

On-Line Printing Requisition

<p>1.</p>	<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>
<p>2.</p>	<p style="text-align: center;">CONNECTING TO AND UPLOADING FILES TO THE PRINT SHOP'S FTP SITE USING WINDOWS PC</p> <p>Files greater than two gigabytes in size must be sent via the Print Shop FTP site. Smaller files may be attached to the On-line Printing Requisition.</p> <ol style="list-style-type: none"> 1. Open Internet Explorer 2. In the address bar type: username, password, and internet address to the AS Materiel Division, State Print Shop FTP site: ftp://printftp:printshop@printshop.das.state.ne.us / 3. Click on the ENTER key 4. "Access Denied" denied message appears - which means you have limited access to the files and folders on this site (i.e., no visual privileges, download privileges only). 5. Click OK 6. You are connected to the FTP site and are ready to upload file(s) to the site. 7. On your system, select the file(s) you want to transfer. COPY 8. Return to the Print Shop's FTP site. PASTE (for larger files you will see transferring times) 9. Transmission has been completed 10. Exit Internet Explorer <p style="text-align: center;">CONNECTING TO AND UPLOADING FILES TO THE PRINT SHOP'S FTP SITE USING A MAC OR UNIX</p> <ol style="list-style-type: none"> 1. This function requires a transferring program, i.e., Fetch, to transfer files to the State Print Shop 2. Follow your transferring program instructions to transfer files. Host Name: printshop.das.state.ne.us User Name: printftp Password: printshop
<p>3.</p>	<p>Click in the UserID field.</p> <div style="border: 1px solid black; width: 250px; height: 15px; margin-left: 20px;"></div>

4.	<p>Enter your "My Nebraska" UserID. This User ID and password are created and maintained by the Office of the CIO through the Help Desk. If you require a User ID and password, send an e-mail to CIO.Help@nebraska.gov to request a User ID.</p> <p>You must contact AS Printing Services at asprint.frontdesk@nebraska.gov for access to the On-Line Printing Requisition.</p> <p>Enter a valid value e.g. "My Nebraska User". This User ID - password is not your NIS User ID.</p>
5.	<p>Click in the Password: field.</p> <div data-bbox="418 583 841 625" style="border: 1px solid black; width: 260px; height: 20px;"></div>
6.	<p>Enter the desired information into the Password: field.</p> <p>Enter a valid value e.g. "Password". This is not your NIS User ID - Password.</p>
7.	<p>Click the Login button.</p> <div data-bbox="418 814 540 856" style="border: 1px solid black; padding: 2px; display: inline-block;">Login</div>
8.	<p>Click the My Applications link.</p> <div data-bbox="418 940 638 982" style="border: 1px solid black; padding: 2px; display: inline-block;">My Applications</div>
9.	<p>Select NIS Print Shop.</p> <p>For testing purposes, click the NIS Print Shop CAT link.</p> <div data-bbox="418 1098 678 1161" style="border: 1px solid black; padding: 2px;"> NIS Print Shop NIS Print Shop CAT </div>
10.	<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
11.	<p>CLICK HERE FOR INSTRUCTIONS: Click this button throughout the process of entering your requisition for assistance in entering data in fields.</p>

12.	<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> <input type="radio"/>
13.	<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> <input style="width: 100px; height: 20px;" type="text"/>
14.	Enter the desired information into the (MM/DD/YYYY) field.
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 style="text-align: center;">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>AGENCY/SHIPPING INFO:</p> <p>Information provided on this page indicates Agency to be billed and destination of printed materials.</p>
19.	DELIVERY DUE DATE: date entered can be updated as needed

