

Providing PDF Forms via Email

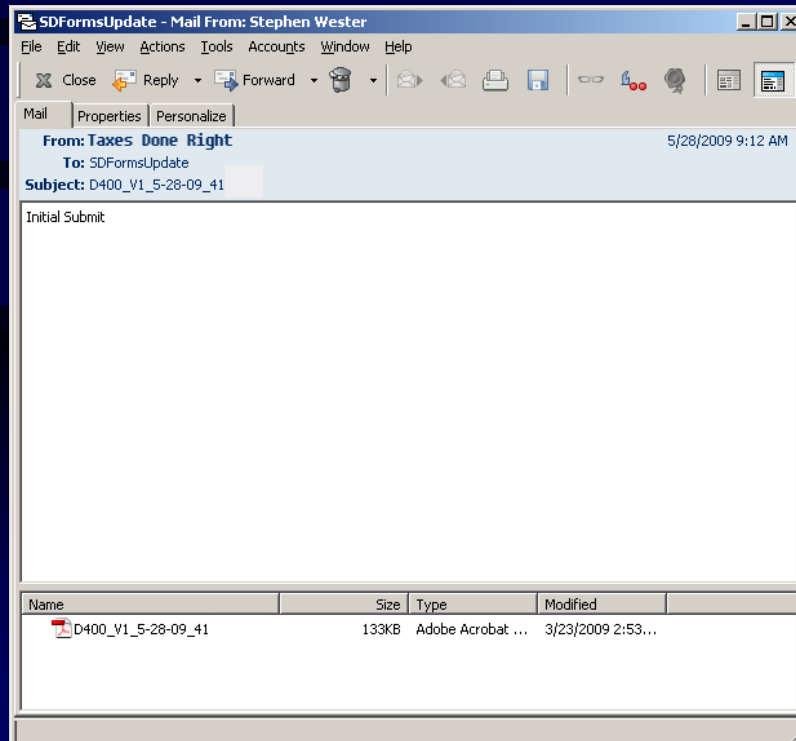
What are the benefits of sending forms via PDF?

- Reduce postage cost for vendors
- Reduce submission time for vendors
- Improve response time for vendors and Department
- Saves an excessive amount of paper for vendors
- Improves tracking for vendors and Department

Submitting Forms via Email

Merge all files (Blank, Full Field, Live Data) into one PDF.

Also, make sure that on your header sheet you still include company name, vendor ID number, fax and phone numbers, and contact person.



Email Naming scheme

Email subject line must be typed as indicated.

(If the subject line is formatted incorrectly, the developer will be required to resubmit the forms in the correct format.)

(Form number_Version number_Date_Vendor number)

(Note: Please make sure that your version #'s are correct.)

examples

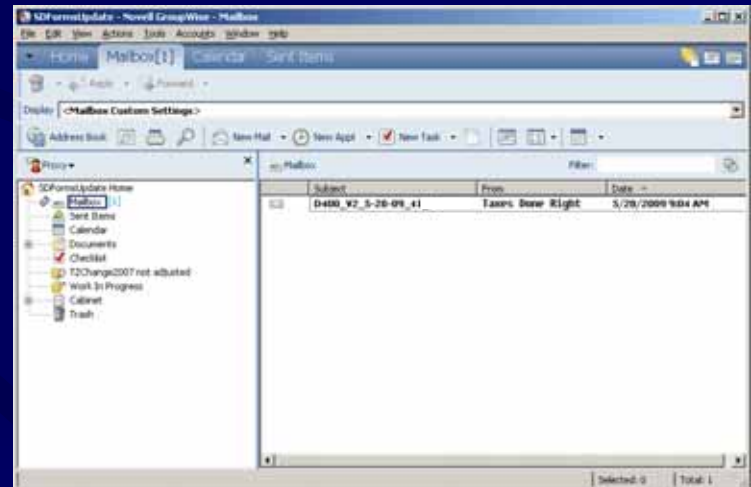
Initial Submit

D400_V1_5-28-09_41



Resubmit Number 1

D400_V2_5-28-09_41



File Naming scheme

Each file will contain the blank, full field, and live data examples.

The file must be named as indicated.

