

PICSWEB MANUAL

U.S. Government Printing Office
Washington, DC 20401

picsweb@gpo.gov

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Getting Started

PICSWEB Homepage: <http://govprint.access.gpo.gov>

Notice Box: It is recommended that you check this area each time you log in for important information about PICSWEB (i.e. PICSWEB enhancements, scheduled maintenance time, etc.)

GPO Services: Links to services GPO provides to customer agencies.

Menu Bar:

Log In: Left click on link to access the log in screen. The log in screen may also be accessed by left clicking on **Enter the System** in the center on the homepage.

About: An explanation of functions accessed by Inquiry Access and Update Access.

Register: Displays the online Registration Form.

Who Can Register: An explanation of who is eligible to register for PICSWEB and the minimum system requirements to access the application.

Help: Online help files for all PICSWEB functions including Frequently Asked Questions.

Contact Us: Lists hours of PICSWEB support, email address for technical assistance, telephone number and mailing address.

Comments: User comments are welcomed and may be submitted through the online form provided. All comments are responded to by email or telephone by the PICSWEB Support team.

Accessibility: Statement concerning 508 requirements and where to report issues accessing any portion of PICSWEB.

Privacy & Security: An explanation of PICSWEB security and information gathered about visitors to the site.

Supported Agency List: Provides the name and telephone number of the Agency Publishing Team assigned to customer agency in the Central Office.

Regional Contact List: Lists contacts, telephone numbers and mailing address for all GPO Regional Offices.

Registration:

BAC Code:

The primary BAC Code is a 6-digit number assigned to your Agency by GPO. If you do not know your Agency BAC Code, contact your Agency Publishing Specialist in the GPO office your agency does business with.

Inquiry Access:

Inquiry Access is the default setting. Only the primary 6-digit BAC is required. Enter:

- Agency, Bureau, Address, City, State, Zip Code, First Name, Initial, Last Name, Area Code, Telephone, Extension, Government Email Address, BAC (do not enter a hyphen) and left click **Submit** control.
- Data entered in an invalid format and missing data will be highlighted in red. Correct the entries and left click the **Submit** control again. The **Reset** control will clear all entries on the form.
- Your user id and password will be emailed to you within 2 business days.
- An example of a completed registration form for Inquiry Access can be found on page 3.

Update Access:

Enter:

- Agency, Bureau, Address, City, State, Zip Code, First Name, Initial, Last Name, Area Code, Telephone, Extension, Government Email Address, and BAC code. The primary BAC must be 6 digits (no hyphen); enter 4 digits for any additional BAC codes.
- Left click the **Update** option button and select the required function(s).
- Army Reproducibles is restricted to Army users with the required BAC Code.
- Left click the dropdown box and select the name of the GPO Office you do business with (select Customer Services for the Washington, DC office); left click **Submit** control.
- Data entered in an invalid format and missing data will be highlighted in red. Correct the entries and left click **Submit** control again. The **Reset** control will clear all entries on form.
- GPO will verify that you are authorized for the requested access and email your user id and password to you when processing is complete, usually within 2 to 3 business days.
- An example of a completed registration form for Update Access can be found on page 3.

Registration – Inquiry Access

PICSWEB Registration

Agency: (Please do not abbreviate)
Department of the Interior

Bureau: (Please do not abbreviate)
National Park Service

Address: 1234 Any Street, City: Any City, State: VA, Zip Code: 11111

First Name: Thomas, Initial: E, Last Name: Smith

Area Code: 555, Telephone: 555-5555, Extension: , Email Address: tsmith@xxxx.gov

BAC: 555555

Additional BAC Codes (Optional):

Access Permissions

Inquiry and Estimating Only (Standard Access)

OR

Update (Includes Inquiry and Estimating)

2511 Order Entry Update (Direct Deal only), 907 Non-Compliance, Army Reproducibles (Army Only)

Your GPO Office: [Dropdown]

Questions or comments regarding this service? Contact picsweb@gpo.gov

INQUIRY ACCESS
Complete top portion of form and click **Submit**. Your User ID and Password will be emailed to you within 2 business

Registration Update Access

PICSWEB Registration

Agency: (Please do not abbreviate)
Department of the Interior

Bureau: (Please do not abbreviate)
National Park Service

Address: 1234 Any Street, City: Any City, State: VA, Zip Code: 11111

First Name: Thomas, Initial: E, Last Name: Smith

Area Code: 555, Telephone: 555-5555, Extension: , Email Address: tsmith@xxxx.gov

BAC: 555555

Additional BAC Codes (Optional): 1111, 2222, 3333, 4444, 5555, 6666, 7777, 8888, 9999

Access Permissions

Inquiry and Estimating Only (Standard Access)

OR

Update (Includes Inquiry and Estimating)

2511 Order Entry Update (Direct Deal only), 907 Non-Compliance, Army Reproducibles (Army Only)

Your GPO Office: Customer Services [Dropdown]

Questions or comments regarding this service? Contact picsweb@gpo.gov

UPDATE ACCESS
Complete top portion of form, click **Update**, select functions and click **Submit**. Your User ID and Password will be emailed to you within 2 business days.

Passwords:

- Passwords are encrypted and expire every 60 days.
- Users may change their password at any time using the Change Password form. See Change Password on pages 4 . New passwords may not be the same as the last 3 previously used.
- Passwords must be exactly 8 characters; alpha, numeric or a combination of both.
- If you need your password reset, left click on the **Forgot Password** link on the Log In Form. Enter the requested information and left click the **Submit** control. A temporary password will be emailed to you. The first time you access PICSWEB after your password has been reset log in using the Change Password Form. See instructions on page 5.

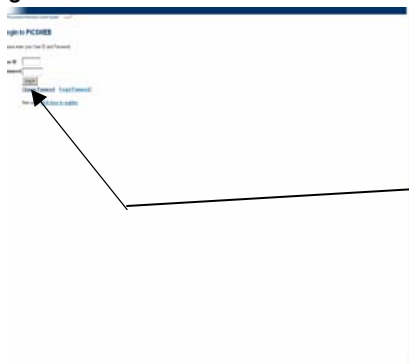
First Time User:

- On the PICSWEB homepage left click **Log In** on the menu bar or left click **Enter the System**.
- Left click the **Change Password** link.
- Enter your user id and depress **Tab**.
- Enter your temporary password and depress **Tab**.
- Enter a new password exactly 8 characters long (alpha, numeric or a combination of both in lower case), left click the **Submit** control.
- Refer to the example Log In form on page 4 and Change Password form on page 4.

Change Password:

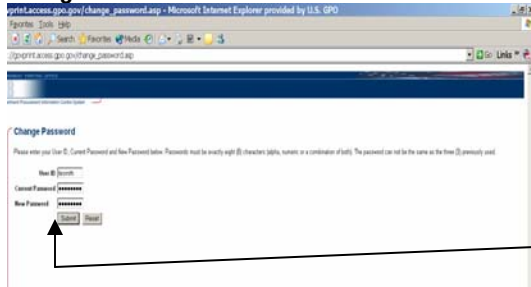
- Refer to First Time User instructions above.

Log In Form



Click **Change Password** if you are a first time user or a current user

Change Password Form



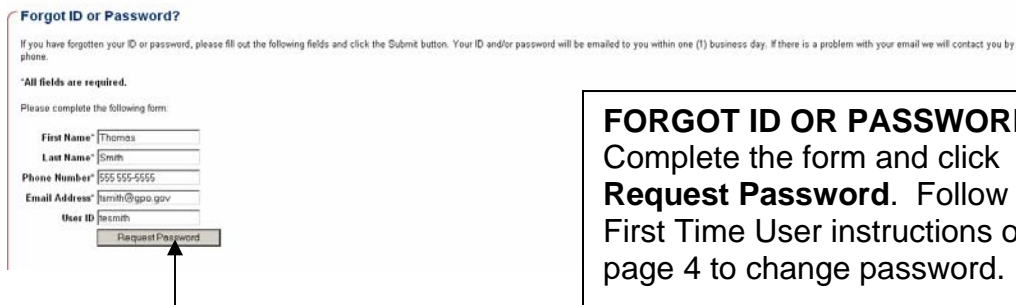
CHANGE PASSWORD

Enter User ID
Enter your current Password
Enter your new Password
Click **Submit**

Forgot ID or Password:

- On the PICSWEB homepage left click **Log In** on the menu bar or left click **Enter the System**.
- Left click on the **Forgot Password** link.
- Complete the form and left click on **Request Password** control. If you have forgotten your User ID leave the field blank.
- A temporary password and your User ID will be sent to you by email.
- Refer to the example Forgot ID or Password form on page 4.
- Follow First Time User instructions on page 4 to change password.

Forgot ID or Password Form



FORGOT ID OR PASSWORD

Complete the form and click **Request Password**. Follow First Time User instructions on page 4 to change password.

LOG IN SUCCESSFUL: When you log into PICSWEB the Log In Successful page displays. Take a minute to review this page for helpful hints on where to find the information you're looking for. You may navigate to any page in the PICSWEB application by using the menu bar on the left of the screen or by using the hyperlink in the Function column. See page 6 for an example of the Log In Successful form.

Log In Successful Form

PICSWEB Home

Log Off

PICSWEB Guide

Planning Schedules

Archived Jackets

Current Order Status

Quality Assurance

Contractor List by Program

Agency List by Program

Contractor List

Books & Pamphlets

Out Forms

Scheduled Snapshots

Submit 907

View 907

Submit 2511

Edit 2511

View 2511

Army Reproductions

Help

Log In Successful.

You are now logged into PICSWEB. Please select from the menu options to the left.

Use the following guide to quickly locate records. Please note that records for the current date will be available the following day.

Search For	Applies To	Displays	Function
Ship dates up to thirteen months prior to current date	<ul style="list-style-type: none"> • One Time Bid • Small Purchase • Program/Print Order • Congressional • Black Jackets • Black Jacket Print Orders 	<ul style="list-style-type: none"> • Agency Information • Bid Opening Date • Inspection Schedule • Print Schedule • Award Information 	<ul style="list-style-type: none"> • Planning Schedules
Ship dates exceeding thirteen months prior to the current date	<ul style="list-style-type: none"> • One Time Bid • Small Purchase 	<ul style="list-style-type: none"> • Agency BAC • Award Information • Preplanning Dates • Procurement Method • Quantity • Ship Dates 	<ul style="list-style-type: none"> • Archived Jackets
Current order status	<ul style="list-style-type: none"> • One Time Bid • Small Purchase • Program/Print Order 	<ul style="list-style-type: none"> • Agency Information • Award Information • Product • Quantity • Schedules • Change Orders • Comments • Contractor Compliance • Ship Dates 	<ul style="list-style-type: none"> • Current Order Status
Inspection results and reported complaints	<ul style="list-style-type: none"> • One Time Bid • Small Purchase • Program/Print Order 	<ul style="list-style-type: none"> • Contractor • Product Title • QA Inspection Results • Comments 	<ul style="list-style-type: none"> • Quality Assurance
Contract year, award term and listing of contractors associated with purchase orders	<ul style="list-style-type: none"> • Program 	<ul style="list-style-type: none"> • Bid Opening Date Schedule • Cancellation Date • Contractor Name and Code • Contract Begin and End Dates • Purchase Order Number • Discount Information 	<ul style="list-style-type: none"> • Contractor List by Program
List of agencies with requisition and jacket numbers	<ul style="list-style-type: none"> • Program 	<ul style="list-style-type: none"> • Agency BAC Code • Agency Name • Credit Card Indicator • Jacket Number 	<ul style="list-style-type: none"> • Agency List by Program

Logging Off:

- Left click **Log Off** located on the menu bar.
- The PICSWEB homepage is displayed.

Active Session:

After 15 minutes of inactivity PICSWEB will terminate your active session and display the Log In form. Each time you execute a transaction the 15-minute limit starts over.

- If your session is terminated log back in and press the **Back** button on your Browser's menu bar until the page you were working in displays.
 - **Note:** Using the Menu Bar or links in the Function column on the Log In Successful page will result in loss of data for Update functions. After logging in always return to your working page with the Browser's back button.

CHAPTER NOTES:

Prior to logging in review the Notices on the homepage for important information about PICSWEB.

If you are a first time user or have had your password reset, log in using the Change Password form. See First Time User on page 4 for additional information.

If you are *not* a first time user and have *not* had your password reset, log in using the Log In form (page 4).

If you have forgotten your user id or password, submit the Forgot ID or Password form. See page 5 for additional information.

Always log off of PICSWEB using the Log Off control. See page 6 for additional information.

If your active session is terminated, refer to Active Session. See Page 6 for additional Information.

Refer to page 8 for troubleshooting tips.

If you are unable to resolve any issue, email picsweb@gpo.gov and provide a brief explanation of the problem you are experiencing. The PICSWEB Support Team will contact you to provide assistance.

GETTING STARTED TROUBLESHOOTING TIPS	
MESSAGE	DESCRIPTION
PICSWEB Timed Out	If your session is terminated, log back in and press the Back button on your Browser's menu bar until the page you were working in displays.
Your new password is invalid. Please retype.	Password must be <u>exactly</u> 8 characters long and may not be the same as the previous 4 used.
Please enter Agency	Required field on Registration form. Enter the full name of your agency. Please do not abbreviate.
Please enter Bureau	Required field on Registration form. Enter the full name of agency bureau or the name of the department/section you work in. Please do not abbreviate.
Please enter Address	Required field on Registration form. Enter the street address of agency.
Please enter City	Required field on Registration form. Enter the city agency is located in. Please do not abbreviate.
Please enter State	Required field on Registration form. Enter the state agency is located in.
Please enter Zip Code	Required field on Registration form. Enter the zip code agency is located in.
Please enter First Name	Required field on Registration form. Enter first name.
Please enter Last Name	Required field on Registration form. Enter last name.
Please enter Area Code	Required field on Registration form. Enter business telephone area code.
Please enter Telephone	Required field on Registration form. Enter business telephone number.
Please enter Email	Required field on Registration form. Enter business Government Email address.
Please enter BAC	Required field on Registration form. Enter BAC. Refer to page 2 for additional information.

INQUIRY FUNCTIONS

Search Criteria: The concept for entering search criteria for Planning Schedules, Archived Jackets, Current Order Status and Quality Assurance is exactly the same. Let's review the Planning Schedules Key Entry Form which is divided into four parts; Normal Bid and Small Purchase Job Records, Print Orders, Congressional Jobs and Black Jackets.

Part 1 - Normal Bid and Small Purchase Job Records:

Enter data in only one of the three search criteria.

- Jacket Number
- Agency Code and Requisition Number (both fields required)
- Purchase Order Number
 - If Regional procurement (not purchased through GPO, Washington, DC), select another search criteria.

The Reset control clears all data entered. Missing data and data with invalid formatting will be highlighted in red with a message at the top of the form.

Search by Jacket Number:

- Enter the 6-digit Jacket Number, no hyphen
- Left click the **Submit** control

Part 1 – Search by Jacket

The screenshot displays the 'Planning Schedules' key entry form. At the top, it states: 'The Planning Schedules transaction allows access to records by ONE of the following: Jacket Number, Agency Code (BAC) and Requisition Number, or Program Number and Print Order Number.' Below this, there are four distinct search sections, each with a 'HELP' icon on the right:

- Normal Bid and Small Purchase Job Records:** Features a 'Jacket Number' field with the value '303022', a 'Submit' button, and a 'Reset' button. Below this is an 'OR' separator.
- Agency Code and Requisition Number:** Includes an 'Agency Code' field, a 'Requisition Number' field with a hyphen, a 'Submit' button, and a 'Reset' button. Below this is another 'OR' separator.
- Purchase Order Number (Central Office Only):** Contains a 'Purchase Order Number' field, a 'Submit' button, and a 'Reset' button.
- Print Orders:** Has a 'Program Number' field, a 'Print Order Number' field, a 'Submit' button, and a 'Reset' button.
- Congressional Jobs:** Includes a 'Form' field, a 'Number' field, an 'Action' field, a 'Submit' button, and a 'Reset' button.
- Black Jackets:** Features a 'Jacket Number' field, a 'Submit' button, and a 'Reset' button. Below this is an 'OR' separator.
- Bottom Section:** Contains a 'Jacket Number' field, a 'Print Order Number' field, a 'Submit' button, and a 'Reset' button.

A 'Return To Top' link is located at the bottom left of the form area.

Search by Agency Code and Requisition Number:

- Enter the 6-digit Agency Code (BAC), no hyphen
- Enter the Requisition Number
 - The first Requisition Number field is 1 numeric character
 - The second Requisition Number field is 5 numeric characters
- Left click the **Submit** control

Part 1 – Search by Agency Code and Requisition Number

Planning Schedules

The Planning Schedules transaction allows access to records by ONE of the following: Jacket Number, Agency Code (BAC) and Requisition Number, or Program Number and Print Order Number.

Normal Bid and Small Purchase Job Records HELP

Jacket Number

Agency Code **OR** Requisition Number

Purchase Order Number **OR**

Print Orders HELP

Program Number Print Order Number

Congressional Jobs HELP

Form Number Action

Black Jackets HELP

Jacket Number **OR** Print Order Number

Search by Purchase Order Number:

- Enter the 5-digit numeric Purchase Order
- Left click the **Submit** control
 - The Purchase Order field applies to procurements placed through GPO, Washington, DC, only. If your job was placed through a Regional Office, search by Jacket Number or Agency Code and Requisition Number.