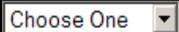
20.	TITLE OF PIECE TO BE PRINTED: name of the piece to be printed can be updated as needed
21.	FORM NUMBER: Agency assigned control number printed on the item (if applicable)
22.	REQUISITION #: system assigned number to this requisition
23.	JOB DESCRIPTION: type of job (New, Revised, or Reorder) and selection selected when creating Printing Requisition.
24.	CHANGE JOB DESCRIPTION: it is possible to change job type to any other option and retain existing Agency/Shipping Information.
25.	AGENCY INFORMATION
	This section provides information to AS Printing Services regarding the contact information for the Printing Requisition
26.	AGENCY REQUISITION # (optional): control number assigned by the agency. This number may be referred to when inquiring about the job. <input type="text"/>
27.	ORDER DATE: date the requisition is created/revised/submitted. System automatically updates with the current date.
28.	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.
29.	PERSON TO CONTACT: Name of the agency contact that can supply information that may be required and for approval of proofs.
30.	PHONE: telephone number where the agency contact person can be reached.
31.	FAX NUMBER: fax number where agency contact person can be reached.
32.	EMAIL: E-mail address of agency contact.
33.	SHIPPING INFORMATION
	This section provides AS Printing Services with information pertaining to the delivery location of the printed job.
	The shipping location is predefined in NIS by Address Book records.
	Either select the appropriate Address Book # or select the Agency/Division/Other Data of Location to Ship Printed Material.
	Selecting the Address Book # will populate all Address Book Delivery Fields. If the Address Book # is unknown, use the Select Agency/And Division/And Other Data to narrow determine appropriate Address book #.
	Billing Information AUTOMATICALLY populates based on the Ship to Address Book #.

34.	<p>SHIP TO ADDRESS BOOK #: select the appropriate Address Book #</p> <p>AB# 559783 = Multiple Delivery Locations. Use this when you have more than one Delivery Location.</p> <p>AB# 559780 = Facility, Generic Address. Use this when you will ship to a location one-time only and there does not need to be a permanent NIS Address Book record created.</p>
35.	<p>SELECT AGENCY / AND DIVISION / AND OTHER DATA: Selection through this option will populate the following fields:</p> <ul style="list-style-type: none"> o Ship to Address Book # field o Ship to Address fields o Six Digit Account # o Bill to Address Book # o Bill to Agency o Bill to Division / Address
36.	<p>Select Division within your Agency.</p> <p><input type="text" value="Select One"/></p>
37.	<p>Select Other Data based on information provided in list box.</p> <p>If no option exists, select [blank] space under 'Select One'.</p> <p><input type="text" value="Select One"/></p>
38.	<p>SHIP TO NAME: Automatically populates. This field cannot be overwritten.</p>
39.	<p>ATTENTION TO: enter the name of the person to whom printed material should be delivered.</p>
40.	<p>SHIP TO ADDRESS 1: Automatically populates based on your Ship To selection. This field can be overwritten with different information.</p> <p>Any revisions to address fields will only affect the current Printing Requisition. For permanent corrections, contact Print Shop to update NIS Address Book record.</p>
41.	<p>SHIP TO ADDRESS 2 SHIP TO ADDRESS 3 CITY STATE, and ZIP CODE</p> <p>Fields automatically populate based on your SHIP TO selection. These fields can be overwritten with different information.</p>

42.	<p style="text-align: center;">BILLING INFORMATION</p> <p>This section provides AS Printing Services with information pertaining to the billing of the printed job.</p> <p>The billing account information is predefined in NIS by Address Book records based on the link between the Shipping Location and the Agency's Billing Address. In some cases Shipping and Billing Address Book #s are the same. Some agencies have multiple Shipping Locations with a single Billing Address.</p> <p>The populated information can be overwritten, if necessary.</p>
43.	<p>BILL TO ADDRESS BOOK #: automatically populates based on the Shipping Address Book #. A different Address Book # can be selected if necessary.</p>
44.	<p>SELECT AGENCY / AND DIVISION / AND OTHER DATA: Selection through this option will populate the Bill to Address Book # field.</p>
45.	<p>AGENCY ACCESS: If you enter Printing Requisitions for multiple agencies, you must select the Agency # for which the Printing Requisition is being submitted.</p> <p><input type="text" value="33"/></p>
46.	<p>SIX DIGIT ACCOUNT #: Automatically populates based on:</p> <ul style="list-style-type: none"> o Bill To Address Book # o Agency o Division o Other Data <p>This account number is associated with the AS - Materiel Division billing system.</p>
47.	<p>AGENCY & DIVISION / ADDRESS fields populate based on the selected Address Book #</p>
48.	<p>To navigate to the next page for entry, click the next button button or select tab at the top of the page.</p> <p><input type="button" value="Next >>"/></p>
49.	<p style="text-align: center;">JOB DESCRIPTION:</p> <p>Information on this page provides AS Printing Services details regarding the printing requirements for the submitted Printing Requisition.</p>

