

# Providing PDF Forms via Email

**\*\*New instructions for submitting PDFs.**

# 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

# Email Naming scheme

Email subject lines 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.)

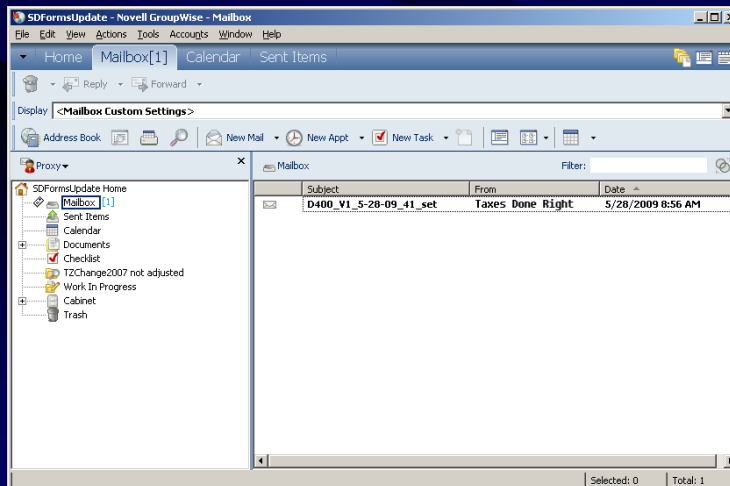
(Form number\_Version number\_Date\_Vendor number\_set)

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

examples

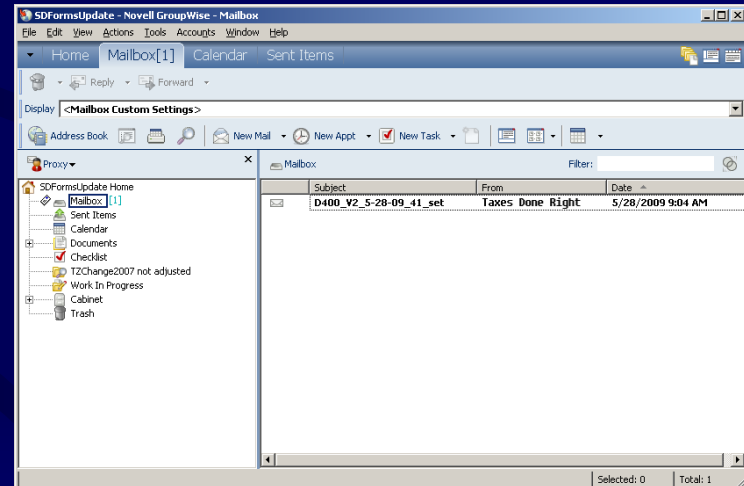
## Initial Submit

D400\_V1\_5-28-09\_41\_set



## Resubmit Number 1

D400\_V2\_5-28-09\_41\_set



# Old File Naming scheme (Please do not use)

Files must be named as indicated with each form being a separate PDF.

(Form number\_Version number\_Date\_Vendor number\_Type)

examples

## Initial Submit

D400\_V1\_6-6-08\_41\_Blank

D400\_V1\_6-6-08\_41\_Full Field

D400\_V1\_6-6-08\_41\_Live Data1

D400\_V1\_6-6-08\_41\_Live Data2

D400\_V1\_6-6-08\_41\_Live Data3

D400\_V1\_6-6-08\_41\_Live Data4

D400\_V1\_6-6-08\_41\_Live Data5

## Resubmit Number 1

D400\_V2\_6-6-08\_41\_Blank

D400\_V2\_6-6-08\_41\_Full Field

D400\_V2\_6-6-08\_41\_Live Data1

D400\_V2\_6-6-08\_41\_Live Data2

D400\_V2\_6-6-08\_41\_Live Data3

D400\_V2\_6-6-08\_41\_Live Data4

D400\_V2\_6-6-08\_41\_Live Data5

Some coupons require as many as 13 Live Data examples.

# New File Naming scheme

Forms will now be submitted in sets as opposed to individual files. Each set will contain the blank, full field, and live data examples.

Files must be named as indicated with each set being a PDF.

(Form number\_Version number\_Date\_Vendor number\_set)

examples

## Initial Submit

D400\_V1\_6-6-08\_41\_set

## Resubmit Number 1

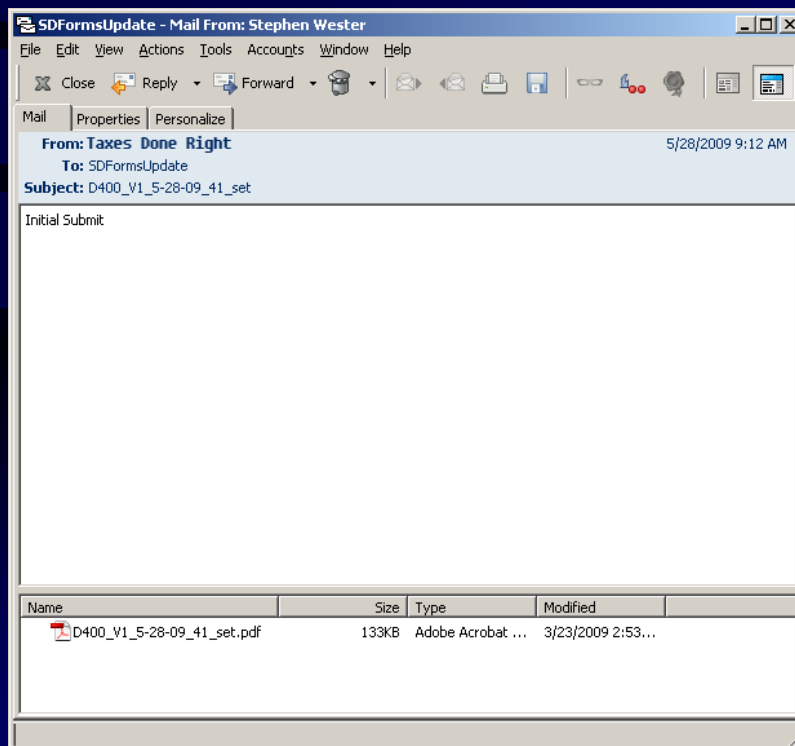
D400\_V2\_6-6-08\_41\_set

Some coupons require as many as 13 Live Data examples.

# Submitted Emails

Each set must contain all of the corresponding form types for that form. (Blank, Full Field, Live Data)

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



## 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 Ivey via email at [trudy.ivey@dornc.com](mailto:trudy.ivey@dornc.com) or telephone at (919) 733-3117.
- **Do not resubmit forms unless instructed by the Department.**

Vendor



SDFFormsUpdate@dorn.com

Reply Notification

Reject

PDFs emailed back with mark-up and comments.

Testing

Approved

Final Approval

Form is approved via email

Reject  
PDFs emailed back with mark-up and comments.

Review  
Resubmits are reviewed before initial submits.

Approved

Forms Approval Process

Downloaded



SDFFormsUp...



FormsAppro...

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