Part 1 – Search by Purchase Order Number

Planning Schedules

The Planning Schedules transaction allows access to records by ONE of the following: Jacket Number, Agency Code (BAC) and Requisition Number, or Program Number and Print Order Number.

Normal Bid and Small Purchase Job Records HELP

Jacket Number

Agency Code **OR** Requisition Number

Purchase Order Number **OR**

Print Orders HELP

Program Number Print Order Number

Congressional Jobs HELP

Form Number Action

Black Jackets HELP

Jacket Number **OR** Print Order Number

[Return To Top](#)

Part 2 - Search by Print Orders:

- Enter the Program Number.
 - The first 4 characters must be numeric and the last character must end with an M or S. Enter 814M as 0814M.
- Enter the 5-digit Print Order Number
- Left click the **Submit** control

Part 2 – Search by Print Order Number

Planning Schedules

The Planning Schedules transaction allows access to records by ONE of the following: Jacket Number, Agency Code (BAC) and Requisition Number, or Program Number and Print Order Number.

Normal Bid and Small Purchase Job Records ? HELP

Jacket Number

OR

Agency Code Requisition Number

OR

Purchase Order Number
(Central Office Only)

Print Orders ? HELP

Program Number Print Order Number

Congressional Jobs ? HELP

Form Number Action

Black Jackets ? HELP

Jacket Number

OR

Part 3 - Search for Congressional Job:

Congressional Jobs are accessed by the Form, Number and Action fields. All three fields are required. This part applies only to Black Jackets (jobs printed in-house). For jobs procured through a GPO contract, always use Program Number and Print Order Number in Part 1 of this form.

- Enter the Form Number, maximum of 4 characters
- Enter the Number, maximum of 7 characters
- Enter the Action, maximum of 5 characters
- Left click the **Submit** control

Part 3 – Search by Form, Number and Action

Planning Schedules
The Planning Schedules transaction allows access to records by ONE of the following: Jacket Number, Agency Code (BAC) and Requisition Number, or Program Number and Print Order Number.

Normal Bid and Small Purchase Job Records [? HELP](#)

Jacket Number

Agency Code **OR** Requisition Number

Purchase Order Number
(Central Office Only)

Print Orders [? HELP](#)

Program Number Print Order Number

Congressional Jobs [? HELP](#)

Form jr Number 5330 Action js

Black Jackets [? HELP](#)

Jacket Number

Jacket Number **OR** Print Order Number

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Part 4 – Search for Black Jackets:

This part applies only to jobs printed in-house. Search by Jacket Number or Jacket Number and Print Order Number, not both.

- For jobs with no associated print order enter a Jacket Number in the first field
- Left click the **Submit** control

Search by Black Jacket Number, No Associated Print Order

Planning Schedules
The Planning Schedules transaction allows access to records by ONE of the following: Jacket Number, Agency Code (BAC) and Requisition Number, or Program Number and Print Order Number.

Normal Bid and Small Purchase Job Records [? HELP](#)

Jacket Number

Agency Code **OR** Requisition Number

Purchase Order Number
(Central Office Only)

Print Orders [? HELP](#)

Program Number Print Order Number

Congressional Jobs [? HELP](#)

Form jr Number 5330 Action js

Black Jackets [? HELP](#)

Jacket Number 303503

Jacket Number **OR** Print Order Number

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- For jobs associated with a print order enter a 6-digit Jacket Number in the second Jacket Number field
- Enter the 5-digit Print Order Number
- Left click the **Submit** control

Search by Black Jacket Number with Associated Print Order

Planning Schedules
 The Planning Schedules transaction allows access to records by ONE of the following: Jacket Number, Agency Code (BAC) and Requisition Number, or Program Number and Print Order Number.

Normal Bid and Small Purchase Job Records

Jacket Number **OR**
 Agency Code **OR**
 Requisition Number
OR
 Purchase Order Number

Print Orders

Program Number **OR**
 Print Order Number

Congressional Jobs

Form Number Action

Black Jackets

Jacket Number **OR**
 Print Order Number

[Return To Top](#)

The ?Help control displays online help. To return to the detail record click the **Back** button on your Browser's menu bar.

Detail Records:

Archived Jackets: Displays records for One Time Bid and Small Purchase Procurements only with schedule, promised or actual ship dates exceeding thirteen months prior to the current date. Records are retained for approximately 3 years. Archived Records provide:

- Contract Information
- Pricing Information
- Contract Dates
- Contractor

Archived Jackets Detail Record

Illinois Procurement Information Control System

Archived Jackets

Contract Information	
Jacket 656004	Credit Card Ind
Strapped Jacket	Requisition No 3-30064-126395
Total Quantity 200	Requisition Date 09/30/03
Procurement Method Small Purchase	Purchase Order 48251
Agency 341034	Purchase Order Date 10/06/03
Quality Level 4	Object Class 2436
Number of Pages 50	Product Copying
Pricing Information	
SDB	
Award Price 165.00	
Adj Price	
Add Rate 02.50 Per C	
Add Rate 00 Per	
Contract Dates	
Jacket Received/Specifications	Award Received By Contractor
Jacket Released/Specifications	1st Partial Ship Actual Date
IFB Mailed Actual Date	2nd Partial Ship Actual Date
Bid Open Actual Date	3rd Partial Ship Actual Date
Complete Ship Actual Date 10/20/03	
Contractor Information	
Contractor Code 12023953	Contractor Name COPIES TOMORROW OF ILLINOIS
Contractor City/State DES PLAINES IL	

[Return To Top](#)

Current Order Status: Displays a comprehensive record of your procurement (refer to page 16 to view sample record):

- Contract Information
- Award Information
- Administration
- Change Order/Contract Modification
- Material to Contractor Dates
- Contractor
- Ship Dates
- Proof Schedule
- Comments
- Strapped Jackets
- 907 Non-Compliance

For a description of Scheduled Adjusted Ship Dates left click the **?HELP** control. To return to the detail record click the **Back** button on your Browser's menu bar.

Current Order Status Detail Record

Current Order Status

Contract Information	
Jacket Number	303022
Program Number	
Credit Card N	
Requisition Date	061404
Agency Code	403001 IRS
Product Code	Pamphlets
Number Of Pages	12
Strip Jacket	
Print Order Number	
Requisition Received	4-00022
Quantity	061404
Quality Level	16216000
JCP Number	NONE

Award Information	
Proc Method	IFB Mailed
Purchase Order	
Amount	902490.42
Additional Rate	43.44 Per M
Firm Estimate	
SDB	
Bidder	N
Supt Documents Required	
Depository Item Number	0964E00
International Exchange Quantity	
Object Class	2400
Order Date	07/09/04
Discount	00.000 Days: 00
Add Rate - Per	
Surcharge N	
Certifiers Initials	FHY
File Copies	15
Supt Documents Sales Quantity	
Depository Quantity	0003

Administration	
GBL Order Date	
GBL Received Date	
Proof Held Time	
Show Cause/Cure Date	
Job Held Date	
Job Release Date	
Proof Held Date	
GBL Issued Date	
PTOP/Advance Time	
Contractor Defaulted	
Job Canceled Date	
Initials	FHY
Proof Release Date	

Change Order / Contract Modification

No Change Order Record For This Procurement.

Material	Scheduled	Adjusted	Actual
Material to Contractor			
Material Received From Contractor	110304		

Contractor	
Name	RR DONNELLEY
Code	13028153
Address	709 A AVE. EAST SEYMOUR IN 47274

Ship Dates		? HELP					
Delivery Date	Scheduled	Adjusted	Promised	Actual	Adj. Code	Days	
First Partial Ship Date	120604						
Second Partial Ship Date							
Third Partial Ship Date							
Complete Ship	010705						

Proof Schedules

There are no proofs to display

Jacket Numbers Strapped To This Jacket

There are no other jackets strapped to this one

Comments

There are no comments to display

907 Non Compliance

There are no 907 Non Compliance entries to display

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Quality Assurance: If a complaint has been submitted to GPO or if an inspection is scheduled, this function will provide the status. The **?HELP** control on the Inspection Results will provide a description of GPO's Quality Assurance Through Attributes Program. Clicking the **Back** button on your Browser's menu bar will return you to the detail record. The Quality Assurance function displays:

- Contract Information
- Complaint Received Date
- Responded to Date
- Proof Inspection Date
- Press Sheet Inspection Date
- Random Sample Requested Date
- Random Sample Received Date
- Inspection Results
- Comments

Quality Assurance Detail Record

Quality Assurance

Jacket Number 318310	Program Number
Print Order	Contractor 45041752 HERITAGE PRESS INC, FALMOUTH VA 22406
Product FORMS	Purchase Order 80529
Price 899.99	Quality Level 3
No. Colors 4	Scheduled Ship Date 100305
Complaint Received Date 101305	Responded To Date 010306
Proof Inspection Date	Attended By GPO Dept Waived
Press Sheet Inspection	Attended By GPO Dept Waived
Random Sample Requested	Random Sample Received

Inspection Results		? HELP
Accepted	1st Reprint Date	
Rejected	2nd Reprint Date	
Accepted With 15 % Discount	3rd Reprint Date	
Inspector EF		

Comments

PROOFS DIRECT TO DEPT 2 DAY HOLD.
 PROOFS DUE @ DEPT 9/23/05. (NWS 9/23/05)
 9/23/05 - PROOFS OELD TO DEPT PER MANDEE @K.
 PROOFS DUE BACK K 9/27/05. (NWS 9/23/05)
 PER MANDEE @ K PROOFS WERE RECD BACK ON 9/26/05 OK TO PRINT.
 (LMW 9/26/05)
 10-06-05--TERRY AT HERITAGE PRESS REPORTED ORDER DELIVERED 10-5-05.
 (JNASH 10-6-05)

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Contractor List by Program and **Agency List by Program**: These functions share the same concept for search criteria, the Program Number and Fiscal Year. The Program Number must contain 4 numeric characters followed by the letter M or S. Select the fiscal year from the dropdown menu. Three digit Program Numbers should be preceded with a 0 (zero). Example: 814M should be entered as 0814M. Data entered in an invalid format displays a message at the top of the form and the associated fields are highlighted in red.

The **Contractor List by Program** function displays:

- Award Term
- Bid Opening Date
- Bid Opening Time
- GPO Office Administering Program (Object Class)
- Contractor
- Contractor Code
- Purchase Order
- Discount
- Default Status

Contractor List by Program Detail Record

Contractor List by Program

Program Number 0814M Contract Year 06
 Object Class Code 2400 Object Class Description CENTRAL OFFICE
 Award Term From 030105 Award Term To 013106
 Scheduled Bid Opening Date 030305 Adjusted Bid Opening Date
 Bid Opening Time Firm Estimate Indicator
 Job Cancelled Date

Name	Code	Purchase Order	Discount	Days	Default
CENVEO	12010529	94151	01.000	20	000000
CENVEO	34010530	94152	02.000	20	000000
DARBY PRINTING	10025638	94153	01.000	21	000000
EVOLUTION IMPRESSION	31031277	94154	00.250	20	000000
FRY COMMUNICATIONS,	37034690	94155	02.000	20	000000
GOODWAY GRAPHICS OF	45037359	94156	01.000	20	000000
GRAPHIC VISIONS ASSO	19038407	94158	00.000	00	000000
GRAY GRAPHICS CORP.	19038435	94159	01.000	20	000000
PA HUTCHSON COMPANY	37086104	94160	03.000	21	000000
IPI GRAPHICS	19045124	94161	05.000	20	000000
KRIEG-TAYLOR LITHO.	19049616	94162	00.000	00	000000
MCDONALD & BUDY PRN	19066520	94163	01.000	20	000000
NPC INC.	37084115	94164	00.250	20	000000
STEPHENSON PRINTING,	45003732	94165	02.000	20	000000
STERLING PRESS	43003905	94166	00.000	00	000000
TPS ENTERPRISES, INC.	12009922	94167	02.000	20	000000
THORNTON SERVICE COR	01006725	94168	02.000	20	000000
TREND OFFSET PRINTIN	42007653	94169	02.000	20	000000
TREND OFFSET PRITG	09087653	94170	02.000	20	000000
TREND OFFSET PRITG. S	04087653	94171	02.000	20	000000
UNITED BOOK PRESS	19089410	94172	01.000	20	000000
VON HOFFMANN CORP.	14091692	94173	05.000	21	000000
VON HOFFMANN CORP. U	24091693	94174	05.000	21	000000
VON HOFFMANN CORP. O	24091692	94175	05.000	21	000000
T.R. WALLIS GRAPHICS	10091999	94176	00.000	00	000000

The **Agency List by Program** function displays:

- Program Number
- Fiscal Year
- Object Class
- Direct Deal Code
- Agency Name
- Agency BAC Code
- Credit Card
- Requisition Number
- Jacket Number

An “X” in the Direct Deal Code indicates this is a direct deal contract and agencies may submit 2511’s through PICSWEB.

Agency List by Program Detail Record

Agency List by Program

Program Number 0421M Fiscal Year 06
 Object Class 2400 Auto Entry
 Direct Deal Code 0

Agency Name	Agency Code	Credit Card	Requisition Number	Jacket Number
DAPS	500103		6-00421	320133
ARMY	371102		6-00421	321056

[Return To Top](#)

Contractor List: The Contractor List function displays a list of all contractors doing business with GPO. Multiple records may be viewed in a list by state or an individual contractor record may be viewed.

The **Contractor List** functions displays:

- Contractor Name
- Address
- Contact Person
- Telephone
- Fax Number
- Contractor Code

View Multiple Records:

- To view all contractors doing business with GPO in a state, click the Location dropdown box and highlight the desired state
- Left click the **Submit** control
- Use the **<CTRL + F>** keys to search for keywords in this function (i.e. a part of the contractor’s name)

View Specific Records:

- To view a specific contractor select a state from the Location dropdown
- Enter the last 5 digits of the contractor’s code in the Contractor Code field
- Left click the **Submit** control

Contractor List Detail Record

Contractor List For State Code 010					
Contractor Name	Address	Contact	Phone	Fax	Contractor Code
ABC DONS	1516 AZEALIA ROAD MOBILE AL 36693	ORDO CALLAHAN	(251) 696-2151	(251) 696-4245	00111
ABSOLUTE PRINTING	212-C NORTH MAIN STREET ATMORE AL 36522	JOEY KELLY	(251) 446-1242	(251) 366-1852	00481
ACCUPRINT	3023 FIRST AVENUE NORTH BIRMINGHAM AL 35233	TOM GEORGE	(205) 322-4341	(205) 322-6295	00989
ACTION LEGAL COPY SVCS	100 COMMERCE ST., STE 500 MONTGOMERY AL 36104	DIAM CAMPBELL	(334) 236-9092	(334) 634-3303	01514
ACTION IN MAILING, INC.	2511 MEDARK ROAD MONTGOMERY AL 36108	MICHAEL LANGE	(334) 286-4667	(334) 286-6008	01516
ALABAMA CARD CO.	500 GENE REED ROAD, STE 102 BIRMINGHAM AL 35215	PETE DRAKE	(205) 833-1116	(205) 833-1160	02963
ALABAMA PRESS INC	2023 CENTRAL AVE BIRMINGHAM AL 35209	HENNEITH A WILLIAMS	(205) 871-4633	(205) 871-4633	02984
ALABAMA BLUEPRINT	2609 NEWBY ROAD #123 HUNTSVILLE AL 35895	FRED DETERICH	(205) 539-6402	(205) 539-6403	03090
ALABAMA GRAPHICS	350 JEFF DAVIS AVENUE MONTGOMERY AL 36104	SANDRA ?	(334) 263-0529	(334) 264-7568	03096
ALLIED PHOTOCOPY	1821 UNIVERSITY DRIVE HUNTSVILLE AL 35801	TRACEY MCCULLLEY	(256) 428-8749	(256) 704-4417	03842
AMERICAN PRTO CO INC	478 INDUSTRIAL LANE BIRMINGHAM AL 35211	JAMES MULLA	(205) 942-3930	(205) 942-3994	05386
AMR. SPEEDY PRTO OF AUBURN	1625 E. UNIVERSITY DR. AUBURN AL 36830	DOYLE DE PREST	(205) 887-3100	(205) 887-3200	05453

CHAPTER NOTES:

Jacket Numbers are always numeric and must be 6 characters, do not use the hyphen.

Program Numbers must be 5 characters, 4 numeric characters and 1 alpha (M or S).

Print Orders must be 5 characters.

The Purchase Order field is for Central Office (GPO, Washington, DC) procurements only. If your job was placed through a Regional office, search by Jacket Number or Program/Print Order Numbers only.

The ?Help control displays online help. To return to the detail record click the **Back** button on your Browser's menu bar.

If data is entered in an incorrect format, a message is displayed explaining the error and the associated field(s) are highlighted in red.

Use only one of the following search criteria for Planning Schedules function.

- Normal Bid and Small Purchase Procurements
 - Jacket Number
 - Agency Code and Requisition Number
 - Purchase Order (Central Office procurements only)
- Print Orders
 - Program Number and Print Order
- Congressional
 - Form
 - Number
 - Action
- Black Jacket
 - Jacket Number
- Black Jacket Print Order
 - Jacket Number
 - Print Order

Use only one of the following search criteria for Archived Jackets function.