50.	<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, ART DESIGN, AND TYPESETTING: Check any special requirements of the job and explain in the “Comments” section. (IMPORTANT: New or revised copy MUST BE PROOFED and signed off by the agency.) 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. o SCREENS - percentage screens, duotones, special effects, etc. Make notes on the originals regarding what screens are to be used in what areas. <input type="text" value="Options"/>
51.	<p>PROOF: automatically selected.</p> <p>(IMPORTANT: New or revised copy MUST BE PROOFED and signed off by the agency.)</p>
52.	<p>PROOF DELIVERY METHOD:</p> <ul style="list-style-type: none"> o Contact Customer o Fax o Interagency o On-site <input type="text" value="On-site"/>
53.	<p>ART DESIGN:</p>
54.	<p>BLEED:</p>
55.	<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
56.	<p>ONE SIDE ONLY:</p> <input type="checkbox"/>
57.	<p>SPECIFY: required field for selected items throughout the Printing Requisition process. This provides additional information to Print Shop personnel.</p>
58.	<p>FRONT AND BACK HEAD:</p>
59.	<p>FRONT AND BACK TUMBLE:</p>

60.	<p style="text-align: center;">TEXT, COVER, and OTHER</p> <p>Depending on the selected JOB TYPE:</p> <ul style="list-style-type: none"> o Text o Cover, and o Other <p>data fields are available.</p> <p>In this scenario, JOB TYPE = Business Card; therefore, only COVER is available for data entry.</p>
61.	<p>NUMBER OF ORIGINALS: enter number of originals</p> <div style="border: 1px solid black; padding: 2px; width: 60px; display: inline-block;">0</div>
62.	<p>Enter the desired information 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.</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> <p>Selection is made through opening drop-down box and selecting appropriate list item.</p> <div style="border: 1px solid black; padding: 2px; width: 100px; display: inline-block;">Options ▾</div>
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> <div style="border: 1px solid black; padding: 2px; width: 80px; display: inline-block;">Options ▾</div>
66.	<p>Enter the desired paper color into the Specify for Other: field.</p>
67.	<p>PAPER WEIGHT: if known, enter weight of paper desired.</p> <p>EXAMPLE: 65 lb</p> <p>Note: The State gives preference to recycled paper.</p>

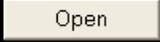
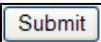
<p>68.</p>	<p>PAPER TYPE:</p> <ul style="list-style-type: none"> <input type="radio"/> Coated: Dull <input type="radio"/> Coated: Gloss <input type="radio"/> Other - SPECIFY FOR OTHER required <input type="radio"/> Uncoated <p>If Other is selected, additional information must be provided in SPECIFY FOR OTHER field.</p> 
<p>69.</p>	<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>Selection is made through opening drop-down box and selecting appropriate list item.</p> 
<p>70.</p>	<p>To navigate to the next page for entry, click the next button button or select tab at the top of the page.</p> 
<p>71.</p>	<p style="text-align: center;">CHANGE JOB DESCRIPTION</p> <p>At any point during the enter Printing Requisition process, it is possible to change the Job Description form the original Job Type.</p> <p>Selection is made through opening drop-down box and selecting appropriate list item.</p> <ul style="list-style-type: none"> <input type="radio"/> Book <input type="radio"/> Brochure <input type="radio"/> Business Card <input type="radio"/> Envelope <input type="radio"/> Form <input type="radio"/> Letterhead <input type="radio"/> Newsletter <input type="radio"/> Other 

72.	Click the appropriate Job Description. <input type="text" value="Other"/>
73.	MICROSOFT INTERNET EXPLORER Warning confirms CHANGE JOB DESCRIPTION Click the OK button or Cancel button as appropriate. <input type="button" value="OK"/>
74.	<p style="text-align: center;">FINISHING / MAILING</p> Information on this page provides AS Printing Services details regarding the requirements once they have printed the job.
75.	<p style="text-align: center;">FINISHING</p> Select appropriate options based on Print Job requirements. Include samples or examples as needed.
76.	NUMBER OF SHEETS: enter the desired information into the Number of Sheets: field.
77.	NUMBER OF COPIES: enter the desired information into the Number of Copies: field.
78.	BINDING TYPE: <ul style="list-style-type: none"> o Other - 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 <input type="button" value="Options"/>
79.	Plastic Comb and Spiral Bind require additional information in the Specify for Other: field.
80.	Plastic Comb and Spiral Bind require a Color Selection. <input type="button" value="Choose One"/>
81.	PUNCHING HOLES: indicate number of holes: <ul style="list-style-type: none"> o 2-Hole o 3-Hole o 5-Hole o Other - SPECIFY FOR OTHER required Please include example. <input type="button" value="Options"/>

