



AMEfex (AMETEK File Exchange System)

Instructions:

Customer & Vendor Login

To access the system, go to <http://amefex.ametek.com>

Customers & vendors will need to create an account by clicking on **Register** to be given appropriate access to send files & documents to **AMETEK** employees. All people within the organisation that are to send or receive files must be registered.

The password reset button will only work on registered accounts.

You will be prompted to Login. Enter your email address and password

AMETEK[®]

For Authorized Use only!

Email Password

Uploading & Sending Files

Upon successful login, you will be taken to the File Upload screen:

1. Enter the recipients e-mail address: uk-sou.fdr@ametek.com in the **To** field. You can enter multiple recipients separated by a comma.
2. You can enter **cc** and / or **bcc** by clicking on the buttons.
3. Enter the **Subject** that you want used in the e-mail notification to the recipient. This should show the aircraft registration / tail number and, if applicable, AOG.
4. Click on **Choose Files** to select files to upload.
5. Optionally enter a **Message** that you want included in the e-mail notification to the recipient(s).
6. Select the appropriate **Permissions**.
7. Optionally you can choose to **Send a Copy to Myself** and also change the **Message Expiry** date.
8. Click the **Send** button to upload the files to the server.

Message

To:

Subject:

Message:

Once your files have been uploaded the following confirmation screen will appear:

Your message has been sent

Message ID 48jMUFkh
Subject Flight Data
Message Expires September 20, 2017

Access Restriction

- Only Specified Recipients can access the message and download the files.
- Forwarding of the email or URL is not allowed to anyone.
- Recipients will be required to login to access the message.
- A download receipt will be sent when each user downloads each file with detailed download information.

Send More Files

Downloading / Receiving Files

The recipient(s) will receive an e-mail with links to download the file(s). The e-mail will show coming from the sender.

Once the user opens the message a list of files will be shown that can be downloaded by clicking on the file link. See image below:

Please find the requested files attached.

Regards,

Files attached to this message

Filename	Size	Checksum (SHA1)
AME-MUIRHEAD LOGO 1.png	28.4 KB	ce4e3289e711ccad2be0131d19c28bc711d8a1d8

Please click on the following link to download the attachments: <https://amefex.ametek.com/message/48jMUFkh1H1aoXDTtTTVq6>

This email or download link can not be forwarded to anyone else.

The attachments are available until: **Wednesday, 20 September.**

Message ID: 48jMUFkh

LiquidFiles Appliance: <https://amefex.ametek.com>

Once the user clicks on the link you will see the list of files that can be downloaded:

Message

Message ID 48jMUFkh

From user@example.com

To UK-SOU.fdr@ametek.com

Subject Flight Data

Access Restriction Only Specified Recipients can access

Message Expires September 20, 2017

Attached files [AME-MUIRHEAD LOGO 1.png](#) (28 KB) Checksum (SHA1): ce4e3289e711ccad2be0131d19c28bc711d8a1d8

Message Please find the requested files attached.

Regards,