- Jacket Number
- Agency Code and Requisition

Current Order Status provides comprehensive data and is searched using only one of the following criteria.

Normal Bid and Small Purchase Procurements

- Jacket Number
- Agency Code and Requisition Number
- Program Number and Print Order

Use only one of the following search criteria for Quality Assurance function.

- Normal Bid and Small Purchase Procurements
 - Jacket Number
 - Agency Code and Requisition Number
 - Purchase Order (GPO, Washington, DC procurements only)
- Print Orders
 - Program Number
 - Print Order

The Contractor List by Program and Agency List by Program are searched by

- Program Number
- Fiscal Year

The Contractor List is searched by

- State
- State and Optional Contractor Code.

Refer to page 22 for troubleshooting tips.

If you are unable to resolve any issue, email picsweb@gpo.gov and provide a brief explanation of the problem you are experiencing. The PICSWEB Support Team will contact you to provide assistance.

INQUIRY FUNCTION TROUBLESHOOTING TIPS	
MESSAGE	DESCRIPTION
Please enter Jacket Number	Applies to Planning Schedules Enter the 6 character Jacket Number.
Please enter Agency Code	Applies to Planning Schedules When searching by Requisition Number the Agency Code is required.
Please enter Requisition Number	Applies to Planning Schedules When searching by Agency Code the Requisition Number is required.
Please enter Purchase Order Number	Applies to Planning Schedules Message displays only when a search is submitted without entering search criteria. Enter Purchase Order Number and resubmit.
A selected search criterion is available only for Central Office Procurements. Please search by Jacket Number or Agency Code and Requisition Number	Applies to Planning Schedules, Quality Assurance This field is only available for procurements placed through the GPO, Washington, DC.
Jacket Number in error—please correct	Applies to Planning Schedules The Jacket Number was entered in an incorrect format. Jacket Numbers must be 6 numeric characters.
Record not found	Applies to Planning Schedules, Archived Jackets PICSWEB was unable to match any records to your search criteria. Verify the data entry and resubmit. If data entry is correct contact your Agency Publishing Specialist or Regional Office Representative for updated information on procurement.

INQUIRY FUNCTION TROUBLESHOOTING TIPS	
MESSAGE	DESCRIPTION
Please enter Program Number	Applies to Planning Schedules When searching by Print Order Number the Program Number is required.
Please enter Print Order Number	Applies to Planning Schedules, Current Order Status and Quality Assurance When searching by Program Number the Print Order Number is required.
Please enter Form	Applies to Planning Schedules The Form, Number and Action fields are required to search for Congressional procurements.
Please enter Number	Applies to Planning Schedules The Form, Number and Action fields are required to search for Congressional procurements.
Please enter Action	Applies to Planning Schedules The Form, Number and Action fields are required to search for Congressional procurements.
Please enter Black Jacket Number	Applies to Planning Schedules Message displays only when a search is submitted without entering search criteria. Enter Black Jacket Number and resubmit. When searching by Black Jacket Print Order Number, Black Jacket is required when both fields are on the same line.
Please enter Black Jacket Print Order	Applies to Planning Schedules When searching by Black Jacket Number, Black Jacket Print Order is required when both fields are on the same line.

INQUIRY FUNCTION TROUBLESHOOTING TIPS	
MESSAGE	DESCRIPTION
Invalid Program Number. It must have 4 digits and the last character must be the letter M or S.	<p>Applies to Planning Schedules, Current Order Status, Quality Assurance, Contractor List by Program and Agency List by Program</p> <p>The Program Number is not formatted correctly. Example: Correct entry for 814M is 0814M.</p>
This feature is available for external GPO customers only.	<p>Applies to GPO personnel only</p> <p>GPO personnel may only view this record through the mainframe.</p>
You must enter either a Jacket Number only or Agency Code and Requisition Number. Not all three.	<p>Applies to Archived Jackets</p> <p>Search by the Jacket Number OR Agency Code and Requisition Number and resubmit.</p>
Requisition Number must be 7 characters long including the hyphen. X-XXXXX	<p>Applies to Planning Schedules, Archived Jackets, Current Order Status and Quality Assurance</p> <p>Enter 1 character in the first field and 6 characters in the second field. Do not enter the hyphen.</p>
Now program XXXX, print order XXXXX. Use the Browser back button to return to form. Reset the form and enter the Program and Print Order Number to display record.	<p>Applies to Current Order Status</p> <p>Procurement was converted to a Program/Print Order. Note the Program Number and Print Order Number displayed in message and follow provided instructions.</p>
Now program XXXXX, print order XXXXX.	<p>Applies to Quality Assurance</p> <p>Procurement was converted to a Program/Print Order. Note the Program Number and Print Order Number displayed in message. Use the Browser's Back button to return to form. Reset the form and enter the Program and Print Order Number to display record.</p>

INQUIRY FUNCTION TROUBLESHOOTING TIPS	
MESSAGE	DESCRIPTION
Central Office Purchase Order Numbers can not contain letters.	<p>Applies to Planning Schedules, Archived Jackets, Current Order Status and Quality Assurance</p> <p>Correct the Purchase Order Number and resubmit. If Regional procurement (not purchased through GPO, Washington, DC), select another search criteria.</p>

COST ESTIMATING

Cost Estimation Disclaimer

The prices obtained from the use of this program are not firm estimates. These prices are to be used for estimating purposes only. The accuracy of the estimates provided is dependent on the accuracy of the information entered. Prices do not include GPO's surcharge. Your final price will be dependent upon the contractor in the sequence with whom your order is actually placed and may be affected by other variables not accounted for in this estimating program.

GENERAL: Cost Estimating is based on direct deal programs. Only those specifications included in the contract may be entered into the cost estimation. It is recommended that you be familiar with the specifications of the contract or have a copy in front of you before beginning.

Estimates may be run against the following Programs:

Books and Pamphlets:

0421M	1302M	1952M
0814M	1407M	

Cut Forms:

0415M	1403M	1953M
1203M	1553M	2449M
1303M	1903M	6903M

Simplified Snapouts:

Program Number is not required

If you require an estimate for a Book and Pamphlet or Cut Forms procurement, not a part of a direct deal program, use 0814M and 0415M. Please read the disclaimer statement above.

- Many fields in the Cost Estimating function require they be entered following strict formatting rules. When data is entered in an incorrect format or if data is missing, a message displays at the top of the form and the associated field(s) is highlighted in red. Additional messages may display on a separate form.
- Use the TAB key to move to next field.

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- Blank lines between entries is not permitted.
- Refer to page 30 for an example of online help. To access online help left click the **?Help** control.
- Refer to page 29 for Regional Area Codes. A Regional Area Code is required for all shipped procurements (truck).

ELECTRONIC MEDIA: In the Books and Pamphlets estimate, electronic media is entered in the Photographic Operations part as follows:

Proofs and Color Separations	Overlay field
Bookblues, Digital and Photographic Proofs	Singles field

To view instructions on completing a Book and Pamphlet estimate for Program 0814M refer to page 31. Troubleshooting tips begin on page 42.

To view instructions on completing a Simplified Snapout estimate refer to page 48. Troubleshooting tips begin on page 54.

To view instructions on completing a Cut Forms estimate for Program 0415M refer to page 57. Troubleshooting tips begin on page 66.

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PICSWEB Instructions

CHAPTER NOTES:

Cost Estimation Disclaimer

The prices obtained from the use of this program are not firm estimates. These prices are to be used for estimating purposes only. The accuracy of the estimates provided is dependent on the accuracy of the information entered. Prices do not include GPO's surcharge. Your final price will be dependent upon the contractor in the sequence with whom your order is actually placed and may be affected by other variables not accounted for in this estimating program.

Cost Estimating is based on direct deal programs. Only those specifications included in the contract may be entered into the cost estimation. To access online help left click the **?Help** control. To return to the form, left click your Browser's **BACK** button.

Items entered that are not a part of the contract and data entered in an incorrect format will display a message at the top of the form. The associated field(s) is highlighted in red. Additional messages may display on a separate form.

For a simple estimate, not a part of a direct deal program, use 0814M for Books and Pamphlets (page 31) and 0415M for Cut Forms (page 57). Simplified Snapout estimates are run against one general usage program (page 48). Please read the disclaimer at the top of this page.

Refer to page 27 for instructions on entering electronic media for Books and Pamphlets estimating.

Regional Area Codes are required for all shipped procurements (truck). Refer to page 29 for a list of Regional Codes.

For a description of troubleshooting tips for General Usage Programs refer to the following pages:

Book and Pamphlet Estimate, 0814M	Page 42
Simplified Snapout Estimate, 0349M	Page 54
Cut Forms Estimate, 0415M	Page 66

If you are unable to resolve any issue, email picsweb@gpo.gov and provide a brief explanation of the problem you are experiencing. The PICSWEB Support Team will contact you to provide assistance.

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Regional Area Codes

Region 1	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont
Region 2	Delaware, New Jersey, New York and Pennsylvania
Region 3	District of Columbia, Maryland, North Carolina and Virginia
Region 4	Alabama, Florida, Georgia, Mississippi and South Carolina
Region 5	Illinois, Indiana, Kentucky, Michigan, Ohio, Tennessee, Wisconsin and West Virginia
Region 6	Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota and South Dakota
Region 7	Arkansas, Louisiana, Oklahoma and Texas
Region 8	Colorado, New Mexico, Utah and Wyoming
Region 9	Arizona, California and Nevada
Region 10	Idaho, Montana, Oregon and Washington
Region 11	Alaska*
Region 12	Hawaii*
<p>*Note: For Programs 814m (general usage contract for books and pamphlets) and 415M (general usage contract for cut forms) ONLY, Region 11 is the commercial zones of Washington DC and Baltimore MD, and Region 12 is the commercial zone of ST. Louis MO. Regions may be defined differently, depending on the contract you are using. Be sure to check the definition of regions in the contract you are using, if other than 814M and 415M.</p>	

U.S. Government Printing Office PICSWEB Instructions

Cost Estimating Online Help

Applies to Program

Field Name

Required Field

Number of Positions

Description and Input Format

Field	Applies To									Description
	0 4 2 1 M	0 8 1 4 M	1 3 0 2 M	1 4 0 2 M	1 4 0 7 M	1 6 0 2 M	1 6 1 5 M	1 9 5 2 M		
Program Number	Y	Y	Y	Y	Y	Y	Y	Y	Y	Numeric and alpha. First 4 characters must be numeric last character must be the letter M or S (e.g., 0421M, 1302M).
Required Positions										
Print Order	Y	Y	Y	Y	Y	Y	Y	Y	Y	Numeric
Required Positions										
Copies	Y	Y	Y	Y	Y	Y	Y	Y	Y	Number of copies ordered.
Required Positions										
Pages	Y	Y	Y	Y	Y	Y	Y	Y	Y	Number of pages.
Required Positions										
Width	Y	Y	Y	Y	Y	Y	Y	Y	Y	Numeric, 3 decimal places (example: 08.500). Cannot be greater than height. Can be equal to height.
Required Positions										
Height	Y	Y	Y	Y	Y	Y	Y	Y	Y	Numeric, 3 decimal places (example: 11.000). Cannot be less than width. Can be equal to width.
Required Positions										
Binding Type	Y	Y	Y	Y	Y	Y	Y	Y	Y	Select from list. If Four Page, Pages field value must be 4.
Required										
Hidden Hinges										Check Box. If checked, Binding must be Loose.
Required										
Direct Image Plate							Y	Y		Check Box. If checked, Binding must be Loose.
Required										
Dividers					Y	Y		Y		Numeric. If selected, Binding must be Loose.
Required Positions										
Dividers Paper ID					Y	Y		Y		Select from list. Required if Dividers entered. Refer to your program for a valid paper listing.
Required										

**U.S. Government Printing Office
PICSWEB Instructions**

Book and Pamphlet Estimate

The following example uses Program 0814M. Be sure to check the specifications for the contract you are using as specifications vary for each contract.

Part 1

Program Number:

- Required
- First 4 positions must be numeric
- Last position must be the letter M or S.

Print Order Number:

- Required
- 5 numeric positions
- If you do not have a print order enter any 5-digit number

Copies:

- Required
- Maximum of 8 positions
- Enter the number of copies ordered

Pages:

- Required
- Maximum of 4 positions
- Enter the number of pages per single copy

Width:

- Required
- Numeric, 3 decimal places
 - Enter 8 ½" as 08.500.

Height:

- Required
- Numeric, 3 decimal places
 - Enter 11" as 11.000

Binding:

- Required, select from list
- If Four Page, the Pages field value must be 4

Hidden Hinges:

- Not included in 0814M specification, do not select

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Direct Image Plate:

- Not included in 0814M specification, do not select

Dividers:

- Not included in 0814M specification, do not select

Dividers Paper ID:

- Not included in 0814M specification, do not select

Part 1

Books And Pamphlets
Cost Estimation Disclaimer

Program: 0814m
Copies: 1000
Width: 08.500
Binding Type: Saddle Stitch
Direct Image Plates:
Dividers Paper ID: Select Paper

Print Order: 99999
Pages: 16
Height: 11.000
Hidden Hinges:
Dividers:

?HELP

Part 2 - Text Pages

Text Pages ID:

- Required
- Select from list
 - Left click **?Help** for a list of papers included in the 0814M contract

Text Pages:

- Required
- Maximum of 4 positions
- Enter the number of text pages for each paper selected
 - The total of all Text Pages fields must equal the value of the Pages field in Part 1.
 - Use the TAB key to move to next field
 - Blank lines between entries is not permitted

Part 2 – Text Pages

Text Pages

ID	Text Pages	ID	Text Pages
A. White Offset Book (40 lb)	10	C. White Offset Book (10 lb)	5
Select Paper		Select Paper	
Select Paper		Select Paper	
Select Paper		Select Paper	
Select Paper		Select Paper	

?HELP

U.S. Government Printing Office
PICSWEB Instructions

Part 3 – Number of Additional Inks

Number of Inks:

- Optional, select from list
- If selected, Number of Inks on Page is required
 - Use the TAB key to move to next field

Number of Inks on Page:

- Optional
- Maximum of 4 positions
- If selected, Number of Inks is required
 - Use the TAB key to move to next field

Part 3 – Number of Additional Inks



Part 4 – Cover

Cover ID:

- Select from list
 - If selected Cover and Cover Sides for Additional Ink is required
 - Left click **?Help** for a list of papers included in the 0814M contract

Cover:

- Numeric, values 1 through 4
 - If selected, Cover ID and Cover Sides for Additional Ink is required

Varnish Units:

- Numeric, values 1 through 8
 - If selected, Cover ID and Cover is required

Cover Sides for Additional Inks:

- Select from list for each cover with additional inks
 - If selected, Cover ID and Cover is required

Part 4 - Cover



**U.S. Government Printing Office
PICSWEB Instructions**

Part 5 – Fold-Ins

Fold-Ins:

- Enter the number of Fold-Ins
 - If Binding is Four Page, Fold-Ins are not permitted.
 - If selected, Type, Width, Height, Sides Printed and Fold-In Paper required

Type:

- Select from list
 - If selected, Fold-Ins, Width, Height, Sides Printed and Fold-In Paper required

Width:

- Numeric, 3 decimal places
 - Enter 8” as 08.500
 - If selected, Fold-Ins, Type, Height, Sides Printed, and Fold-In paper required

Height:

- Numeric, 3 decimal places
 - Enter 11” as 11.000
 - If selected, Fold-Ins, Type, Width, Sides Printed, and Fold-In paper required

Sides Printed:

- Select from list
 - If selected, Fold-Ins, Type, Width, Height and Fold-In Paper required

FoldIn Paper:

- Select from list
 - If selected, Fold-Ins, Type, Width, Height and Sides Printed required
 - Left click **?Help** for a list of papers included in the 0814M contract

Number of Additional Inks:

- Select from list
 - Required if Number of Sides with Additional Inks selected

Number of Sides with Additional Inks:

- Select from list
 - Required if Number of Inks selected

U.S. Government Printing Office PICSWEB Instructions

Part 5 - FoldIns

Fold-Ins								? HELP
Fold-Ins	Type	Width	Height	Sides Printed	Foldin Paper	Number Of Additional Inks	Number Of Sides With Additional Inks	
2	Insert	08.500	11.000	1	A, White Offset Book (40 lb)	1	1	
<input type="checkbox"/>	Type			Sides	Paper Type			Sides
<input type="checkbox"/>	Type			Sides	Paper Type			Sides
<input type="checkbox"/>	Type			Sides	Paper Type			Sides
<input type="checkbox"/>	Type			Sides	Paper Type			Sides
<input type="checkbox"/>	Type			Sides	Paper Type			Sides
<input type="checkbox"/>	Type			Sides	Paper Type			Sides
<input type="checkbox"/>	Type			Sides	Paper Type			Sides
<input type="checkbox"/>	Type			Sides	Paper Type			Sides
<input type="checkbox"/>	Type			Sides	Paper Type			Sides

Part 6 – Charges

Basic Charges Typesetting

Text, Tab and Display:

- Not included in 0814M specification, do not select

Basic Charges Page Markup

Text, Combination and Illustration:

- Not included in 0814M specification, do not select

Additional Charges

Text, Time, Read and Repr:

- Not included in 0814M specification, do not select

Part 6 - Charges

Charges							? HELP
Basic Charges							
Typesetting:	Text	<input type="checkbox"/>	Tab	<input type="checkbox"/>	Display	<input type="checkbox"/>	
Page Markup:	Text	<input type="checkbox"/>	Combination	<input type="checkbox"/>	Illustration	<input type="checkbox"/>	
Additional Charges							
	Text	<input type="checkbox"/>	Tab	<input type="checkbox"/>	Time	<input type="checkbox"/>	Read <input type="checkbox"/> Repr <input type="checkbox"/>

Part 7 – Photographic Operations

Base Negs:

- Numeric, maximum of 3 positions

Line Negs:

- Not included in 0814M specification, do not select

Halftone Negs:

- Numeric, maximum of 3 positions

**U.S. Government Printing Office
PICSWEB Instructions**

Combination Halftone:

- Not included in 0814M specification, do not select

Overlay:

- Numeric, maximum of 3 positions
- Enter only Electronic Media – Proofs or Color Separations in this field

Strip:

- Numeric, maximum of 3 positions

Singles:

- Numeric, maximum of 3 positions
- Enter only Electronic Media – Bookblues/digital/photographic proofs

Color:

- Not included in 0814M specification, do not select

Time:

- Numeric, 3 positions (i.e. 1 hour = 01.0, 10 hours = 10.0)

Positives:

- Numeric

Part 7 – Photographic Operations

Photographic Operations HELP

Base Negs	<input type="text"/>	Line Negs	<input type="checkbox"/>
Halftone Negs	<input type="checkbox"/>	Combination Halftone	<input type="checkbox"/>
Overlay	<input type="text"/>	Strip	<input type="checkbox"/>
Singles	<input type="text"/>	Color	<input type="checkbox"/>
Time	<input type="text"/>	Positives	<input type="checkbox"/>

Part 8 – Additional Services

Wrap:

- If applicable, select Wrap

Wrap Package:

- Numeric, maximum of 4 positions
 - Required if Wrap selected

Wrap Copies:

- Numeric, maximum of 8 positions
- Enter number of copies to be wrapped
 - If blank will default to entire amount

**U.S. Government Printing Office
PICSWEB Instructions**

Wrap2:

- If applicable, select Wrap2

Wrap2 Package:

- Numeric, maximum of 8 positions
- Required if Wrap2 selected

Wrap2 Copies:

- Numeric, maximum of 8 positions
- Enter number of copies to be wrapped
 - If blank will default to entire amount

Band, Band Package, Band Copies:

- Not included in 0814M specification, do not select

Drill:

- If applicable, select Drill

Drill Runs:

- Numeric, maximum of 8 positions
- If blank will default to entire amount

Drill Copies:

- Numeric, maximum of 8 positions
- If blank will default to entire amount

Tie, Package, Copies, Punch, Punch Runs, Punch Copies

- Not included in 0814M specification, do not select

Perforating:

- If applicable, select Perforating

Perf Leaves:

- Numeric, cannot be greater than number of leaves printing
- Required if Perforating selected for over-depth Foldins only

Binders, Binder Copies, Acco Fasteners, Acco Copies:

- Not included in 0814M specification, do not select

Angle Cut:

- If applicable and a minimum of one fold-in, select Angle Cut

U.S. Government Printing Office PICSWEB Instructions

Foldin:

- Numeric, maximum of 8 positions
- Cannot be greater than the number of Fold-Ins
- Angle Cut must be selected

Separators:

- If applicable select Separators

Separator Sheets:

- Numeric, maximum of 8 positions
- Required if Separators selected

Label, Envelopes, Fold Copies, Stubs, Stubs Copies, Plastic Combinations, Plastic Combination Copies, Screw Posts, Posts Copies, Tape Binding, Tape Bound Copies:

- Not included in 0814M specification, do not select

Barcode Label Package:

- If applicable select Barcode Label Package

Barcode Label Carton:

- If applicable select Barcode Label Carton

Part 8 – Additional Services

Additional Services		HELP	
Wrap <input checked="" type="checkbox"/>	Wrap Package	10	<input type="text"/>
Wrap2 <input type="checkbox"/>	Wrap Copies		<input type="text"/>
Band <input type="checkbox"/>	Wrap2 Package		<input type="text"/>
	Wrap2 Copies		<input type="text"/>
	Band Package		<input type="text"/>
	Band Copies		<input type="text"/>
Drill <input checked="" type="checkbox"/>	Drill Runs	1	<input type="text"/>
Tie <input type="checkbox"/>	Drill Copies	1000	<input type="text"/>
Punch <input type="checkbox"/>	Package		<input type="text"/>
	Copies		<input type="text"/>
	Punch Runs		<input type="text"/>
	Punch Copies		<input type="text"/>
Perforating <input type="checkbox"/>	Perf Leaves		<input type="text"/>
Binders <input type="checkbox"/>	Binder Copies		<input type="text"/>
Acco Fasteners <input type="checkbox"/>	Acco Copies		<input type="text"/>
Angle Cut <input checked="" type="checkbox"/>	Foldin	2	<input type="text"/>
Separators <input type="checkbox"/>	Separator Sheets		<input type="text"/>
Label <input type="checkbox"/>	Envelopes		<input type="text"/>
Fold <input type="checkbox"/>	Fold Copies		<input type="text"/>
Stubs <input type="checkbox"/>	Stubs Copies		<input type="text"/>
Plastic Combs <input type="checkbox"/>	Plastic Comb Copies		<input type="text"/>
Screw Posts <input type="checkbox"/>	Posts Copies		<input type="text"/>
Tape Binding <input type="checkbox"/>	Tape Bound Copies		<input type="text"/>
Barcode Labels:	Package		<input type="checkbox"/>
	Carton		<input type="checkbox"/>

**U.S. Government Printing Office
PICSWEB Instructions**

Part 9 – Shipping Options

Mail:

- If selected Ship must be blank
 - Select Mail or Ship per line, not both
 - Use the TAB key to move to next field
 - Blank lines between entries is not permitted

Ship:

- If selected Mail must be blank
 - If selected Region is required

Container Type:

- Defaults to Container if left blank

Copies:

- Numeric, maximum of 8 positions
 - Total of all Copies field for all Mail and Ship lines must equal Copies in Part 1

Destination:

- Defaults to 1 if blank
 - If multiple mailings or shipments selected, destination must be entered
 - Quantity equals number of copies multiplied by number of destinations

Pallets:

- If Mail is selected Pallets are not permitted

Region:

- Required if Ship is selected
- If Mail is selected Region must be blank
 - Refer to page 29 for a list of Regional Codes

Accelerated:

- Alpha, A or B
 - A = 1 to 5 days
 - B = 6 to 10 days

Additional Label:

- Numeric

Quality Level 3:

- If applicable, select Quality Level 3

U.S. Government Printing Office PICSWEB Instructions

Government Procurement Information Control System

Books And Pamphlets

Estimate based on 2005 price data.

PRINT ORDER 99999 - RUN DATE: 06/21/05, RUN TIME: 15.02.26
ORDER CRITERIA:

PROGRAM 0814M

1000 ORDERED WITH 16 TEXT PAGES PER COPY
TRIM SIZE: 8.500 X 11.000 (FORMAT B)
THE PRODUCT IS SADDLE-STITCHED
6 TEXT PAGES ARE PRINTED WITH 1 ADDITIONAL INK(S)
4 UNITS OF COVERS TO BE PRINTED
COVER 1 PRINTED WITH 1 ADDITIONAL INK
COVER 4 PRINTED WITH 1 ADDITIONAL INK
2 INSERTED FOLDING(S) PRINTED ON 1 SIDE(S), 1 UNIT(S)
1 SIDE(S) PRINTED WITH 1 ADDITIONAL INK(S)
PAPER REQUIREMENTS:
7 SHEETS OF WHITE OFFSET BOOK (40 LB)
3 SHEETS OF WHITE OFFSET BOOK (50 LB)
2 SHEETS OF WHITE VELLUM FINISH COVER (50 LB)
PHOTOGRAPHIC REQUIREMENTS:
1 BASE NEGATIVE(S)
1 SINGLE-COLOR PROOF(S) REQUIRED
ADDITIONAL MATERIALS AND SERVICES:
WRAP 1000 COPIES, 10 COPIES PER WRAP
2 FOLD-IN(S) PER COPY WILL BE ANGLE-CUT
1 DRILLING RUN(S) WILL BE PERFORMED ON 1000 COPIES
PACKING AND SEALING FOR DISTRIBUTION
1000 ADDITIONAL MAILING LABELS WILL BE ADDRESSED
1) UNPACKED WEIGHT PER DEST. IS 6.381 LBS.
50 COPY(ES) MAILED IN
1 14-LB CONTAINER(S)
(2 DESTINATION(S))
2) UNPACKED WEIGHT PER DEST. IS 114.866 LBS.
900 COPY(ES) MAILED IN:
3 40-LB CONTAINER(S)
1 14-LB CONTAINER(S)
(1 DESTINATION(S))
QUAL LVL. II CONTRACTORS 5% ADDED

Contractor Name	State	Cost Per 100	Estimated Cost	Phone
T.R. WALLIS GRAPHICS	GA	\$63.37	\$750.81	(706)234-7563
TPS ENTERPRISES, INC.	IL	\$65.34	\$972.07	(800)465-5200
GRAY GRAPHICS CORP.	MD	\$62.66	\$1,099.82	(301)900-1000
GOODWAY GRAPHICS OF	VA	\$56.71	\$1,114.47	(703)941-1160
UNITED BOOK PRESS	MD	\$56.35	\$1,294.25	(410)844-4044
THORNTON SERVICE COR	AL	\$113.46	\$1,313.03	(256)851-6313
MCDONALD & EUDY PRIN	MD	\$96.84	\$1,413.36	(301)423-8900
CENVEO	OH	\$106.03	\$1,472.30	(740)262-4538
CENVEO	GA	\$104.50	\$1,505.86	(404)636-7900
EVOLUTION IMPRESSION	NY	\$74.46	\$1,690.72	(954)734-6600
IRI GRAPHICS	MD	\$109.18	\$1,812.30	(301)736-3380
FRY COMMUNICATIONS,	PA	\$94.96	\$1,926.40	(600)334-1429
GRAPHIC VISIONS ASSO	MD	\$94.15	\$1,944.71	(201)887-5285
KRIEG-TAYLOR LITHO.	MD	\$156.40	\$2,268.53	(201)927-2412

Contractor Name	Printing Amount	Paper Amount	Comp Photo	Services Amount	Packing Amount	FOB Amount	Premiums
T.R. WALLIS GRAPHICS	\$240.77	\$110.57	\$9.14	\$174.72	\$215.51	\$0.00	\$0.00
TPS ENTERPRISES, INC.	\$618.91	\$130.46	\$2.94	\$155.61	\$164.15	\$0.00	\$0.00
GRAY GRAPHICS CORP.	\$693.21	\$157.71	\$4.20	\$132.30	\$112.40	\$0.00	\$0.00
GOODWAY GRAPHICS OF	\$677.67	\$128.10	\$2.10	\$90.30	\$216.30	\$0.00	\$0.00
UNITED BOOK PRESS	\$973.39	\$98.71	\$1.96	\$163.30	\$157.40	\$0.00	\$0.00
THORNTON SERVICE COR	\$423.16	\$206.33	\$6.30	\$133.36	\$643.90	\$0.00	\$0.00
MCDONALD & EUDY PRIN	\$710.22	\$112.25	\$3.15	\$55.65	\$532.09	\$0.00	\$0.00
CENVEO	\$751.26	\$156.77	\$2.73	\$346.29	\$215.23	\$0.00	\$0.00
CENVEO	\$944.20	\$110.04	\$2.68	\$438.27	\$110.67	\$0.00	\$0.00
EVOLUTION IMPRESSION	\$1,183.55	\$117.50	\$12.13	\$161.70	\$215.63	\$0.00	\$0.00
IRI GRAPHICS	\$983.89	\$104.16	\$8.40	\$278.25	\$537.60	\$0.00	\$0.00
FRY COMMUNICATIONS,	\$1,444.80	\$182.07	\$3.99	\$73.25	\$222.29	\$0.00	\$0.00
GRAPHIC VISIONS ASSO	\$1,365.00	\$180.08	\$4.20	\$227.85	\$167.58	\$0.00	\$0.00
KRIEG-TAYLOR LITHO.	\$1,255.80	\$115.50	\$4.73	\$354.90	\$537.60	\$0.00	\$0.00

Local intranet

**U.S. Government Printing Office
PICSWEB Instructions**

BOOK & PAMPHLET TROUBLESHOOTING TIPS	
MESSAGE	DESCRIPTION
Please enter Program	Program is a required field. First 4 characters must be numeric; last character must be the letter M or S. Enter 814M as 0814M.
Invalid Program Number. It must have 4 digits and the last character must be the letter M or S.	Example: 814M should be entered as 0814M.
Please enter Print Order	Print Order is a required field. If you do not have a print order number, enter any 5 numeric characters.
Please enter Copies	Copies is a required field. Enter to quantity of forms.
Please enter Pages	Pages is a required field and may not be blank.
Please enter Width	Width is a required field and may not be blank. Numeric, 3 decimal places (Example 08.500).
Please enter Height	Height is a required field and may not be blank. Numeric, 3 decimal places (Example 11.000).
Please enter Binding Type	Binding is a required field and may not be blank.
Binding for Program 0814M must be Saddle, Perfect Bound or Loose	Four-Page Binding is not included in the 0814M contract. Please select another type of binding.
Width is not valid form dimension. The format must be 99.999	Example: 8 ½ should be entered as 08.500. May be equal to height but not greater.
Height is not valid form dimension. The format must be 99.999	Example: 11 ½ should be entered as 11.500.
Hidden Hinges should not be entered for Program 0814M	Hidden Hinges are not included in the 0814M contract. Field must be blank.
Direct Image Plates should not be entered for Program 0814M	Direct Image Plates are not included in the 0814M contract. Field must be blank.
Dividers should not be entered for Program 0814M	Dividers are not included in the 0814M contract. Field must be blank.
Dividers Paper ID should not be entered for Program 0814M	Dividers Paper ID is not included in the 0814M contract. Field must be blank.
Program XXXXM is not valid for Books and Pamphlets	Cost estimating is not available for the program number. Refer to page 26 for list of valid program numbers.

**U.S. Government Printing Office
PICSWEB Instructions**

BOOK & PAMPHLET TROUBLESHOOTING TIPS	
MESSAGE	DESCRIPTION
Text Pages	
Text Id for Program 0814M cannot be XX	You have selected a paper that is not a part of the 0814M contract. Click the Help control, scroll down to Text Pages and click the hyperlink Valid Paper Ids to view a list of valid papers.
When using Text IdXX you must also provide Text PageXX	Text Pages is required for each Text Id selected.
The sum of Pages on all Text lines must equal total Pages	The sum of Text Pages must total the Pages field at the top of the form.
Blank rows between lines are not allowed	Do not leave any blank lines between entries. Use the TAB key to move to the next field.
Number of Additional Inks	
When using Number InksXX you must also provide Number Inks PageXX	Number Inks Page is required for each Number Inks selected.
When using Number Inks PageXX you must also provide Number InksXX	Number Inks is required for each Number Inks Page selected. May not exceed Pages field.
Blank rows between lines are not allowed	Do not leave any blank line between entries. Use the TAB key to move to the next field.
When using Cover Id you must also provide Cover	Enter a number between 1 and 4 in Cover field or delete data in Cover Id field
When using Cover you must also provide Cover Id	Select a Cover Id from the dropdown list or delete data in Cover.
Fold-Ins	
If you enter anything on a Foldin line, you must enter the first six columns.	An entry in Fold-Ins, Type, Width, Height, Sides Printed and Fold-in Paper requires an entry in all 6 fields.
WidthXX is not valid form dimension. The format must be 99.999	Example: 8 ½ should be entered as 08.500.
HeightXX is not valid form dimension. The format must be 99.999	Example: 11 ½ should be entered as 11.500. May be equal to width but not greater.
Paper Id for Program 0814M cannot be X	You have selected a paper that is not a part of the 0814M contract. Click the Help control, scroll up to Text Pages and click the hyperlink Valid Paper Ids to view a list of valid papers.
When using Number Of InksXX you must also provide Number Of SidesXX	Enter the Number of Sides or delete the Number of Inks.

