

On-Line Printing Requisition Lesson

1.	<p style="text-align: center;">PRINTING REQUISITION INSTRUCTIONS</p> <p>The Printing Requisition should be used for ordering graphics, printing, inserting, inkjetting, etc. Any additional specifications may be added as an attachment. Originals and examples must be included in your order. Camera-ready artwork is artwork that requires no modifications for the Print Shop to print the job according to the specifications of the printing requisition.</p> <p>There is an FTP site available for electronically sending files. Files can be attached to the Printing Requisition or sent individually to the FTP address.</p>
2.	<p>Click in the User ID: field.</p> <div style="border: 1px solid black; width: 150px; height: 15px; margin-left: 20px;"></div>
3.	<p>Enter the desired information into the User ID: field.</p> <p>NOTE: This is your User ID for My Nebraska Portal. You must work through OCIO Help Desk for access to this site.</p>
4.	<p>Press [Tab].</p>
5.	<p>Enter the desired information into the Password: field.</p> <p>NOTE: This is not your NIS password.</p>
6.	<p>Click the Login button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 20px;">Login</div>
7.	<p>Click the My Applications link.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 20px;">My Applications</div>
8.	<p>Click the NIS Print Shop link.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 20px;">NIS Print Shop</div>
9.	<p>Please contact the Print Shop if you have any questions.</p> <p>The Print Shop is under the Administrative Services, Materiel Division and is located in the lower level of the 501 South 14th Street Building, Lincoln, NE 68509.</p> <ul style="list-style-type: none"> o Telephone: 402-471-2826 o FAX Number (office):402-471-2838 o FAX Number (graphics for proofs): 402-471-8652

10.	CLICK HERE FOR INSTRUCTIONS: Click this button throughout the process of entering your requisition for assistance in entering data in fields.
11.	<p>PLEASE CHOOSE ONE OF THE FOLLOWING:</p> <p>Select the Radio Button to indicate:</p> <ul style="list-style-type: none"> <input type="radio"/> New, never printed before <input type="radio"/> Reorder, same Item with no changes <input type="radio"/> Revised, same item with changes <p>OR</p> <p>Pull up an Unsubmitted Requisitions (started, not finished) to make changes, delete, or submit)</p>
12.	<p>DELIVERY DUE DATE: date the completed job is requested to be delivered to the agency.</p> <p>PLEASE ALLOW A MINIMUM OF 10-15 WORKING DAYS. Additional time must be allowed for any input or design in our Graphics Area.</p> <p>Enter information in required date format OR use Calendar to enter Delivery Due Date.</p> <p>Click in the (MM/DD/YYYY) field.</p> <div style="border: 1px solid black; width: 150px; height: 20px; margin-left: 20px;"></div>
13.	Enter the desired information into the (MM/DD/YYYY) field.
14.	Press [Tab] .
15.	TITLE OF PIECE TO BE PRINTED: name of the piece to be printed
16.	FORM NUMBER: Agency assigned control number printed on the item (if applicable)
17.	<p>JOB TYPE</p> <p>Click on the picture which represents the type of job to be printed:</p> <ul style="list-style-type: none"> <input type="radio"/> Forms <input type="radio"/> Brochures <input type="radio"/> Business Cards <input type="radio"/> Letterheads <input type="radio"/> Books <input type="radio"/> Newsletters <input type="radio"/> Envelopes <input type="radio"/> Other (provide description of "Other" job in field)
18.	<p>Selecting "Other" as a job type requires further detail regarding the print job.</p> <div style="border: 1px solid black; width: 150px; height: 20px; margin-left: 20px;"></div>

