Providing PDF Forms via E-mail

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

E-mail Naming scheme

E-mail 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.)

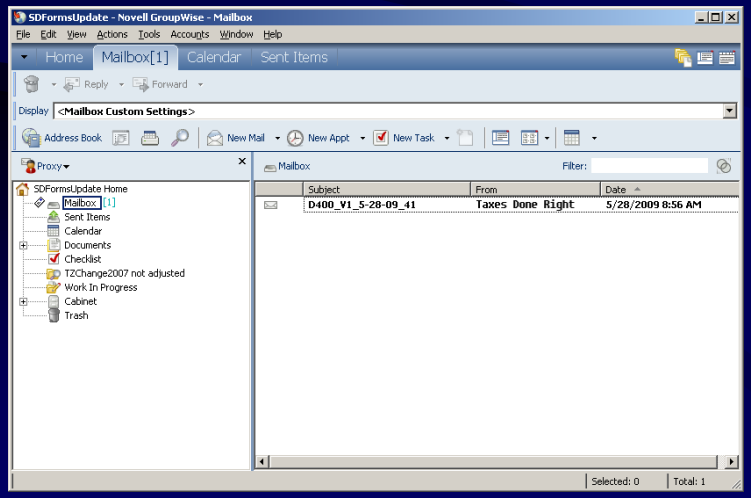
(Form number_Version number_Date_Vendor number)

(Note: Please make sure that your version numbers are correct.)

examples

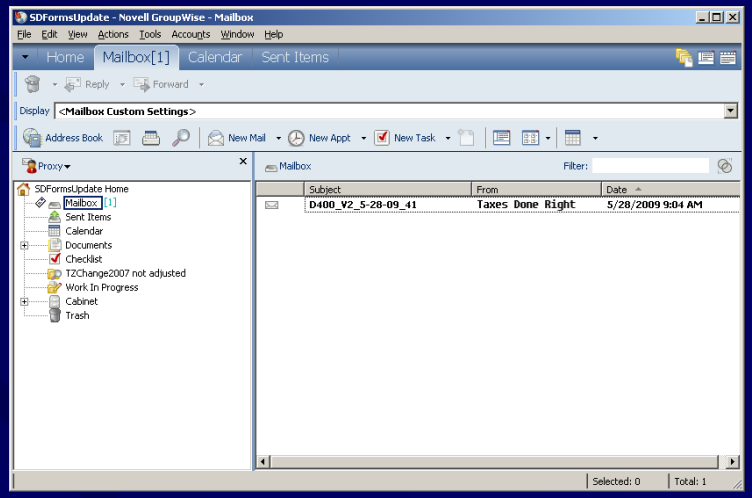
Initial Submit

D400_V1_5-28-09_41



Resubmit Number 1

D400_V2_5-28-09_41



File Naming scheme

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

The PDF must be named as indicated.

(Form number_Version number_Date_Vendor number)

examples

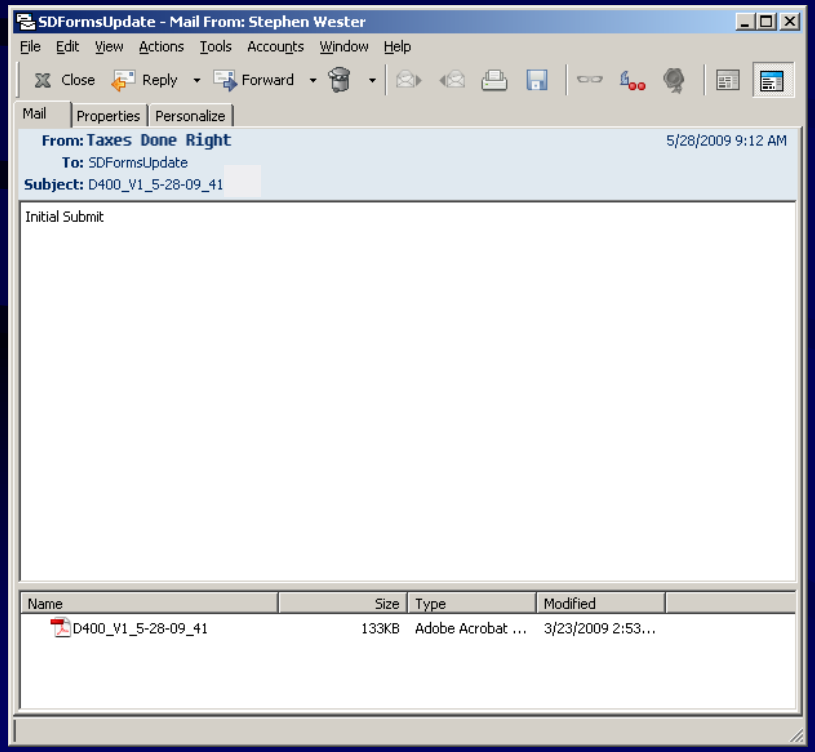
Initial Submit	Resubmit Number 1
D400_V1_6-6-08_41	D400_V2_6-6-08_41

Some coupons require as many as 13 Live Data examples.

Submitted E-mails

Each PDF 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 our administrative support allaboutforms@ncdor.gov or by telephone at (919) 754-2625.
- **Do not resubmit forms unless instructed by the Department.**

Forms Approval Process

Vendor

SDFormsUpdate@ncdor.gov

Reply Notification

Downloaded

SDFormsUp...

Review

Resubmits are reviewed before initial submits.

Reject

PDFs emailed back with mark-up and comments.

Reject

PDFs e-mailed back with mark-up and comments.

Approved

Testing

Approved

Final Approval

Form is approved via e-mail

FormsAppro...

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