Materials Schedulers. |
| **3** – Materials Collaboration – Shipping / ASN | Needed when user is responsible for publishing ASNs for shipments. |
| **4** – Engineering/Quality Collaboration | Needed when user needs access to Engineering drawings and/or Quality Notifications. |

**Table 2.**

|  |  |
| --- | --- |
| **Requirement** | **Description** |
| Information Owner’s Email: | Email of whomever owns the data being shared through the Gov’t Cloud. |
| Type of data: | List the type of data being shared.(e,g CAD, STEP, MS Office product formats, PDF, JPEG, etc…) |
| Project Title (If applicable): | If this data is being used in conjunction with a project, please list the project. |
| Information Share Location: | Where the information will be stored.(e.g [Name]’s OneDrive, Project sharepoint, etc…) |
| Information Share Approver: | The AM General manager approval. Please list the manager who is approving the Gov’t Cloud share.  |

**General Information:**

* **FTP** is used to transfer large data files more efficiently than Web Portal. This is utilized primarily in situations where SAP is not being utilized or large amounts of data is being processed. Accounts last one year from creation date and must be renewed annually.
* **Web Portal**, also known as C-Folder, is used in conjunction with SAP to transfer smaller amounts of data. Account passwords expire every 90 days, and must be changed accordingly.
* **Government Cloud (O365)** is the Microsoft Government Cloud. All data exchanged through here requires a Microsoft account and a link needs to be shared to gain access.

**Why do we have so many file transfer methods?**

* **FTP** is generally, although not always, used on a short-term basis. This allows for the flexibility of moving data without the need for **SAP**.
* **Government Cloud (O365)** is a Microsoft secured way to create project groups and exchange information without the need for 3rd party accounts. This is generally used on a medium-to-long term basis and allows for project management file transfer.

**How do I update my access?**

* All access requests go through your AM General contact/sponsor. To update your access, please contact them regarding any questions.
1. **U.S. Citizen -** All natural persons born or naturalized in the United States, and subject to the jurisdiction thereof, and all legal entities created under the law of the United States or any State thereof. [↑](#footnote-ref-1)
2. **Permanent Lawful Resident -** (Also referred to as “Resident Alien”). Any person who has been lawfully admitted for permanent U.S. residency. These individuals are “Green Card” holders, reside permanently in the U.S., have a clear intention of becoming citizens, intend to remain in the U.S., and are within the jurisdiction of U.S. laws and courts. [↑](#footnote-ref-2)