(Form number_Version number_Date_Vendor number)

examples

Initial Submit

D400_V1_6-6-08_41

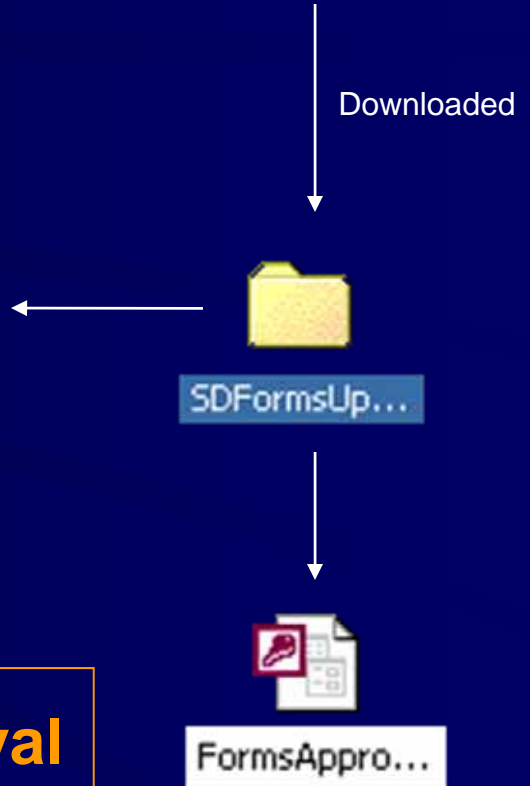
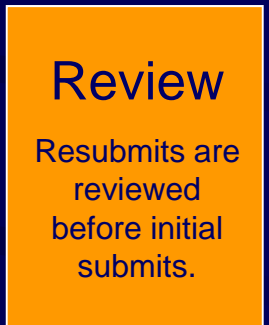
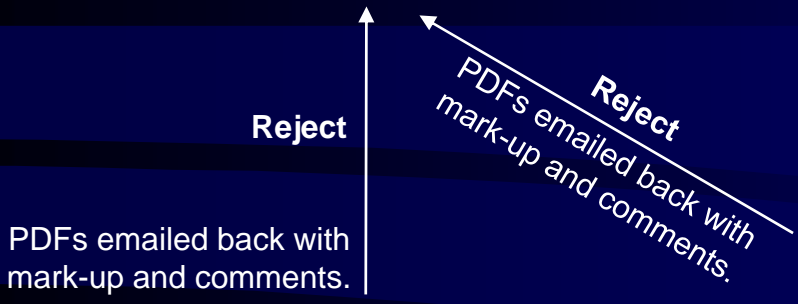
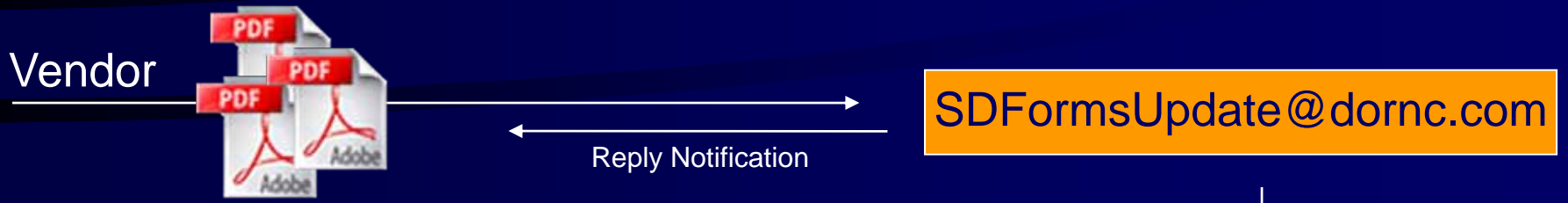
Resubmit Number 1

D400_V2_6-6-08_41

Some coupons require as many as 13 Live Data examples.

Reply

- The auto reply feature will not be used.
- You will receive email confirmation within 48 hours of receipt of your submissions.
- If you have not received a reply within 48 hours, contact Trudy Roberson via email at trudy.roberson@dornc.com or telephone at (919) 715-5359.
- **Do not resubmit forms unless instructed by the Department.**



Approved



Form is approved via email

Forms Approval Process

- Form logged:
- form number
 - version number
 - date
 - vendor name
 - number of copies