**U.S. Government Printing Office
PICSWEB Instructions**

BOOK & PAMPHLET TROUBLESHOOTING TIPS	
MESSAGE	DESCRIPTION
When using Number Of SidesXX you must also provide Number Of InksXX	Enter the Number of Inks or delete the Number of Sides.
The value in Number of Sides With Additional Ink must be less than or equal to Sides Printed	The value of Number of Sides with Additional Inks is greater than Sides printed. The value must be less than or equal to Sides printed.
Blank lines between rows are not allowed	Do not leave any blank line between entries. Use the TAB key to move to the next field.
Charges	
Typesetting Text Basic Charge should not be entered for Program 0814M	Typesetting Text Basic Charge is not included in the 0814M contract. Field must be blank.
Page Markup Text Basic Charge should not be entered for Program 0814M.	Page Markup Text Basic Charge is not included in the 0814M contract. Field must be blank.
Additional Charge Text should not be entered for Program 0814M	Additional Charge Text is not included in the 0814M contract. Field must be blank.
Additional Charge Tab should not be entered for Program 0814M	Additional Charge Tab is not included in the 0814M contract. Field must be blank.
Photographic Operations	
Time is not valid format for time. The format must be 99.9 or 9.9	Formatting examples: 10.5, 3.5, and 1.0.
Additional Services	
Tie should not be entered for Program 0814M.	Tie is not included in the 0814M contract. Field must be blank.
Tie Packages should not be entered for Program 0814M	Tie Packages is not included in the 0814M contract. Field must be blank.
Punch should not be entered for Program 0814M	Punch is not included in the 0814M contract. Field must be blank.
Punch Runs should not be entered for Program 0814M	Punch Runs is not included in the 0814M contract. Field must be blank.
Punch Copies should not be entered for Program 0814M	Punch Copies is not included in the 0814M contract. Field must be blank.
Binders should not be entered for Program 0814M	Binders are not included in the 0814M contract. Field must be blank.
Binder Copies should not be entered for Program 0814M	Binder Copies is not included in the 0814M contract. Field must be blank.
Acco Fasteners should not be entered for Program 0814M	Acco Fasteners is not included in the 0814M contract. Field must be blank.
Acco Copies should not be entered for Program 0814M	Acco Copies is not included in the 0814M contract. Field must be blank.

**U.S. Government Printing Office
PICSWEB Instructions**

BOOK & PAMPHLET TROUBLESHOOTING TIPS	
MESSAGE	DESCRIPTION
Label should not be entered for Program 0814M	Label is not included in the 0814M contract. Field must be blank.
Envelopes should not be entered for Program 0814M	Envelopes are not included in the 0814M contract. Field must be blank.
Stubs should not be entered for Program 0814M	Stubs are not included in the 0814M contract. Field must be blank.
Stubs Copies should not be entered for Program 0814M	Stub Copies is not included in the 0814M contract. Field must be blank.
Screw Posts should not be entered for Program 0814M	Screw Posts is not included in the 0814M contract. Field must be blank.
Posts Copies should not be entered for Program 0814M	Post Copies is not included in the 0814M contract. Field must be blank.
Tape Binding should not be entered for Program 0814M	Tape Binding is not included in the 0814M contract. Field must be blank.
Tape Bound Copies should not be entered for Program 0814M	Tape Bound Copies is not included in the 0814M contract. Field must be blank.
Fold-In must be less than or equal to the total number of Foldins.	Fold-Ins must be less than or equal to the total number of Foldins in the Fold-In Part.
Please enter foldins or leave Angle Cut and Foldin blank	Angle Cut requires Fold-ins. If no fold ins field must be blank.
When using Wrap Package you must also provide Wrap	Wrap is required when Wrap Package contains a numeric value.
When using Wrap you must also provide Wrap Package	Wrap Package is required when Wrap is checked. Enter the number of copies to be wrapped.
When using Wrap2 Package you must also provide Wrap2	Wrap2 is required when Wrap2 Package contains a numeric value.
When using Wrap2 you must also provide Wrap2 Package	Wrap2 Package is required when Wrap2 is checked. Enter the number of copies to be wrapped.
When using Band Package you must also provide Band	Band is required when Band Package contains a numeric value.
When using Band you must also provide Band Package	Band Package is required when Band is checked. Enter the number of copies to be banded.
When using Drill Runs you must also provide Drill	Drill is required when Drill Runs contains a numeric value.
When using Drill you must also provide Drill Runs	Drill Runs is required when Drill is checked.
When using Perf Leaves you must also provide Perforations	Perforation is required when Perf Leaves contains a numeric value.

**U.S. Government Printing Office
PICSWEB Instructions**

BOOK & PAMPHLET TROUBLESHOOTING TIPS	
MESSAGE	DESCRIPTION
When using Perforations you must also provide Perf Leaves	Perf Leaves is required when Perforations is checked.
When using Separator Sheets you must also provide Separators	Separators is required when Separator Sheets contains a numeric value.
When using Separators you must also provide Separator Sheets	Separator Sheets is required when Separators is checked.
When using Fold Copies you must also provide Fold	Fold is required when Fold Copies contains a numeric value.
When using Combs Copies you must also provide Combs	Plastic Combs is required when Plastic Comb Copies contains a numeric value.
Shipping Options	
You must use either Mail XX or ShipXX	Mail or Ship is required for each line entered. If Ship is selected a Regional Code is required. If Mail is selected do not enter a Regional Code. Refer to page 29 for a list of Regional Codes.
You must NOT enter a region when selecting Mail for row XX in Shipping Destinations	A Regional Code has been entered and Mail is selected. Delete the Regional Code or select Ship.
You can only use MailXX OR ShipXX. Not both	Mail and Ship are selected on one or more lines. Unselect one of the options.
You must enter a region when selecting Ship for row XX in Shipping Destinations	Region is required if Ship is selected. Enter a Regional Code or select Mail. Refer to page 29 for a list of Regional Codes.
Pallets must be blank if Mail is checked	Pallets apply to truck freight only. If Mail is checked leave Pallets blank.
Blank lines between rows are not allowed	There are one or more blank lines between entries in Shipping Options. Eliminate the blank line(s) by keying in data. Delete the duplicate entry.
Copies shipped greater than copies ordered	The sum of Copies field must equal Copies at the top of the form. Press the Browser's back button, correct the error and resubmit.

**U.S. Government Printing Office
PICSWEB Instructions**

BOOK & PAMPHLET TROUBLESHOOTING TIPS	
MESSAGE	DESCRIPTION
Copies shipped/mailed less than copies ordered	<p>The sum of Copies field must equal Copies at the top of the form. Press the Browser's back button, correct the error and resubmit.</p> <p>Be sure to review the Copies and Destination fields, 250 copies shipped to 2 destinations is a total of 500 copies.</p>
You must enter a valid value in Container Type XX	<p>For Mail, valid entries are: Bundle, Container, Individual mailing carton printed on spine, Individual mailing carton unprinted on spine, Single or multiple-copy envelope and Self mailer.</p> <p>For Ship, valid entries are: Container, Individual mailing carton printed on spine, and Individual mailing carton printed in container.</p> <p>An entry in this field is not required. The application will default to Container.</p>
Region XX must be between 1 and 12, inclusive	The value in the distribution line is invalid. Refer to page 29 for Regional Codes.

**U.S. Government Printing Office
PICSWEB Instructions**

Simplified Snapout Estimate

Part 1

Print Order:

- Required
- 5 numeric positions
- If you do not have a print order enter any 5-digit number

Sets:

- Required
- Maximum of 8 positions
- Enter the number of sets ordered

Category:

- Required
- Select from list
 - Category represents the trim size. Select Category 1 for 8 x 5", 8 x 5-1/4" or 8-1/2 x 5-1/2". The majority of orders in this category will be for 8-1/2 x 5-1/2". Select Category 2 for 8 x 10-1/2" or 8-1/2 x 11". The majority of orders in this category will be for 8-1/2 x 11"

No. of Parts:

- Required
- Numeric, 1 position
 - Maximum number of parts for Carbon Interleaved is 9
 - Maximum number of parts for Carbonless is 6

Carbon Interleaved:

- Required if Carbonless not selected

Carbonless:

- Required if Carbon Interleaved not selected

Part 1

The screenshot shows a web form titled "Simplified Snapouts" with a "Cost Estimation Disclaimer" link. The form contains several input fields: "Print Order" with the value "39999", "Category" with a dropdown menu showing "1", "Sets" with the value "1000", "No. Of Parts" with the value "2", "Carbon Interleaved" with a radio button, and "Carbonless" with a radio button. A "HELP" button is visible in the top right corner.

**U.S. Government Printing Office
PICSWEB Instructions**

Part 2 – Paper Specifications

Paper Type:

- Required
- Select from list
 - If Carbon Interleaved selected in Part 1, select paper from Carbon Interleaved Option only
 - If Carbonless selected in Part 1, select paper from Carbonless Options only
 - Number of papers selected must equal No. of Parts in Part 1
 - Use the TAB key to move to next field
 - Skipped lines between entries is not permitted

Number of Sides 1:

- Required if Number of Sides 2 not selected

Number of Sides 2:

- Required if Number of Sides 1 not selected

Part 2 – Paper Specifications

Paper Specifications		7 HELP
Paper Type	11 13-15 lb. White Chemical Transfer, CB	Number of Sides <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2
Paper Type	12 13-15 lb. Colored Chemical Transfer, CB	Number of Sides <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2
Paper Type	Select Paper	Number of Sides <input type="checkbox"/> 1 <input type="checkbox"/> 2
Paper Type	Select Paper	Number of Sides <input type="checkbox"/> 1 <input type="checkbox"/> 2
Paper Type	Select Paper	Number of Sides <input type="checkbox"/> 1 <input type="checkbox"/> 2
Paper Type	Select Paper	Number of Sides <input type="checkbox"/> 1 <input type="checkbox"/> 2
Paper Type	Select Paper	Number of Sides <input type="checkbox"/> 1 <input type="checkbox"/> 2
Paper Type	Select Paper	Number of Sides <input type="checkbox"/> 1 <input type="checkbox"/> 2
Paper Type	Select Paper	Number of Sides <input type="checkbox"/> 1 <input type="checkbox"/> 2

Part 3 – Changes

Major Changes:

- If applicable select from list

Minor Changes:

- If applicable select from list

Marginal Changes:

- If applicable select from list

Ink Changes:

- If applicable select from list

**U.S. Government Printing Office
PICSWEB Instructions**

Camera Copy Furnished Front and Back:

- Required
- Select option
 - Camera Back can be Yes only if any Side is equal to 2

Part 3 - Changes

Changes

Major Changes 2

Minor Changes 1

Marginal Changes 1

Ink Changes 1

Camera Copy Furnished: Front Yes No

Back Yes No

Part 4 – Additional Services

Drill or Punch:

- Optional

Number of Runs:

- Numeric
 - Required if Drill or Punch selected

Number:

- Numeric
- Optional

Band or Wrap:

- Optional
 - Required if Barcode Interior selected

Per Package:

- Optional
 - Required if Band or Wrap selected

Label:

- Optional

Barcode Carton:

- Optional

Barcode Interior:

- Optional
 - If selected Band or Wrap is required

U.S. Government Printing Office PICSWEB Instructions

Additional Perfs:

- Optional

Lines:

- Numeric, 1 through 3
 - Required if Additional Perfs selected

Number of Sets:

- Numeric, must be equal to or less than No. of Parts
- If blank and Additional Perfs selected defaults to No. of Parts

Parts:

- Numeric
 - Defaults to No. of Parts if blank and Additional Perfs selected

Padding:

- Optional

Per Pad:

- Numeric
 - Required if Padding is selected

Part 4 – Additional Services

Part 5 – Shipping Options

Mail:

- If selected Ship must be blank
 - Select Mail or Ship per line, not both
 - Use the TAB key to move to next field
 - Blank lines between entries is not permitted

Ship:

- If selected Mail must be blank
 - If selected Region is required

**U.S. Government Printing Office
PICSWEB Instructions**

Container Type:

- Select from list
 - Must be Envelope, Self Mailer, Bag or Container if Mailed
 - Must be Bundle or Container if Shipped
 - Defaults to Container if blank
 -

Sets:

- Numeric
 - If blank defaults to Sets in Part 1
 - If multiple mailings or shipments selected Sets must be entered with exception of last entry
 - Sum of all Sets must equal Sets in Part 1

Destination:

- Numeric
 - If multiple mailings or shipments selected Destination must be entered

Pallets:

- Applies to truck shipments
 - If Mail is selected leave blank

Region:

- Required if Ship is selected
 - If Mail is selected leave blank
 - Refer to page 29 for a list of Regional Codes

Part 5 – Shipping Options

Mail	Ship	Container Type	Sets	Destination	Pallets	Region
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Container Type	500	1	<input type="checkbox"/>	2
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Container Type	500	1	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Container Type			<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Container Type			<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Container Type			<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Container Type			<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Container Type			<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Container Type			<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Container Type			<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Container Type			<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Container Type			<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Container Type			<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Container Type			<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Container Type			<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Container Type			<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Container Type			<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Container Type			<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Container Type			<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Container Type			<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Container Type			<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Container Type			<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Container Type			<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Container Type			<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Container Type			<input type="checkbox"/>	

Submit Form Reset Form
Return To Top

Refer to page 53 to view the Simplified Snapout detailed estimate used in this example.

U.S. Government Printing Office PICSWEB Instructions

Simplified Snapouts

Estimate based on 2006 price data.

PRINT ORDER 9999 - RUN DATE: 05/22/05 RUN TIME: 09:48:20
 ORDER CRITERIA:
 SIMPLIFIED SNAPOUTS - PROGRAM 0349M
 1000 ORDERED 2 PARTS
 CATEGORY 1 CARBONLESS
 CAMERA COPY FURNISHED FRONT + CAMERA COPY FURNISHED BACK
 CHANGES:
 1 MARGINAL CHANGES
 1 MINOR CHANGES
 2 MAJOR CHANGES
 PAPER:
 SUB 13.5 - 17 WHITE CHEMICAL TRANSFER, C/B
 SUB 13.5 - 17 COLORED CHEMICAL TRANSFER, C/B
 NUMBER OF INKS: 01
 ADDITIONAL SERVICES:
 DRILL OR PUNCH
 NUMBER
 BAND OR WRAP
 LABEL
 BAR CODE CARTON
 BAR CODE INTER
 1 PART(S) PER SET WILL BE PERFORATED WITH 2 LINE(S)
 PAD 1000 SETS, 100 SETS PER PAD
 PACKING AND SEALING FOR DISTRIBUTION:
 # 1) UNPACKED WEIGHT PER DEST. IS 4.250 LBS.
 500 SETS MAILED IN
 5 KRAFT ENVELOPES
 (1 DESTINATION(S))
 # 2) UNPACKED WEIGHT PER DEST. IS 4.250 LBS.
 500 SETS MAILED IN
 5 KRAFT ENVELOPES
 (1 DESTINATION(S))
 0 BAR CODE LABELS REQUIRED FOR OUTER CARTONS

Contractor Name	State	Estimated Cost	Shipping Cost	Phone
PINNACLE SOLUTIONS	KA	\$309.25	\$5.00	620-724-8777
FORMS TECH, INC.	MO	\$364.44	\$4.50	573-471-3042
BELKNAP BUSINESS FO	NY	\$407.08	\$10.00	716-753-5303
PUMMILL BUSINESS FO	MI	\$442.09	\$15.00	800-748-0235
HAS PRINTING & GRAP	NY	\$502.30	\$10.00	716-676-3335
MPE BUSINESS FORMS,	IL	\$561.45	\$12.50	815-748-3676
MOORE NORTH AMERICA	PA	\$893.55	\$8.50	610-355-1036

Contractor Name	Production Amount	Paper Amount	Additional Amount	Total Amount
PINNACLE SOLUTIONS I	\$20.50	\$1.00	\$286.07	\$309.25
FORMS TECH, INC.	\$15.00	\$2.72	\$346.72	\$364.44
BELKNAP BUSINESS FOR	\$16.76	\$0.77	\$389.55	\$407.08
PUMMILL BUSINESS FOR	\$28.50	\$3.57	\$410.02	\$442.09
HAS PRINTING & GRAPH	\$14.25	\$3.00	\$485.05	\$502.30
MPE BUSINESS FORMS,	\$23.39	\$1.88	\$536.18	\$561.45
MOORE NORTH AMERICA,	\$34.63	\$0.19	\$858.73	\$893.55

**U.S. Government Printing Office
PICSWEB Instructions**

SIMPLIFIED SNAPOUT TROUBLESHOOTING TIPS	
MESSAGE	DESCRIPTION
Please enter Print Order	Print Order is a required field. If you do not have a print order number, enter any 5 numeric characters.
Please enter Sets	Sets is a required field. Enter to quantity of forms.
Please enter Category	Category represents the trim size. Select Category 1 for 8 x 5", 8 x 5-1/4" or 8-1/2 x 5-1/2". The majority of orders in this category will be for 8-1/2 x 5-1/2". Select Category 2 for 8 x 10-1/2" or 8-1/2 x 11". The majority of orders in this category will be for 8-1/2 x 11".
Please enter Number Of Parts	For carbon interleaved forms enter a value between 1 and 9. For carbonless enter a value between 1 and 6. Select a Paper Type for each part.
You must select either Carbon Interleaved or Carbonless	Select either Carbon Interleaved or Carbonless.
Paper Specifications	
You must select the number of sides for Paper Specification XX	Select 1 if the form prints face only and 2 if the form prints face and back.
You must select a Paper Id for Paper Specification XX	Enter a paper type for each part in the set. If the value of the Parts field is 2, select 2 papers and enter Number of Sides field for each.
Number of Parts for Carbonless forms is 2 through 6	Carbonless forms must have between 2 and 6 parts. Adjust the number of parts or select Carbon Interleaved.
For Carbonless forms you must select carbonless paper	Select a carbonless paper or select Carbon Interleaved.
You must select a Paper Id for Paper Specification XX.	Number of Sides was entered without selecting a Paper Type.
You must select at least one paper type	Enter a paper type for each part in the set. If the value of the Parts field is 2, select 2 papers and enter Number of Sides field for each.