19.	Click the appropriate Job Type. Options within the Printing Requisition will vary based on the Job Type selected.
20.	AGENCY/SHIPPING INFO tab: Information provided on this page indicates Agency to be billed and destination of printed materials.
21.	DELIVERY DUE DATE: date entered can be updated as needed
22.	TITLE OF PIECE TO BE PRINTED: name of the piece to be printed can be updated as needed
23.	FORM NUMBER: Agency assigned control number printed on the item (if applicable)
24.	REQUISITION #: system assigned number to this requisition
25.	JOB DESCRIPTION: type of job (New, Revised, and Reorder) and selection selected when creating Printing Requisition.
26.	CHANGE JOB DESCRIPTION: it is possible to change job type to any other option and retain existing Agency/Shipping Information.
27.	AGENCY INFORMATION Provide reference and contact information regarding the Printing Requisition.
28.	AGENCY REQUISITION #: control number assigned by the agency. This number may be referred to when inquiring about the job. <input type="text"/>
29.	PREVIOUS REQUISITION # OF THIS JOB: Agency control number which was assigned to the requisition previously used to order the job. This number should be supplied for reorders and revisions.
30.	PERSON TO CONTACT: Name(s) of the agency contact(s) that can supply information that may be required and for approval of proofs.
31.	PHONE: telephone number where the agency contact can be reached.
32.	FAX NUMBER: fax number where agency contact person can be reached.
33.	EMAIL: E-mail address of agency contact.
34.	SHIPPING INFORMATION There are two options for selecting the Agency/Division location for Shipping and Billing. Either Select the NIS Address Book # for Print Shop Billing OR Select your Agency, Division, and Other Data that defines the location for which the Print Job will be printed.
35.	Once a "Ship To" address is defined, the complete "Ship to Address" and the "Send Invoice To" information populates.

<p>36.</p>	<p>SHIP TO ADDRESS BOOK #: if known, select the appropriate Address Book Number.</p> <p>"Ship To" fields can be revised. If an Agency/Division is responsible for a specific print job, but the print job will ship to an alternate location, revise the Shipping Address to reflect the final destination.</p> <p>If shipping to multiple locations, indicate this information in the "Attention To" field: For example: Attention To: Multiple Locations</p> <p>If shipping through a "storage" facility, reflect the "storage facility in the "AttentionTo" field, and retain the final destination in the "Ship To" Address fields. For example: Attention To: Hill Street Storage</p>
<p>37.</p>	<p>SELECT AGENCY, DIVISION, AND OTHER DATA: If Address Book # is unknown, select appropriate location through dropdown lists.</p>
<p>38.</p>	<p>Click the Select Agency: list.</p> <p>Select appropriate Agency.</p>
<p>39.</p>	<p>Click the And Division: list.</p> <p>Select appropriate Division.</p>
<p>40.</p>	<p>Click the And Other Data: list.</p> <p>Select appropriate data that further defines Ship To location.</p> <div data-bbox="418 1129 852 1171" style="border: 1px solid black; padding: 2px;"> Select One  </div>
<p>41.</p>	<p>SIX DIGIT ACCOUNT # (not required): Automatically populates if there is a six digit account code associated with the Address Book # based on:</p> <ul style="list-style-type: none"> o Bill To Address Book # o Agency o Division
<p>42.</p>	<p>SHIP TO NAME: Automatically populates. This field cannot be overwritten.</p>
<p>43.</p>	<p>ATTENTION TO: Enter the name of the person to whom printed material should be delivered.</p> <p>If print job will be delivered to multiple delivery locations, indicate "MULTIPLE LOCATIONS" in the ATTENTION TO field.</p>

44.	<p>SHIP TO ADDRESS 1: SHIP TO ADDRESS 2: SHIP TO ADDRESS 3: SHIP TO CITY: SHIP TO STATE/ZIP CODE</p> <p>Fields automatically populate from NIS. These fields can be overwritten with different information.</p> <p>Any revisions to these fields will only affect the current Printing Requisition. For permanent revisions, contact Print Shop to update Address Book record.</p>
45.	<p style="text-align: center;">SEND INVOICE TO INFORMATION</p> <p>The address where the "Print Shop Consolidated Invoice" will be sent. This will populate automatically, but can be overwritten if necessary.</p>
46.	<p>To revise the Send Invoice To Address, follow the same steps used to select the Ship To Address.</p>
47.	<p>AGENCY ACCESS: For end users who request Print Jobs for multiple agencies, select appropriate agency number.</p>
48.	<p>AGENCY: DIVISION/ADDRESS: OTHER DATA:</p> <p>Fields automatically populate from NIS. These fields can be overwritten with different information.</p> <p>Any revisions to these fields will only affect the current Printing Requisition. For permanent revisions, contact Print Shop to update Address Book record.</p>
49.	<p>You can navigate through the pages by using the buttons on the bottom of the screen or by selecting the tabs at the top of the screen.</p> <p>Clicking on "Next" or "Previous" will save data entry.</p> <p>Current page will not advance until all required fields are filled. Required fields will be indicated by RED lettering.</p> <p></p>
50.	<p style="text-align: center;">JOB DESCRIPTION</p> <p>Provides AS Print Shop information about the printing requirements for you Print Job.</p>

