

Providing PDF Forms via E-mail

What are the benefits of sending forms via PDF?

- Reduce postage cost for Software Provider (SP)
- Reduce submission time for SP
- Improve response time for SP and Department
- Saves an excessive amount of paper for SP
- Improves tracking for SP and Department

E-mail Naming scheme

E-mail subject lines must be typed as indicated.
(If the subject line is formatted incorrectly, the SP will be required to resubmit the forms in the correct format.)

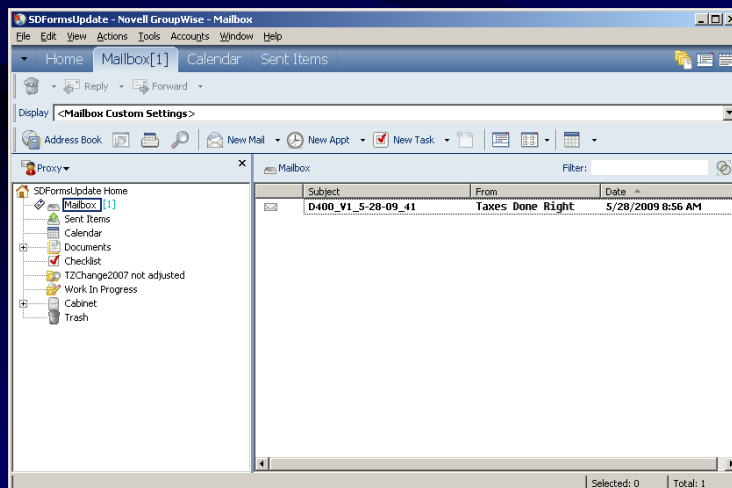
Form number_Version number_Date_SP number

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

examples

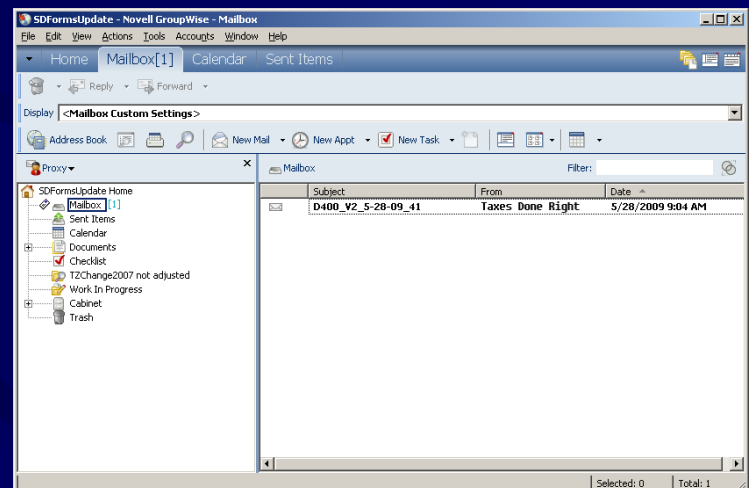
Initial Submit

E-500_V1_9-28-23_41



Resubmit Number 1

E-500_V2_9-29-23_41



File Naming scheme

Each PDF will contain the blank, full field, and live test samples.

The PDF must be named as indicated.

(Form number_Version number_Date_SP number)

examples

Initial Submit

D-400_V1_6-6-23_41

Resubmit Number 1

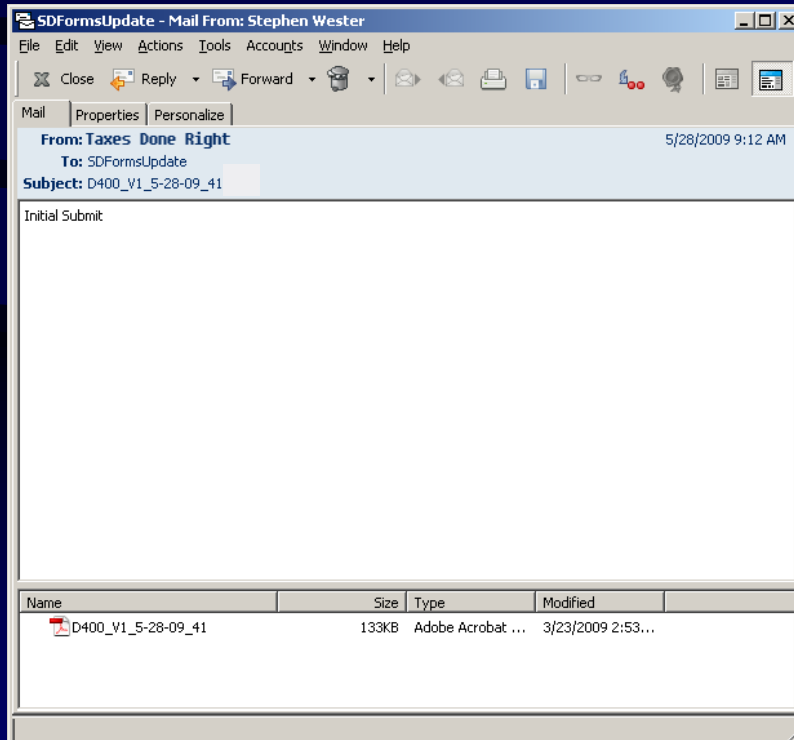
D-400_V2_6-9-23_41

Some coupons require as many as 13 Live Test Samples.

