



## **Heating & Cooling Products**

October 23, 2017

To: All AAON Representatives  
Subject: LN, LZ, RL, CN, BL, M3, FZ & RN-E Submittal Approval Process

**\*Effective November 1<sup>st</sup>, 2017\***

We are changing the order entry process for Line 5 equipment. By modifying the way orders are processed, we will reduce the impact changes have to project scheduling and the chance of you receiving equipment that does not meet your expectations.

If you need SPAs, please continue to request them as you currently do from [aaonapps1@aaon.com](mailto:aaonapps1@aaon.com) or by calling (918) 382-6274. After you secure the order and are ready to create submittals, the procedure is changing.

### **Submittal Approval Process \*Needed for LN, LZ, RL, CN, BL, M3, FZ & RN-E units \***

1. When ready for submittals, send us your complete .aef file and purchase order including all SPAs.
2. Indicate to our Sales Support Manager, Andrea Teakell, that you need submittals and to put the order on hold.
3. We will review the documents, generate any submittal information not available from ECAT & send them to you for review. We will send you the wiring diagram.
4. Review and comment in the review block of the submittal as necessary and return it to us.
5. If the submission needs to be revised & resubmitted return it to us and we will make necessary modifications.
6. Once approved we will process the order and release it to production.
7. Lead times will start when we receive the signed and approved submittal. This process will add additional time, but the time used will be before you would have previously entered the order as long as you are proactive.

Please enter orders for line 5 equipment separately from other models if the other equipment will have a different release or delivery date.

Sincerely,

A handwritten signature in blue ink, appearing to read "Rob Teis", is located below the "Sincerely," text.

Rob Teis  
Director of Sales, AAON Inc.