51.	<p style="text-align: center;">PRE-PRESS/COMPUTER SERVICES</p> <p>Check work required prior to the actual printing process:</p> <ul style="list-style-type: none"> o PROOF (IMPORTANT: New or revised copy MUST BE PROOFED and signed off by the agency.) o ART DESIGN o BLEEDS - the ink appears flush with the edge of the paper. When bleeds are used, the artwork and screens must extend 1/4" beyond the trim marks on the original.
52.	<p>PROOF: Automatically selected for New and Revised jobs</p> <p>(IMPORTANT: New or revised copy MUST BE PROOFED and signed off by the agency.)</p>
53.	<p>PROOF DELIVERY METHOD:</p> <ul style="list-style-type: none"> o Contact Customer o Fax o Interagency o On-site <p>Click the Proof Delivery Method: list.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Options ▾</div>
54.	ART DESIGN
55.	BLEED
56.	<p style="text-align: center;">PRINT</p> <p>Select how job is to be printed. Number of originals for each type should be specified in "Specify" field.</p> <ul style="list-style-type: none"> o One Side Only o Front and Back Head o Front and Back Tumble
57.	<p>ONE SIDE ONLY:</p> <p>As needed, provide additional information in Specify: field to the right</p>
58.	<p>FRONT AND BACK HEAD</p> <p>As needed, provide additional information in Specify: field to the right</p> <input type="checkbox"/>
59.	<p>FRONT AND BACK TUMBLE:</p> <p>As needed, provide additional information in Specify: field to the right</p>

60.	<p style="text-align: center;">TEXT, COVER, and OTHER</p> <p>JOB TYPE determines which of the following data fields will be available.</p> <ul style="list-style-type: none"> o Text o Cover, and o Other
61.	<p>Click into the Number of Originals: field.</p> <input data-bbox="418 485 526 533" type="text" value="0"/>
62.	<p>NUMBER OF ORIGINALS: enter number of originals into the Number of Originals: field.</p>
63.	<p>NUMBER OF COPIES: enter the quantity per original to be printed. In multiple-part forms, enter the number of sets desired into the Number of Copies: field.</p>
64.	<p>INK COLOR: enter the color or colors of ink desired. Use PMS numbers whenever possible. A soy/corn-based ink is normally used.</p> <p>Selection is made through opening drop-down box and selecting appropriate list item.</p> <ul style="list-style-type: none"> o 4 Color Process o Black o Other - SPECIFY FOR OTHER required <p>If Other is selected, additional information must be provided in SPECIFY FOR OTHER field.</p> <input data-bbox="418 1108 639 1152" type="text" value="Options"/>
65.	<p>PAPER COLOR: enter color desired (you may contact the Print Shop to see color charts or paper samples)</p> <ul style="list-style-type: none"> o Other - SPECIFY FOR OTHER required o White <p>Selection is made through opening drop-down box and selecting appropriate list item.</p> <input data-bbox="418 1402 550 1446" type="text" value="Options"/>
66.	<p>PAPER WEIGHT: if known, enter weight of paper desired, use the mill name and grade</p> <p>EXAMPLE: 65 lb</p> <p>Note: The State gives preference to recycled paper.</p> <input data-bbox="418 1656 613 1701" type="text"/>