**U.S. Government Printing Office
PICSWEB Instructions**

SIMPLIFIED SNAPOUT TROUBLESHOOTING TIPS	
MESSAGE	DESCRIPTION
You must not fill out lines for more than the Number of Parts	The number of Paper Types must equal the number of parts in a set. Delete the additional papers and uncheck Number of Sides for each deletion.
Changes	
Please enter Camera Front Please enter Camera Back	Required field, select either Camera Front or Camera Back
Camera Back can be Yes only if any Side is equal to 2	Number of Sides field is marked to print 1 side. Select Camera Front.
Additional Services	
When using Drill Or Punch Number Of Runs you must also provide Drill Or Punch	Select Drill or Punch or delete value from Number of Runs
When using Per Package you must also provide Band Or Wrap	Select Band or Wrap or delete value from Per Package
When using Additional Perfs you must also provide Lines	Lines is required if Additional Perfs is selected. Enter a value between 1 and 3 in lines or unselect Additional Perfs.
Lines can be no greater than 3	The maximum value for the Lines field is 3. Enter a value between 1 and 3.
Additional Perfs Lines must be 1, 2, or 3	The Lines field value must be between 1 and 3.
Parts must be less than or equal to Number of Sets	The value of the Parts field for Additional Services must be less than or equal to the No. of Parts field at top of form. If field is left blank defaults to No. of Parts field.
When using Padding you must also provide Per Pad	Per Pad is required if Padding is selected. Enter a value in Per Pad or unselect Padding.
Shipping Options	
You can only use MailX OR ShipX. Not both	Mail and Ship are selected on one or more lines. Unselect one of the options.
You must NOT enter a Region when selecting Mail for row X in Shipping Destinations	A Regional Code has been entered and Mail is selected. Delete the Regional Code or select Ship.
You must enter a region when selecting Ship for row X in Shipping Destinations	Region is required if Ship is selected. Enter a Regional Code or select Mail. Refer to page 29 for a list of Regional Codes.

**U.S. Government Printing Office
PICSWEB Instructions**

SIMPLIFIED SNAPOUT TROUBLESHOOTING TIPS	
MESSAGE	DESCRIPTION
You must select at least one Shipping Destination Option	Mail or Ship is required for each line entered. If Ship is selected a Regional Code is required. If Mail is selected do not enter a Regional Code. Refer to page 29 for a list of Regional Codes.
Blank lines between Shipping Destination entries are not allowed	There are one or more blank lines between entries in Shipping Options. Eliminate the blank line(s) by keying in data. Delete the duplicate entry.
You must enter a valid value in Sets 2	The total of Sets fields in Shipping Options is not equal to Sets ordered. Press the Browser's back button, correct the error and resubmit. Be sure to review the Sets and Destination fields, 250 copies shipped to 2 destinations is a total of 500 copies.
You must NOT check Pallet when selecting Mail for row X in Shipping Destinations	Pallets apply to truck freight only. If Mail is checked leave Pallets blank.
You must enter a valid value in Container Type X.	The option selected in Container Type field is not valid for shipping option selected. An entry in this field is not required. The application will default to Container.

**U.S. Government Printing Office
PICSWEB Instructions**

Cut Forms Estimate

The following example uses Program 0415M. Be sure to check the specifications for the Program you are using as specifications will vary.

Part 1

Print Order:

- Required
- 5 numeric positions
- If you do not have a print order enter any 5-digit number

Program Number:

- Required
- First 4 positions must be numeric
- Last position must be the letter M or S

Number of Parts:

- Required
- Select from list

Sets:

- Required
- Enter the total number of sets ordered

Width:

- Required
- Numeric, 3 decimal places
 - Enter 8 ½” as 08.500

Height:

- Required
- Numeric, 3 decimal places
 - Enter 11” as 11.000

Part 1

The screenshot shows a web form titled "Cut Forms" with a "Cost Estimation Disclaimer" link. The form contains several input fields: "Print Order" with the value "11111", "Program Number" with "0415m", "Number of Parts" with a dropdown menu showing "2", "Width" with "08.500", "Sets" with "10000", and "Height" with "11.000". A red "HELP" button is located in the top right corner of the form area.

**U.S. Government Printing Office
PICSWEB Instructions**

Part 2 – Paper Specifications

ID:

- Required
- Select from list
 - A Paper ID must be selected for each part
 - Left click ?Help for a list of papers included in the 0415M contract

Color:

- Required
- Select from list

Sides 1 and 2:

- Required
- Select applicable option

Second Color:

- Optional
- If applicable select option

Makeready:

- Not included in the 0415M specification, do not select

Address Imprint Changes:

- Not included in the 0415M specification, do not select

Part 2 – Paper Specifications

ID	Color	Sides	Second Color	Makeready
B Writing (16 lb)	White	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/>	<input type="checkbox"/>
B Writing (16 lb)	Color	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Select Paper Code		<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/>	<input type="checkbox"/>
Select Paper Code		<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/>	<input type="checkbox"/>
Select Paper Code		<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/>	<input type="checkbox"/>
Select Paper Code		<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/>	<input type="checkbox"/>
Select Paper Code		<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/>	<input type="checkbox"/>
Select Paper Code		<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/>	<input type="checkbox"/>
Select Paper Code		<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/>	<input type="checkbox"/>
Select Paper Code		<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/>	<input type="checkbox"/>
Select Paper Code		<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/>	<input type="checkbox"/>

Address Imprint Changes

Makeready requires carbonless paper

Part 3 – Photographic Requirements

Camera Copy:

- Optional
 - If selected Camera Copy Total Negatives is required
 - Some program requirements may not allow Camera Copy, Line, and Electronic Media on same estimate

**U.S. Government Printing Office
PICSWEB Instructions**

Camera Copy Total Negatives:

- Optional
- Numeric, maximum of 2 positions
 - If selected Camera Copy must be selected

Halftone:

- Not included in the 0415M specification, do not select

Total Square Inches:

- Not included in the 0415M specification, do not select

Proofs:

- Optional
 - If selected Number of Proofs is required

Number of Proofs:

- Optional, maximum of 2 positions
- Numeric
 - If selected Proofs must be selected

Line:

- Not included in the 0415M specification, do not select

Line Negatives:

- Not included in the 0415M specification, do not select

Electronic Media:

- Optional
 - If selected Total Negatives must be selected
 - Some program requirements may not allow Camera Copy, Line, and Electronic Media on same estimate

Total Negatives:

- Optional
- Numeric, values 1 through 99
 - Required if Electronic Media is selected

Stripin:

- Optional
 - Required if Strip-in Negatives entered

Stripin Negatives:

- Optional
- Maximum of 2 positions
 - If entered Stripin must be selected

**U.S. Government Printing Office
PICSWEB Instructions**

Timework:

- Optional
 - If selected Number of Hours is required

Hours:

- Optional
- Numeric, Maximum of 4 positions, third position must be a decimal
 - If Hours entered Timework must be selected

Part 3 – Photographic Operations



Photographic Requirements		HELP	
Camera Copy	<input type="checkbox"/>	Camera Copy Total Negatives	<input type="text"/>
Halftone	<input type="checkbox"/>	Total Square Inches	<input type="text"/>
Proofs	<input type="checkbox"/>	Number Of Proofs	<input type="text"/>
Line	<input type="checkbox"/>	Line Negatives	<input type="text"/>
Electronic Media	<input checked="" type="checkbox"/>	Total Negatives	<input type="text" value="2"/>
Stripin	<input type="checkbox"/>	Stripin Negatives	<input type="text"/>
Timework	<input checked="" type="checkbox"/>	Hours	<input type="text" value="025"/>

Part 4 – Additional Materials and Services

Collating:

- Optional
 - If selected Number of Proofs is required

Number of Sets:

- Optional
- Numeric, maximum of 8 positions
 - If Number of Sets entered Collating must be selected

Padding:

- Optional
 - If selected Sets Per Pad must be entered

Sets Per Pad:

- Optional
- Numeric, maximum of 4 positions
 - If entered Padding must be selected

Back:

- Optional
 - If Padding selected Back is required

NoBack:

- Not included in the 0415M specification, do not select

**U.S. Government Printing Office
PICSWEB Instructions**

Drilling:

- Optional
 - If Drilling selected Number of Runs is required
 - If Banding selected Drilling is not permitted

Drilling Number of Runs:

- Optional
- Numeric, maximum of 4 positions
 - If Drilling selected Drilling Number of Runs must be entered

Punching:

- Not included in the 0415M specification, do not select

Punching Number of Runs:

- Not included in the 0415M specification, do not select

Folding:

- Optional
 - If selected Folding Number of Sets must be entered

Folding Number of Sets:

- Optional
- Numeric, maximum of 8 positions
 - If Folding Number of Sets entered Folding is required

Perforations:

- Optional
 - If selected Perfs Number of Sets must be entered

Perfs Number of Sets:

- Optional
- Numeric, Maximum of 8 positions
 - If entered Perforations must be selected

Forms:

- Optional
- Numeric, cannot be greater than Number of Parts
 - Required if Perforations selected

Lines:

- Optional
- Numeric, value between 1 and 3
 - Required if Perforations selected

**U.S. Government Printing Office
PICSWEB Instructions**

Banding:

- Optional
 - If selected Per Band must be entered
 - If Banding selected Wrapping is not permitted

Per Band:

- Optional
- Numeric, maximum of 4 positions
 - If Banding selected Per Band must be entered

Wrapping:

- Optional
 - If selected Per Wrap must be entered
 - If Wrapping selected Banding is not permitted

Per Wrap:

- Optional
- Numeric, maximum of 4 positions
 - If Wrapping selected Per Wrap must be entered

Typesetting:

- Not included in the 0415M specification, do not select

Format:

- Optional
- Alpha, A, B or C
 - If entered Wrapping must be selected
 - If not entered defaults to maximum size of format

Bar Code Labels Package:

- Optional

Bar Code Label Carton:

- Optional

U.S. Government Printing Office PICSWEB Instructions

Part 4 – Additional Materials and Services

Collating <input checked="" type="checkbox"/>	Number Of Sets <input type="text" value="10000"/>
Padding <input checked="" type="checkbox"/>	Sets Per Pad <input type="text" value="25"/>
	Back <input checked="" type="checkbox"/>
	NoBack <input type="checkbox"/>
Drilling <input checked="" type="checkbox"/>	Drilling Number Of Runs <input type="text" value="1"/>
Punching <input type="checkbox"/>	Punching Number Of Runs <input type="text"/>
Folding <input checked="" type="checkbox"/>	Folding Number Of Sets <input type="text" value="10000"/>
Perforations <input checked="" type="checkbox"/>	Perfs Number Of Sets <input type="text" value="10000"/>
	Forms <input type="text" value="1"/>
	Lines <input type="text" value="1"/>
Banding <input type="checkbox"/>	Per Band <input type="text"/>
Wrapping <input checked="" type="checkbox"/>	Per Wrap <input type="text" value="100"/>
Typesetting <input type="checkbox"/>	Format <input type="text"/>
Bar Code Labels Package <input checked="" type="checkbox"/>	Bar Code Label Carton <input checked="" type="checkbox"/>

Part 5 – Shipping Options

Mail:

- If selected Ship must be blank
 - Select Mail or Ship per line, not both
 - Use the TAB key to move to next field
 - Blank lines between entries is not permitted

Ship:

- If selected Mail must be blank
 - If selected Region is required

Container Type:

- Defaults to Container if left blank

Sets:

- Numeric, maximum of 8 positions
 - Total of Sets fields for all Mail and Ship lines must equal Sets field in Part 1

Destination:

- Defaults to 1 if blank
 - If multiple mailings or shipments selected, destination must be entered
 - Quantity equals number of sets multiplied by number of destinations

Pallets:

- If Mail is selected Pallets are not permitted

U.S. Government Printing Office PICSWEB Instructions

Cut Forms

Estimate based on 2006 price data.

PRINT ORDER 11111 -- RUN DATE: 06/27/05, RUN TIME: 14:06:21

ORDER CRITERIA:

PROGRAM 0415-M

10000 SETS ORDERED, TRIM SIZE: 8.500 X 11.000 (FORMAT D)

7 FORM(S) PER SET

FORM 1 - 10000 SHEETS, 80,000 LBS. OF WHITE

WRITING (16 LB) PRINTED ON 1 SIDE 1 COLOR

FORM 2 - 10000 SHEETS, 80,000 LBS. OF COLORED

WRITING (16 LB) PRINTED ON 2 SIDES 2 COLORS

PHOTOGRAPHIC REQUIREMENTS:

2 TOTAL NEGATIVES PRODUCED FROM ELECTRONIC MEDIA

2.5 HOURS OF SYSTEM TIMEWORK

ADDITIONAL MATERIALS AND SERVICES:

COLLATE 2 FORM(S) INTO 10000 SETS

PAD 10000 SETS, 25 SETS PER PAD WITH BACKBOARDS

1 DRILLING RUNS FOR 10000 SETS

10000 SETS WILL BE FOLDED

10000 SETS WILL BE WRAPPED, 100 SETS PER WRAP

1 FORM(S) PER SET WILL BE PERFORMED WITH 1 LINE(S)

PACKING AND SEALING FOR DISTRIBUTION:

250 AGENCY-SUPPLIED LABELS ARE REQUIRED

1 UNPACKED WEIGHT PER DEST. IS 8,994 LBS.

500 SETS MAILED IN

1 14-LB CONTAINER(S)

(1 DESTINATION(S))

2 UNPACKED WEIGHT PER DEST. IS 170,887 LBS.

9500 SETS SHIPPED IN

4 45-LB CONTAINER(S) AND 1 BUNDLE (1 DESTINATION(S))

SHIPPED TO REGION 4

100 BAR CODE LABELS REQUIRED FOR INNER PACKAGES

8 BAR CODE LABELS REQUIRED FOR OUTER CARTONS

QUALITY LEVEL 3 UPCHARGE % APPLIED

Contractor Name	State	Estimated Cost	Phone
BOSWORTH PRINTING CO	MA	\$1,248.40	(781)341-2922
MCDONALD & EVDY PRIN	MD	\$1,891.70	(301)423-9900
GRAPHIC VISIONS ASSO	MD	\$2,366.01	(301)987-6695
LITHEXCEL/WBC	NM	\$2,404.34	(505)243-9990
G M C	PA	\$2,473.19	(215)958-1559
NPC INC.	PA	\$3,690.60	(610)239-8787
FORMS TECH, INC.	MO	\$4,341.51	(573)471-3042

Contractor Name	Printing Amount	Paper Amount	Photo Amount	Services Amount	FOB Amount	Premium Amount	Packaging Amount
BOSWORTH PRINTING CO	\$162.23	\$243.20	\$264.08	\$367.50	\$46.14	\$0.00	\$165.25
MCDONALD & EVDY PRIN	\$312.98	\$104.88	\$228.30	\$677.25	\$20.34	\$0.00	\$538.55
GRAPHIC VISIONS ASSO	\$322.50	\$320.00	\$266.75	\$704.00	\$41.01	\$0.00	\$730.75
LITHEXCEL/WBC	\$319.00	\$176.00	\$189.75	\$1,026.20	\$152.09	\$0.00	\$542.30
G M C	\$234.00	\$128.00	\$289.00	\$910.00	\$75.19	\$0.00	\$938.00
NPC INC.	\$381.15	\$92.00	\$170.50	\$468.27	\$34.18	\$0.00	\$2,534.40
FORMS TECH, INC.	\$188.65	\$88.00	\$107.25	\$134.20	\$27.26	\$0.00	\$3,796.15

**U.S. Government Printing Office
PICSWEB Instructions**

CUT FORMS TROUBLESHOOTING TIPS	
MESSAGE	DESCRIPTION
Please enter Print Order	Print Order is a required field. If you do not have a print order number, enter any 5 numeric characters.
Please enter Program	Program is a required field. First 4 characters must be numeric, last character must be the letter M or S. Enter 415M as 0415M.
Please enter Sets	Sets is a required field. Enter quantity of forms.
Please enter Width	Width is a required field and may not be blank.
Please enter Height	Height is a required field and may not be blank.
Number Of Parts is a required field	Select from dropdown list. Each part must be identified under Paper Specifications. If Number of Parts equal 2, 2 Papers must be selected.
Program xxxxM is not valid for Cut Forms	Cost estimating is not available for the program number. Refer to 26 for list of valid program numbers.
Width is not valid form dimension. The format must be NN.NNN	Example: 8 ½ should be entered as 08.500.
Height is not valid form dimension. The format must be NN.NNN	Example: 11 ½ should be entered as 11.500.
You must enter a valid value in Height	The dimension entered is not valid for program. Click the Help control to view valid dimensions.
You must enter a valid value in Width	The dimension entered is not valid for program. Click the Help control to view valid dimensions.
Paper Specifications	
You must select a color for Paper Specification XX.	Color is a required field, select from dropdown field.
You must select the number of sides for Paper Specification XX	Select 1 if form prints one side only and 2 if form prints on 2 sides.
Paper Id for Program 0415M cannot be XX	You have selected a paper that is not a part of the 0415M contract. Click the ?Help control, scroll to Paper Specifications and click the hyperlink Valid Paper Ids to view a list of valid papers.
Makeready is not valid for Program 0415M	Makeready is not included in the 0415M contract.