Submitted E-mails

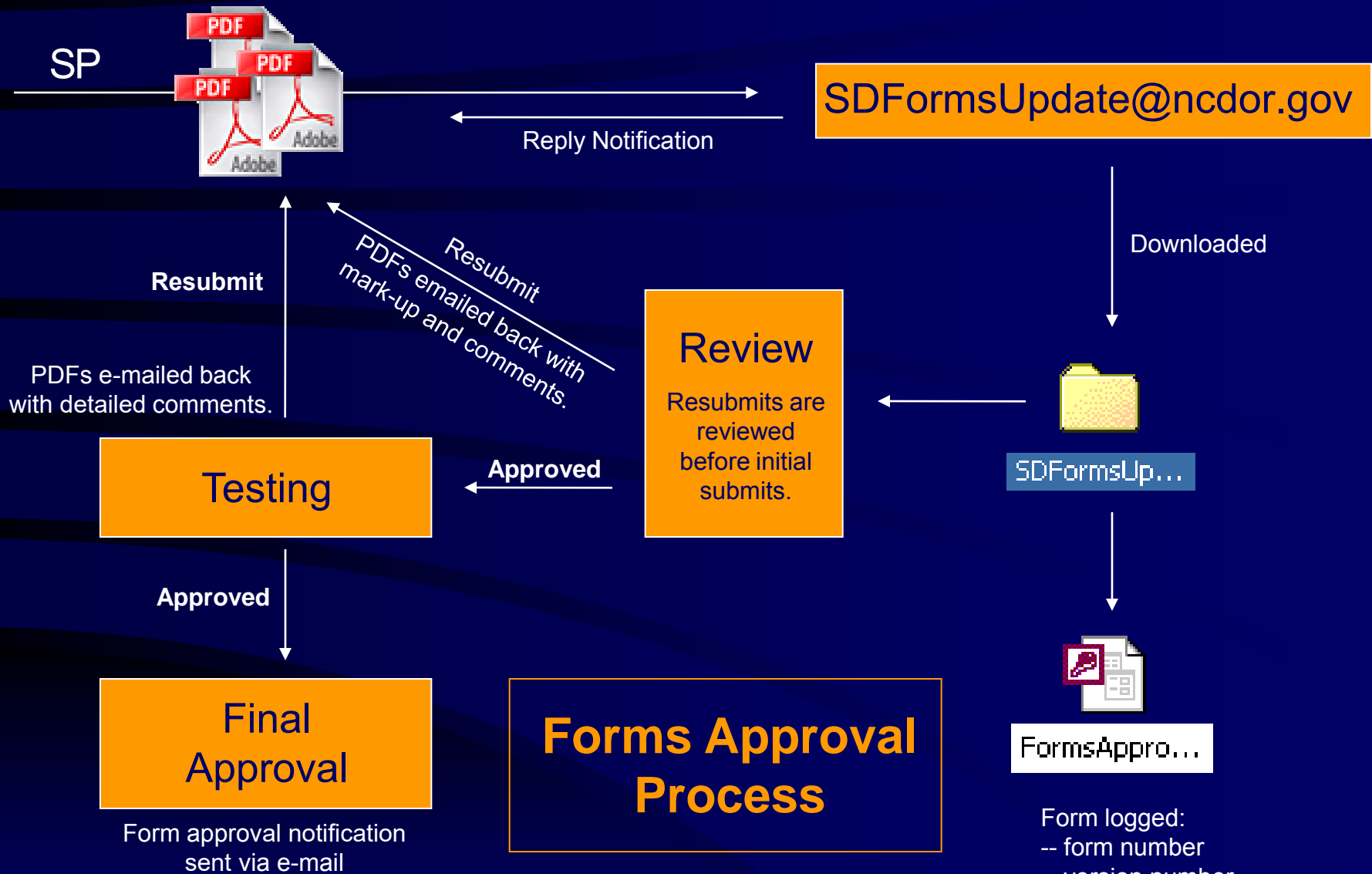
Each PDF must contain all of the corresponding form types for that form. (Blank, Full Field, Live Test Samples)

Also, make sure that on your header sheet you still include company name, SP 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 at allaboutforms@ncdor.gov or by telephone at (919) 754-2625.
- **Do not resubmit forms unless instructed by the Department.**



SP



SDFormsUpdate@ncdor.gov

Reply Notification

Downloaded

Resubmit

PDFs e-mailed back with detailed comments.

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

Review
Resubmits are reviewed before initial submits.



SDFormsUp...

Approved

Testing

Approved

Final Approval

Form approval notification sent via e-mail

Forms Approval Process



FormsAppro...

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