82.	<p>PUNCHING LOCATION: indicate location of holes:</p> <ul style="list-style-type: none"> <input type="radio"/> Other - SPECIFY FOR OTHER required <input type="radio"/> Side <input type="radio"/> Top <input type="button" value="Options"/>
83.	<p>PUNCHING LOCATION: indicate location of holes:</p> <ul style="list-style-type: none"> <input type="radio"/> Other - SPECIFY FOR OTHER required <input type="radio"/> Side <input type="radio"/> Top <input type="button" value="Options"/>
84.	<p>PADDING: for normal gum padding:</p> <p>Location:</p> <ul style="list-style-type: none"> <input type="radio"/> Side <input type="radio"/> Top <p>Additional Information Requirements:</p> <ul style="list-style-type: none"> <input type="radio"/> enter the number of sheets per pad <input type="radio"/> select chipboard backing if desired <input type="radio"/> select Fan Out padding if desired - attaching carbonless paper in sets so that each set can be used individually
85.	SHEETS PER PAD: enter appropriate number
86.	CHIPBOARD BACK & FAN OUT: Select padding requirements as needed
87.	<p>TRIMMING SIZE: enter both dimensions the finished piece should be trimmed to:</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"/> Other - SPECIFY FOR OTHER required <input type="button" value="Options"/>
88.	<p>FOLDING METHOD: indicate the proper fold and the size after folding</p> <ul style="list-style-type: none"> <input type="radio"/> Half - folding the finished flat piece at the center and parallel to the short edge <input type="radio"/> Half and Half <input type="radio"/> Letter - folding finished flat piece in such a manner to fit a #10 envelope <input type="radio"/> Other - SPECIFY FOR OTHER required - Enclose a Sample <input type="button" value="Options"/>

89.	<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 wrapped package; or o SPECIFY OTHER PACKAGING
90.	<p>If Banding & Shrinking, enter the desired information into the Quantity Per: field.</p>
91.	<p>SPECIFY OTHER PACKAGING: enter informatin as required</p>
92.	<p style="text-align: center;">SPECIAL WORK</p> <p>Enter Information as appropriate</p>
93.	<p>BEGINNING NUMBER / ENDING NUMBER: enter the first and last numbers if Print Job requires numbering</p>
94.	<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
95.	<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
96.	<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>
97.	<p>LAMINATE BORDER:</p> <ul style="list-style-type: none"> o Border o No Border o Other - SPECIFY FOR OTHER
98.	<p style="text-align: center;">MAILING</p> <p>If print job is to be mailed from AS Print Shop, provide mailing information in this section.</p>
99.	<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> <div style="border: 1px solid black; width: 20px; height: 15px; margin-left: 20px;"></div>

100.	<p>INTELLIGENT INSERTING versus SIMPLE INSERTING</p> <p>Click the Intelligent Inserting or the Simple Inserting option.</p> 
101.	<p>Enter the desired information into the Insert #1: field.</p> <p>Continue for Insert fields 2 through 6, as required.</p>
102.	<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.
103.	<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
104.	<p>Clicking on "Next" or "Previous" will save data entry.</p> <p>Clicking on "Save" will save entered data without exiting Printing Requisition.</p> <p>Current page will not advance until all required fields are filled. Required fields will be indicated by RED lettering.</p> <p>Click the Save and Stay button button.</p> 
105.	<p>To Submit Printing Requisition, go to the "Comment /Attachment" tab.</p> 
106.	<p style="text-align: center;">COMMENTS</p> <p>Enter information about the Printing Requisition and attach electronic documents specific to the Printing Requisition.</p>
107.	<p>Enter the information into the COMMENTS field about the Printing Requisition as required.</p>

108.	<p align="center">ATTACHMENTS/SAMPLES</p> <p>Attach electronic files/documents when entering Printing Requisition. Additional electronic files can be submitted after the Printing Requisition is finalized/submitted through the Print Shop ftp process.</p> <p>Supply samples as required. If possible reference Requisition number with sample submission.</p> <p>To add an electronic document, complete the following steps:</p> <p>Click the Browse... button.</p> <p align="center"></p>
109.	<p>Select the electronic document to include with the Printing Requisition.</p> <p> WI_L_T_Sign_onto_Dev.pdf</p>
110.	<p>Click the Open button.</p> <p align="center"></p>
111.	<p>Click the Upload button.</p> <p align="center"></p>
112.	<p>Click the submit button button.</p> <p align="center"></p>
113.	<p>End of Procedure.</p>