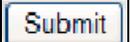
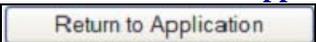
67.	<p>PAPER TYPE:</p> <ul style="list-style-type: none"> <input type="radio"/> Coated: Dull <input type="radio"/> Coated: Gloss <input type="radio"/> Other - SPECIFY FOR OTHER required <input type="radio"/> Uncoated <p>If Other is selected, additional information must be provided in SPECIFY FOR OTHER field.</p>
68.	<p>FINISHED/PAPER SIZE:</p> <p>FINISHED FLAT PAPER SIZE: check appropriate box for paper size before folding.</p> <p>FINISHED SIZE: enter size after folding, trimming, etc.</p> <ul style="list-style-type: none"> <input type="radio"/> 11 x 17 <input type="radio"/> 2 x 3-1/2 <input type="radio"/> 4-1/4 x 5-1/2 <input type="radio"/> 5-1/2 x 8-1/2 <input type="radio"/> 8-1/2 x 11 <input type="radio"/> 8-1/2 x 14 <input type="radio"/> Envelope <input type="radio"/> Other - SPECIFY FOR OTHER required <p>Options <input type="button" value="v"/></p>
69.	Complete data fields as required for Text, Cover, and/or Other.
70.	<p>Click the Next button.</p> <p><input type="button" value="Next >>"/></p>
71.	<p style="text-align: center;">FINISHING / MAILING</p> <p>Information on this screen provides AS Print Shop with details on processing requirements once the job is printed.</p>
72.	<p style="text-align: center;">FINISHING</p> <p>Select appropriate options based on Print Job requirements. Include samples or examples as needed</p>
73.	<p>COLLATING: NUMBER OF SHEETS:</p> <p>Enter the desired information into the Number of Sheets: field.</p>
74.	<p>NUMBER OF COPIES:</p> <p>Enter the desired information into the Number of Copies: field.</p>

75.	<p>BINDING TYPE:</p> <ul style="list-style-type: none"> o Other - SPECIFY FOR OTHER required; specify exact locations and quantity of staples required; o Perfect - gluing a wrap-around cover to the collated sheets, making a book o Plastic Comb - plastic binding device giving the appearance of a loose leaf book (indicate color) o Saddle Stitch - stapling a book in the fold of collated sheets o Spiral Bind - plastic coil binding which allows the pages to lay flat (indicate color of binding material) o Staple: 2 at Side - side staples are placed on the outside of collated sheets o Staple: 2 at Top - specify exact locations and quantity of staples required o Staple: Upper Left - staples are placed on the outside of collated sheets <p><input type="text" value="Options"/> ▾</p>
76.	<p>PUNCHING HOLES - indicate number of holes:</p> <ul style="list-style-type: none"> o 2-Hole o 3-Hole o 5-Hole o Other - SPECIFY FOR OTHER required <p>Please include example.</p> <p><input type="text" value="Options"/> ▾</p>
77.	<p>PUNCHING LOCATION: indicate location of holes:</p> <ul style="list-style-type: none"> o Other - SPECIFY FOR OTHER required o Side o Top <p><input type="text" value="Options"/> ▾</p>
78.	<p>PADDING EDGE - for normal gum padding:</p> <p>Location:</p> <ul style="list-style-type: none"> o Side o Top <p>Additional Information Requirements:</p> <ul style="list-style-type: none"> o enter the number of sheets per pad o select chipboard backing if desired o select Fan Out padding if desired - attaching carbonless paper in sets so that each set can be used individually

79.	<p>TRIMMING SIZE - enter both dimensions the finished piece should be trimmed to:</p> <ul style="list-style-type: none"> o 11 x 17 o 2 x 3-1/2 o 4-1/4 x 5-1/2 o 5-1/2 x 8-1/2 o 8-1/2 x 11 o 8-1/2 x 14 o Other - SPECIFY FOR OTHER required <p>Options <input type="button" value="v"/></p>
80.	<p>PACKAGING - indicate how items are to be finished for delivery:</p> <ul style="list-style-type: none"> o Box o Banding - indicate quantity per band o Shrinking - indicate quantity per shrink-wrap; or o SPECIFY OTHER PACKAGING
81.	<p style="text-align: center;">SPECIAL WORK</p> <p>Select appropriate options</p>
82.	<p>BEGINNING NUMBER/ENDING NUMBER - enter the first and last numbers if Print Job requires numbering</p>
83.	<p>PERFORATING - punching a series of small holes in a printed piece to allow a portion to be torn away</p> <ul style="list-style-type: none"> o Yes - please provide a description or a Sample
84.	<p>SCORING - putting a crease in the printed piece so it can be easily folded</p> <ul style="list-style-type: none"> o Yes - please provide a description or a Sample
85.	<p>LAMINATE THICKNESS - permanently covering the piece with plastic, making it more durable</p> <ul style="list-style-type: none"> o 3 mil o 5 mil o Other - SPECIFY FOR OTHER required <p>If Unknown - select Other and enter "Unknown" in SPECIFY FOR OTHER field</p>
86.	<p>LAMINATE BORDER -</p> <ul style="list-style-type: none"> o Border o No Border o Other - SPECIFY FOR OTHER
87.	<p style="text-align: center;">MAILING</p> <p>indicate operations required to prepare items for mailing</p>