**U.S. Government Printing Office
PICSWEB Instructions**

CUT FORMS TROUBLESHOOTING TIPS	
MESSAGE	DESCRIPTION
Blank lines between rows are not allowed	Do not leave any blank lines between entries. Use the TAB key to move to the next field.
You can only use Sides 1 OR 2. Not both.	Clear the checkmark from Side 1 or Side 2.
Photographic Requirements	
Line is not a permitted field for Program 0415M	Line is not included in the 0415M contract.
Line Negatives is not a permitted field for Program 0415M	Line Negative is not included in the 0415M contract.
Halftone is not a permitted field for Program 0415M	Halftone is not included in the 0415M contract.
Total Square Inches is not a permitted field for Program 0415M	Total Square is not included in the 0415M contract.
Stripin is not a permitted field for Program 0415M	Stripin is not included in the 0415M contract.
Stripin Negatives is not a permitted field for Program 0415M	Stripin Negatives is not included in the 0415M contract.
When using Camera Copy Total Negatives you must also provide Camera Copy	Enter a checkmark in the Camera Copy field or delete the value in Camera copy Total Negatives field.
When using Camera Copy you must also provide Camera Copy Total Negatives	Enter a value in the Camera Copy Total Negatives field or delete the checkmark in Camera Copy field.
When using Number Of Proofs you must also provide Proofs	Enter a checkmark in the Proofs field or delete the value in Number of Proofs field.
When using Proofs you must also provide Number Of Proofs	Enter a value in the Number of Proofs field or delete the checkmark in Proofs field.
When using Total Negatives you must also provide Electronic Media	Enter a checkmark in the Electronic Media field or delete the value in Total Negatives field.
When using Electronic Media you must also provide Total Negatives	Enter a value not less than 1 or greater than 99 in the Total Negatives field or delete the checkmark in Electronic Media field.
When using Hours you must also provide Timework	Enter a checkmark in the Timework field or delete the value in Hours field.
When using Timework you must also provide Hours	Enter a value in the Hours field or delete the checkmark in Timework field.

**U.S. Government Printing Office
PICSWEB Instructions**

CUT FORMS TROUBLESHOOTING TIPS	
MESSAGE	DESCRIPTION
Hours is not valid format for Hours. The format must be 99.9 or 9.9	Field requires a maximum of 2 numeric characters to the left of decimal. (Example: 10.5, 9.5, 1.0)
Additional Materials and Services	
Typesetting is not a permitted field for Program 0415M	Typesetting is not included in the 0415M contract.
Noback is not a permitted field for Program 0415M	Noback is not included in the 0415M contract.
Punching is not a permitted field for Program 0415M	Punching is not included in the 0415M contract.
Punching Number Of Runs is not a permitted field for Program 0415M	Punching Number of Runs is not included in the 0415M contract.
You can only use Banding OR Wrapping. Not both	Delete the value from Banding of Wrapping.
You must enter a valid value in Collating	Enter a checkmark in the Collating field or delete the value in Number of Sets field.
When using Padding you must also provide Sets Per Pad	Enter a value in the Sets Per Pad field or delete the checkmark in Padding field
When using Padding You must then use either Back or Noback	Padding requires an entry in Back or Noback fields. For Program 0415M select Back only.
When using Sets Per Pad you must also provide Padding	Enter a checkmark in the Padding field or delete the value in Sets Per Pad field.
When using Drilling you must also provide Drilling Number Of Runs	Enter a value in the Drilling Number of Runs field or delete the checkmark in Drilling field.
When using Drilling Number Of Runs you must also provide Drilling	Enter a checkmark in the Drilling field or delete the value in Drilling Number of Runs field.
When using Folding you must also provide Folding Number of Sets	Enter a value in the Folding Number of Sets field or delete the checkmark in Folding field.
When using Folding Number of Sets you must also provide Folding	Enter a checkmark in the Folding field or delete the value in Folding Number of Sets field.
When using Perforations you must also provide Perfs Number Of Sets	Enter a value in the Perfs Number of Sets field or delete the checkmark in Perforations field.
When using Perfs Number Of Sets you must also provide Perforations	Enter a checkmark in the Perforations field or delete the value in Perfs Number of Sets field.

**U.S. Government Printing Office
PICSWEB Instructions**

CUT FORMS TROUBLESHOOTING TIPS	
MESSAGE	DESCRIPTION
When using Perforations you must also provide Forms	Required if Perforations selected. Cannot be greater than Number of Parts.
When using Perforations you must also provide Lines	Required if Perforations selected. Value must be between 1 and 3.
You must enter a valid value in Perforated Lines	The value of Lines field must be between 1 and 3.
When using Banding you must also provide Per Band	Enter a value in the Per Band field or delete the checkmark from Banding field.
When using Per Band you must also provide Banding	Enter a checkmark in the Banding field or delete the value in Per Band field.
You can only use Banding OR Wrapping. Not both	Delete the value in the Banding or Wrapping fields.
When using Wrapping you must also provide Per Wrap	Enter a value in the Per Wrap field or delete the checkmark in Wrapping field.
When using Per Wrap you must also provide Wrapping	Enter a checkmark in the Wrapping field or delete the value in Per Wrap field.
You must enter a valid value in Format	Enter A, B or C. If entered, Wrapping must be selected. If not specified, the application defaults to maximum size of format.
You must enter a valid value in Wrapping	Wrapping is required if Format field is A, B or C. Complete the Wrapping fields or delete the entry in Format field.
Shipping Options	
You must use either Mail XX or ShipXX	Mail or Ship must be checked for each distribution item.
You must NOT enter a region when selecting Mail for row XX in Shipping Destinations	Region is required if Ship is selected.
You can only use MailXX OR ShipXX. Not both	Delete the check mark in one of the fields.
You must enter a region when selecting Ship for row XX in Shipping Destinations	Region is a required field for each distribution line when Ship is checked. Region must be blank if Mail is selected. Refer to page 29 for Regional Codes.
Pallets must be blank if Mail is checked	Pallets apply to truck freight only. If Mail is checked leave Pallets blank.

**U.S. Government Printing Office
PICSWEB Instructions**

CUT FORMS TROUBLESHOOTING TIPS	
MESSAGE	DESCRIPTION
Blank lines between rows are not allowed	Do not leave any blank line between entries. Use the TAB key to move to the next field.
Sets shipped/mailed greater than Sets ordered	The sum of Sets field must equal Sets at the top of the form. Press the Browser's back button, correct the error and resubmit. Be sure to review the Sets and Destination fields, 250 copies shipped to 2 destinations is a total of 500 copies
Sets shipped/mailed less than Sets ordered	The sum of Sets field must equal Sets at the top of the form. Press the Browser's back button, correct the error and resubmit. Be sure to review the Sets and Destination fields, 250 copies shipped to 2 destinations is a total of 500 copies.
You must enter a valid value in Container Type XX	For Mail, valid entries are: Envelope, Self Mail, Bag or Container. For Ship, valid entries are: Bundle or Container An entry in this field is not required. It may be left blank. Application will default to Container if left blank.
Region XX must be between 1 and 12, inclusive	The value in the distribution line is invalid. Refer to page 29 for Regional Codes.
Labels Unfurnished is not a permitted field for Program 0415M	Labels Unfurnished is not included in the 0415M contract.
Accelerated Print Order is not a permitted field for Program 0415M	Accelerated Print Order is not included in the 0415M contract.

U.S. Government Printing Office
PICSWEB Instructions

SUBMIT/VIEW 907 NON-COMPLIANCE CHANGE REPORT

Submit 907 Non-Compliance-Change Report

Update access is required to submit or view a 907 Non-Compliance Change Report. If you require access to this function submit a new registration form. You may only submit a Non-Compliance Change Report for the specific BAC code(s) on your PICSWEB registration form.

KEY ENTRY FORM

The Key Entry form is divided into two parts, Normal Bids Only and Term Contracts Only. The search criterion for normal bids is Jacket Number or Agency Code/BAC and Requisition Number. Only one search criteria is acceptable per form.

Input Format

Jacket Number	6 numeric characters
Agency Code/BAC	6 numeric characters
First Requisition Number field	1 numeric character
Second Requisition Number field	5 numeric characters
Program Number	4 numeric characters followed by the letter M or S.
Print Order Number	5 numeric characters

Search by Jacket Number

Enter Jacket Number

Agency Code/BAC and Requisition Number fields must be blank

U.S. Government Printing Office PICSWEB Instructions

Search by Agency Code/BAC and Requisition Number

The screenshot shows the PICSWEB search interface. At the top, there is a navigation menu with links like 'PICSWEB Home', 'Log Off', 'PICSWEB Guide', 'Planning Schedules', 'Archived Jackets', 'Current Order Status', 'Quality Assurance', 'Contractor List by Program', 'Agency List by Program', and 'Contractor'. The main search area is titled 'Submit 907 Non-Compliance Change Report'. It features two search sections: 'Normal Bids Only' and 'Term Contracts Only'. In the 'Normal Bids Only' section, there are input fields for 'Jacket Number', 'Agency Code/BAC' (with '883001' entered), and 'Requisition Number' (with '55553' entered). There is an 'OR' option between the Jacket Number and Agency Code/BAC fields. Below these fields are 'Submit' and 'Reset' buttons. A 'Print Order Number' field is also present. Arrows point from the text below to the Agency Code/BAC and Requisition Number fields.

Enter Agency Code/BAC and Requisition Number

Jacket Number must be blank

Search for Program/Print Order

The screenshot shows the PICSWEB search interface, similar to the previous one. In this view, the 'Agency Code/BAC' and 'Requisition Number' fields are blank. The 'Program Number' field in the 'Term Contracts Only' section contains '99999'. The 'Print Order Number' field also contains '99999'. Arrows point from the text below to these two fields.

Enter Program Number and Print Order Number

Jacket and Agency Code/Requisition Number must be blank

DATA ENTRY FORM

The Data Entry Form for 907 Non-Compliance Change Report is divided into two parts. The first part is for reporting non-compliance by the contractor and the second part is for reporting schedule changes due to department being late. Always verify that the contract information displayed at the top of the form is correct. If not, press your Browser's **Back** button and enter the correct data on the Key Entry form. The report is not available for editing after submitting. If a change is required contact your Agency Publishing Specialist.

**U.S. Government Printing Office
PICSWEB Instructions**

Non-Compliance by Contractor:

- Left click in the **Non-Compliance by Contractor** field to insert a checkmark.
- Enter the date the shipment was due to arrive in the **Date Due** field.
- Enter the date the shipment was received in the **Date Received** field.
- Enter a maximum of 360 characters in the **Comment** field if applicable. Please initial and date any comment you enter.
- Click the **Submit** control.

The date due must be less than the current date. The Date Received must be greater than the date due. Clicking the Reset control will cancel all entries and display the Key Entry form.

Non-Compliance by Contractor

The screenshot shows the '907 Non-Compliance Change Report' form in the PICSWEB system. The form is titled '907 Non-Compliance Change Report' and includes a 'HELP' button. It contains several fields and checkboxes:

- Contract Information:** Jacket Number (491083), Agency Code (483001), Requisition Number (2-999999), Program Number (9999M), Print Order (99999), Contractor Code (31011033), and Contractor Name (BELKNAP BUSINESS FORMS).
- Non-Compliance by Contractor:** A section with a radio button and two date fields: 'Date Due' (12/09/04) and 'Date Received' (12/09/04).
- OR:** A section with two checkboxes: 'Schedule Change Due to Department Being Late' and 'With Furnished Material'.
- With Proofs:** A checkbox.
- Number of Work Days Department Late:** A text input field.
- Comments:** A large text area for entering comments.
- Agency Contact:** A text input field.
- Contact Phone:** A text input field.
- Buttons:** 'Submit' and 'Reset' buttons.

Annotations with arrows point to specific parts of the form:

- An arrow points to the contract information fields with the text: "Verify contract information".
- An arrow points to the 'Date Due' and 'Date Received' fields with the text: "Complete this part of the form for non-compliance by contractor".
- An arrow points to the 'Comments' field with the text: "Do not enter data in this part of the form."

Schedule Change Due to Department Being Late:

- Left click in the **Schedule Change Due to Department Being Late** field to insert a checkmark.
- Left click in *either* the **With Furnished Material** field *or* **With Proofs** field to insert a checkmark. You may not submit both With Furnished Material and With Proofs on the same form.
- Enter the number of days late in the **Number of Work Days Department Late** field.
- Enter a maximum of 360 characters in the **Comment** field if applicable. Please initial and date any comment you enter.
- Click the **Submit** control.

U.S. Government Printing Office PICSWEB Instructions

Verify contract information

Do not enter data in this part of form

Complete this part of the form for schedule change

View Non-Compliance Change Report

The Key Entry form is the same as Submit 907 Non-Compliance Change Report, refer to page 71 for instructions.

You may only view a Non-Compliance Change Report for the specific BAC code(s) on your PICSWEB registration form.

View 907 Non-Compliance Change Report

U.S. Government Printing Office PICSWEB Instructions

907 Non-Compliance Change Report Record

PICSWEB Home

- Log Off
- PIC-SWEB Guide
- Planning Schedules
- Archived Jackets
- Current Order Status
- Quality Assurance
- Contractor List by Program
- Agency List by Program
- Contractor List
- Books & Pamphlets
- Cut Forms
- Marginally Purchased
- Simplified

View 907 Non Compliance Report

AGENCY CODE/BAC: 441018 DATE ENTERED: 12/11/03
JACKET: 302369 REQUISITION NUMBER: 4-01122
PROGRAM: PRINT ORDER:
CONTRACTOR CODE: 19030942 CONTRACTOR NAME :EV SERVICES

NON-COMPLIANCE BY CONTRACTOR: DUE DATE: DATE RECEIVED:
SCHEDULE CHANGE DUE TO DEPARTMENT BEING LATE:
WITH FURNISHED MATERIAL: WITH PROOFS: NUMBER OF WORK DAYS LATE:
ADDITIONAL COMMENTS: AT PSI, JOB PLACED ON HOLD PENDING RELEASE OF PHOTOS - SARAHATOM LOUDON/SNW. JOB ON HOLD EFFECTIVE 12/11/03.

AGENCY CONTACT: SHELLEY WELCHER TELEPHONE NUMBER: 2-0341

AGENCY CODE/BAC: 441018 DATE ENTERED: 01/07/04
JACKET: 302369 REQUISITION NUMBER: 4-01122
PROGRAM: PRINT ORDER:
CONTRACTOR CODE: 19030942 CONTRACTOR NAME :EV SERVICES

NON-COMPLIANCE BY CONTRACTOR: DUE DATE: DATE RECEIVED:
SCHEDULE CHANGE DUE TO DEPARTMENT BEING LATE:
WITH FURNISHED MATERIAL: WITH PROOFS: NUMBER OF WORK DAYS LATE:
ADDITIONAL COMMENTS: JOB OFF HOLD EFFECTIVE 12/23/04. CONTRACTOR RECD OK TO RELEASE. MOD TO FOLLOW FOR TIME AND MONEY.

AGENCY CONTACT: SHELLEY WELCHER TELEPHONE NUMBER: 2-0341

**U.S. Government Printing Office
PICSWEB Instructions**

CHAPTER NOTES:

Update access is required to submit or view a 907 Non-Compliance Change Report. If you require access to this function submit a new registration form. You may only submit a Non-Compliance Change Report for the specific BAC code(s) on your PICSWEB registration form.

The Key Entry form is divided into two parts, Normal Bids Only and Term Contracts Only. The search criterion for normal bids is Jacket Number or Agency Code/BAC and Requisition Number. Only one search criteria is acceptable per form. Search criteria for Term Contract Only is Program Number and Print Order Number

Input Format

Jacket Number	6 numeric characters
Agency Code/BAC	6 numeric characters
First Requisition Number field	1 numeric character
Second Requisition Number field	5 numeric characters
Program Number	4 numeric characters followed by the letter M or S.
Print Order Number	5 numeric characters

The Data Entry form is divided into two parts, Non-Compliance by Contractor and Schedule Change Due to Department Being Late. You may not report both items on the same form.

The form is not available for editing after it is submitted. If a change is required contact your Agency Publishing Specialist.

Refer to page 77 for troubleshooting tips on the Key Entry Form and page C for troubleshooting tips for the Data Entry Form. If you are unable to resolve any issue, email picsweb@gpo.gov and provide a brief explanation of the problem you are experiencing. The PICSWEB Support Team will contact you to provide assistance.