88.	<p>INSERTING - process of inserting and sealing items in envelopes for mailing. List, in order, items to be inserted (#1 is the top item when they are removed from the envelope).</p> <p>Enclose example whenever possible.</p> <input data-bbox="418 369 459 411" type="checkbox"/>
89.	<p>INTELLIGENT INSERTING versus SIMPLE INSERTING: select appropriate option</p> <input data-bbox="418 462 459 504" type="radio"/>
90.	<p>Enter the desired information into the Insert #1: field.</p>
91.	<p>Enter the desired information into the Insert #2: field.</p> <p>Continue for all Insert fields.</p>
92.	<p>ADDRESSING TYPE - process of applying addresses on mail pieces from an address list</p> <ul style="list-style-type: none"> o Digital o Inkjet - address lists submitted are placed in zip code order by postal software. Addresses and barcodes are sprayed on each piece by inkjet equipment. This qualifies the mailing for the Automated Barcode Postal Rate discount. <input data-bbox="418 911 565 953" type="button" value="Options"/>
93.	<p>POSTAGE METHOD - if known, select appropriately:</p> <ul style="list-style-type: none"> o 1st Class o 1st Permit o 1st Presort o Nonprofit o Other - SPECIFY FOR OTHER required o Periodical o Standard <input data-bbox="418 1276 607 1318" type="button" value="Options"/>
94.	<p>Click the Next button.</p> <input data-bbox="418 1369 553 1411" type="button" value="Next >>"/>
95.	<p>COMMENTS</p> <p>Use this section to provide information to the Print Shop regarding your Printing Requisition.</p>
96.	<p>ATTACHMENTS: / SAMPLES electronic attachments can be submitted with the Printing Requisition provided the files are less than 2 Gig in size. If over 2 Gig, submit files via the FTP server. Contact AS Print Shop for further instructions if necessary.</p>
97.	<p>Click the Browse... button.</p> <input data-bbox="418 1793 610 1835" type="button" value="Browse..."/>

98.	Search computer for appropriate attachment.
99.	Click the Open button. 
100.	Click the Upload button. 
101.	Attachment will be submitted when Printing Requisition is submitted. Continue to attach additional electronic files as needed. If incorrect file is attached, click Delete X button.
102.	ADD ADDITIONAL ACCOUNTING INSTRUCTIONS (OPTIONAL) Some agencies split accounting for single print jobs. Click the Add Additional Accounting Instructions option to provide accounting information regarding the Printing Requisition. 
103.	Complete information as needed. Multiple lines can be created. 
104.	Once data entry is completed, click the Add button. Continue to add accounting data as needed. 
105.	PRIOR to submitting the Printing Requisition, to AS Print Shop, you can print a PDF with detailed Printing Requisition Information. Click the Print button. 
106.	FILE DOWNLOAD window appears. Click the Open button 
107.	Printing Services Requisition PDF will appear in Adobe Acrobat application. Click the Close button. 
108.	SAVE AND EXIT enables you to save the Printing Requisition you create and retrieve it later for completion/submission. Click the Save and Exit button button. 

109.	To view Printing Requisitions that have been started, but not submitted, click the View Unsubmitted Requisitions button.
110.	Search for the Printing Requisition you want to work with. Use the scrollbar to navigate.
111.	Click the Edit button for the Printing Requisition to update and/or submit. 
112.	Make updates as needed. When complete, click the Comment / Attachment button. 
113.	To complete the On-Line Printing Requisition Process, click the Submit button. 
114.	Click the Return to Application button. 
115.	You have successfully completed this lesson. End of Procedure.