**U.S. Government Printing Office
PICSWEB Instructions**

SUBMIT/VIEW 907 NON-COMPLIANCE CHANGE REPORT TROUBLESHOOTING TIPS	
MESSAGE	DESCRIPTION
User is not authorized to add or inquire upon this record	Update access for the BAC on the record is required to submit or view a 907 Non-Compliance Change Report. Submit a new PICSWEB registration requesting update access to the required BAC.
You must fill out information under either Normal Bids or Term Contracts	One entry is permitted per form in Normal Bid Entry or Term Contracts Only. For Normal Bid, enter either a Jacket Number or Agency Code/BAC and Requisition. For Term Contracts Only enter both the Program Number and Print Order Number.
This Jacket Number is not on file	No records match the Jacket Number entered. Jacket Numbers must be 6 numeric characters; use leading zeros.
When using Agency Code you must also provide requisition Number Key	The Requisition Number is required when the Agency Code is entered.
When using Requisition Number Key you must also provide Agency Code	The Agency Code is required when the Requisition Number is entered
If you use Jacket Number then you can not use Agency Code, Requisition Number, Program Number or Print Order Number	Permitted entries are Jacket Number, Agency Code and Requisition Number or Program Number and Print Order Number. Enter one of the above options.
Requisition not on file	Verify the Agency Code/BAC field entry is 6 numeric characters. If entry is correct contact your Agency Publishing Specialist.
Requisition Number Key must be 7 characters long including the hyphen. X-XXXXX	Enter 1 numeric character in the first Requisition Number field and 5 numeric characters in the second Requisition Number field. Do not enter the hyphen.
When using Print Order Key you must also provide Program Number Key	Program Number is required when a Print Order Number is entered.
When using Program Number Key you must also provide Print Order Number Key	Print Order Number is required when a Program Number is entered.
Invalid Program Number. It must have 4 digits and the last character must be the letter M or S	If the Program Number is less than 4 numeric characters, enter leading zeros (Example 0099M, 0009M)

**U.S. Government Printing Office
PICSWEB Instructions**

SUBMIT/VIEW 907 NON-COMPLIANCE CHANGE REPORT TROUBLESHOOTING TIPS	
MESSAGE	DESCRIPTION
You must use either Non-Compliance or Department Late.	The form is divided into 2 parts, Non-Compliance by Contractor and Schedule Change Due to Department Being Late. Only one part of the form may be completed.
Please enter Agency Contact	Agency Contact is a required field. Enter the name of contact person in your agency.
Please enter Contact Telephone Number	Contact Telephone Number is a required field. Enter the telephone number of the Agency Contact.
Date Due must be less than today's date	The date must be less than the current date. Verify your entry.
When using Non-Compliance you must also provide Date Received	Date Received is a required field. Enter the date the order was received.
Date Received must be greater than Due Date	Date Received date must be greater than Date Due. Verify your entry.
Date Received must be equal to or less than today's date	Verify entry in Date Received field.
You can only use With Furnished Materials OR With Proofs. Not both	Delete the checkmark from Furnished Materials or With Proofs. Only one item may be reported per form.
When using Department Late you must also provide Number Days Department Late	Enter the number of days late.

**U.S. Government Printing Office
PICSWEB Instructions**

SUBMIT/EDIT/VIEW 2511

Submit 2511

Update access is required to submit direct deal 2511's. If you require access to this function submit a new registration form. You may only submit a 2511 for the specific BAC code(s) on your PICSWEB registration form. Print Orders may be submitted through PICSWEB for Direct Deal contracts only.

Adobe Acrobat Reader is required to view and print the 2511. To save the 2511 to your local drive Approval or Adobe Acrobat is required.

If Riders are applicable to your contract, you must adhere to the Memorandum forwarded to your agency by GPO.

You may not delete a print order that has been entered into GPO's PICSWEB application. Contact your Agency Publishing Specialist for assistance.

The 2511 is available for editing the first 24 hours following submission and the time is calculated on the Print Order Place Date field. Notify your Agency Publishing Specialist for assistance after this timeframe. Extreme caution is recommended in all edits as they may affect the contract.

You are required to forward a paper copy of all electronically submitted 2511's to GPO.

PICSWEB highlights invalid entries in red and displays a message at the top of the form. Additional messages may display on other forms. Refer to page 90 for troubleshooting tips.

ORDER DETAILS:

Jacket Number:

- Required
- Numeric, 6 positions
 - A new jacket number is assigned the beginning of each fiscal year. Refer to the Agency List by Program for the jacket(s) applicable to the contract.

Program Number:

- Required
- The first 4 characters must be numeric, enter leading zeros. The last character must be the letter M or S.

Print Order:

- Required

**U.S. Government Printing Office
PICSWEB Instructions**

- Numeric, 5 positions
 - The GPO assigned print order number range was forward on the transmittal letter to your agency.
 - Each print order placed must be numbered consecutively.

Requisition Number:

- Required
- Numeric\Alpha, maximum of 17 characters. The first position is the fiscal year indicator (last digit of fiscal year), the second position must be a hyphen. Positions 3 through 7 must be numeric.
 - When using a credit card replace the Requisition Number with CREDIT CARD.

Print Order Place Date:

- Required
- Format = MMDDYY.
- Enter the date the print order is placed against contract.
 - A future date may be entered to allow time for print order processing.

Quantity:

- Required
- Numeric, maximum of 12 numeric characters, no commas.
 - You are required to refer to the Customer Service memo to determine whether rider quantities should be included.

Product Code:

- Required
- Numeric
 - Refer to page 93 for a list of Product Codes.

Quality Level:

- Required
- Numeric, 1 through 5 or N for None.
 - Refer to page 93 for a brief description of each quality level.

Amount:

- Required
- Numeric, maximum of 12 numeric positions, 2 decimal places required.

Riders:

- Required
 - Refer to the Memorandum forwarded to your agency from GPO Customer Service.
 - Enter Rider information in the Shipping Instructions.

**U.S. Government Printing Office
PICSWEB Instructions**

Pages:

- Required
- Numeric, maximum of 12 numeric positions, must be an even number.
- The number of pages, including blank pages, for one copy of product produced.

JCP Number:

- Required
- Maximum of 4 alpha/numeric positions.
 - Refer to the Contract List by Program for JCP codes applicable to the contract.

Purchase Order:

- Required
- Central Office contracts, 5 numeric characters.
- Regional /Satellite offices, an alpha followed by 4 numeric characters.
 - Refer to the Contractor List by Program for purchase order numbers applicable to the contract.

Contractor Code:

- Required
- Numeric, 8 positions
 - Refer to the Contractor List by Program for list of contractors applicable to the contract.

Material to Contractor Date:

- Required
- Format = MMDDYY

First Partial Ship Date, Second Partial Ship Date, Third Partial Ship Date

- Optional
- Format = MMDDYY

Complete Ship Date:

- Required
- Format = MMDDYY

Delivery Date Indicator:

- Optional
- Enter a check mark if Complete Ship Date entry is the required delivery date.
 - Reflects actual delivery date(s) rather than ship date(s).

Trim Size:

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- Optional
- Maximum of 16 characters
 - Enter the finished product trim size with horizontal printing dimension first.

Title:

- Required
- Maximum of 32 characters per line.
- Enter the complete title of product.

Appropriations:

- Optional
- Format: Maximum of 16 characters.
- If applicable, enter the appropriation symbol number, expenditure account, allotment, object classification, bureau control number, etc.

Composition:

- Optional
- If applicable place checkmark in box.

Order Details

The screenshot shows the 'Order Details' form with the following fields and values:

Jacket Number	311490	Program Number	9999m
Print Order	12345	Requisition Number	5-00421
Print Order Placed Date	061005 <small>readonly</small>	Quantity	1000
Product Code	05 Lookup Product Code	Quality Level	3
Amount	100.00	Pages	12
Rides	<input type="radio"/> Yes <input checked="" type="radio"/> No <small>(See Customer Service Memorandum)</small>	Purchase Order	99999
JCP Number	n00 Lookup JCP Code	Delivery Date Indicator	<input checked="" type="checkbox"/>
Contractor Code	19099995	Title	PICSWEB Print Order Example
Material To Contractor Date	061305 <small>readonly</small>	Composition:	Phototype <input type="checkbox"/> Cold Type <input type="checkbox"/> Hot Metal <input type="checkbox"/>
First Partial Ship Date	<small>readonly</small>		
Second Partial Ship Date	<small>readonly</small>		
Third Partial Ship Date	<small>readonly</small>		
Complete Ship Date	071505 <small>readonly</small>		
Trim Size	6 1/2 x 11		
Appropriation			

MATERIAL FURNISHED:

All fields in the Material Furnished section are optional.

Materials:

- Specify the type and number of pieces of material furnished to the contractor.
- Up to 5 positions each for Manuscript, Halftones, Line Illustration, Camera Copy, Negatives and Binders.
- Enter other material in the Other field, maximum 26 positions.

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PICSWEB Instructions**

Proofs:

- Specify the type (Galley, Page, and Blues) and number of sets of proofs in accordance with contract specifications, up to 4 positions.
- Enter the date (MMDDYY) proofs are due to the Government, number of workdays proofs will be held by the Government and the date proofs will be returned to the contractor.

Ink:

- Enter the color(s) of ink required for text and cover.
 - When possible give commercial manufacturer's numbers to be matched (e.g. PMS 286). Check the appropriate check boxes indicating cover(s) printing.

In the following example 13 pieces of Camera Copy is furnished; 1 set of blues is due on June 27, 2005, proofs will be held 3 days and returned on June 30, 2005. The text ink is black and covers 1 and 4 print in blue (PMS286) ink.

Material Furnished

Proofs	Sets	Due	Hold	Return
Galley				
Page				
Blues	1	062705	3	063005

FOLDINS/FORMS:

- Indicate the number of foldins/forms printing face only and/or face and back.
- If applicable, indicate the number of negatives and stripins required.

In the following example one Foldin is required. Negatives and Stripins fields are blank because Camera Copy is provided.

Foldins/Forms

FOUR COLOR:

- The number of text pages and covers printing in four-color process.

Four Color

U.S. Government Printing Office PICSWEB Instructions

STOCK:

- Enter description of paper stock. Include weight, color and type of paper.
- Specified paper must be included in contract.
 - See Contractor List by Program for valid papers.

Stock

Stock Text: A60
Stock Cover: L20
Stock Foldin: A60

WHITE OFFSET
VELLUM-FINISH
WHITE OFFSET

BINDING:

- Select the appropriate binding type.
 - 1 ULC = 1 stitch in upper left corner
 - Side = 1 or 2 stitches.

Binding

1 ULC Saddle Sides Perfect Saw

Trim 4 Pair Fold Adhesive Strip

Other:

DRILLING:

- Specify the number of holes drilled, diameter of hole, center to center, distance between holes, and distance from centerline common to all of the holes to the closest edge of the sheet.

Drilling

Number Of Holes: 3
Hole Size: 3/8
Hole Side: Left
Center To Center: 4 1/4
Position: 3/8
Edge: Left

PADS:

- Numeric, maximum of 4 positions
- Specify the number of sheets/sets per pad and the side to be padded.
- If applicable, select Band or Shrink Wrap.
 - If Shrink Wrap is selected, an entry In Units Of field is required.

PACKING:

- Specify the number of copies per shipping container.
 - If a specific number is not required leave blank.
- Select Pallet Required and Return Negatives, if applicable.

Packing

Number Per Container: Subtable
Pallet Required Return Negatives

**U.S. Government Printing Office
PICSWEB Instructions**

EDIT 2511

Update access is required to edit and view direct deal 2511's. If you require access to this function submit a new registration form. You may only edit and view a 2511 for the specific BAC code(s) on your PICSWEB registration form.

Adobe Acrobat Reader is required to view and print the 2511. To save the 2511 to your local drive Approval or Adobe Acrobat is required. Refer to page 88 for additional information.

If Riders are applicable to your contract, you must adhere to the Memorandum forwarded to your agency by GPO.

You may not delete a print order that has been entered into GPO's PICSWEB application. Contact your Agency Publishing Specialist for assistance.

The 2511 is available for editing the first 24 hours following submission and is calculated on the Print Order Place Date field. Notify your Agency Publishing Specialist for assistance after this timeframe. Extreme caution is recommended in all edits as they may affect the contract.

You are required to forward a paper copy of all electronically submitted 2511's to GPO.

Edit 2511 Key Entry Form:

Program Number:

- Required
- Enter Program Number

Print Order Number:

- Required
- Enter Print Order Number
- Left click **Submit**

Edit 2511 and View 2511 Key Entry form



The screenshot shows a web form titled "Edit 2511". It contains two input fields: "Program Number" with the value "9999m" and "Print Order" with the value "12345". Below these fields is a "Submit" button. A "HELP" link is visible in the top right corner of the form area.

**U.S. Government Printing Office
PICSWEB Instructions**

The following fields may not be edited:

Jacket Number	JCP Code
Program Number	Purchase Order
Print Order	Contractor Code
Requisition Number	Delivery Date Indicator

Edit the 2511 as required and left click **Submit**.

PICSWEB highlights invalid entries in red and displays a message at the top of the form. Additional messages may display on other forms. Refer to page 90 for troubleshooting tips.

If you are unable to resolve any issue, email picsweb@gpo.gov and provide a brief explanation of the problem you are experiencing. The PICSWEB Support Team will contact you to provide assistance.

VIEW 2511

View 2511 Key Entry Form:

Program Number:

- Required
- Enter Program Number

Print Order Number:

- Required
- Enter Print Order Number
- Left click **Submit**

Edit 2511 and View 2511 Key Entry form



The screenshot shows a web form titled "Edit 2511" with a "HELP" button in the top right corner. The form contains two input fields: "Program Number" with the value "9999m" and "Print Order" with the value "12346". Below these fields is a "Submit" button.

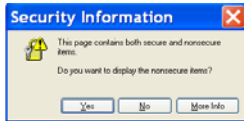
If you are unable to resolve any issue, email picsweb@gpo.gov and provide a brief explanation of the problem you are experiencing. The PICSWEB Support Team will contact you to provide assistance.

U.S. Government Printing Office PICSWEB Instructions

PRINTING 2511:

Left click the **Submit** control. The completed 2511 will display as a PDF file.

Depending on your Browser's settings you may receive the following message, be sure to select **YES** to print all data.



Go to File\Print or use the print icon on the menu bar.

RETURN TO SUBMIT 2511 FORM:

Left click your Browser's **Back** button. Depending on your Browser's settings it may be necessary to left click the down arrow on the Back control. Left click the second item in the list.

SAVE 2511 TO LOCAL DRIVE:

Approval or Adobe Acrobat is required to save the 2511 to your local drive. It is not possible to save PDF files with Adobe Reader.

Left click on File\Save. Name the document and left click Save.

**U.S. Government Printing Office
PICSWEB Instructions**

CHAPTER NOTES:

Update access is required to submit or edit direct deal 2511's. If you require access to this function submit a new registration form. You may only submit and edit a 2511 for the specific BAC code(s) on your PICSWEB registration form.

Adobe Acrobat Reader is required to view and print the 2511. Approval or Acrobat is required to save the 2511 to your local drive.

If Riders are applicable to your contract, you must adhere to the Memorandum forwarded to your agency by GPO.

You may not delete a print order that has been entered into GPO's PICSWEB application. Contact your Agency Publishing Specialist for assistance.

The 2511 is available for editing the first 24 hours following submission. Notify your Agency Publishing Specialist for assistance after this timeframe. Extreme caution is recommended in all edits as they may affect the contract.

You are required to forward a paper copy of all electronically submitted 2511's to GPO.

If Riders are applicable to your contract, you must adhere to the Memorandum forwarded to your agency by GPO Customer Service.

Data entered in an incorrect format will display a message at the top of the form and associated field are highlighted in red. Additional messages may display on a separate form. Refer to page 90 for troubleshooting tips.

If you are unable to resolve any issue, email picsweb@gpo.gov and provide a brief explanation of the problem you are experiencing. The PICSWEB Support Team will contact you to provide assistance.

**U.S. Government Printing Office
PICSWEB Instructions**

SUBMIT/EDIT/VIEW 2511 TROUBLESHOOTING TIPS	
MESSAGE	DESCRIPTION
User is not authorized to update this record	The record you are attempting to enter has a BAC not listed on your registration form or you do not have Update access to PICSWEB. Submit a new registration form adding applicable BAC codes and select appropriate Update access.
Please enter Jacket Number	Format = 999999. A new jacket number will be assigned the beginning of each fiscal year. (If necessary, refer to the Agency List by Program for the jacket(s) applicable to the contract.)
The Jacket Number field can not be edited. Contact your Customer Service Representative.	Jacket Number is a required field and may not be edited. Contact you Agency Publishing Specialist if you require assistance.
Please enter Program Number	Program Number is a required field. First 4 characters must be numeric, last character must be the letter M or S.
The Program Number field can not be edited. Contact your Customer Service Representative	Program Number is a required field and may not be edited. Contact your Agency Publishing Specialist if you require assistance.
Please enter Print Order	Print Order is a required field and may not be edited. Contact your Agency Publishing Specialist if you require assistance. The GPO assigned print order number range for your agency was forwarded on the transmittal letter to your agency. Each print order placed must be numbered consecutively.
Please enter Print Order Placed Date	Format = MMDDYY. Date print order placed against contract. (To allow time for print order processing and pick-up, a future date may be entered.)
The Program Number field can not be edited. Contact your Customer Service Representative	Print Order is a required field and may not be edited. Contact you Agency Publishing Specialist if your require assistance.

**U.S. Government Printing Office
PICSWEB Instructions**

SUBMIT/EDIT/VIEW 2511 TROUBLESHOOTING TIPS	
MESSAGE	DESCRIPTION
Please enter Quantity	Required, numeric. No commas. (You are required to refer to the Customer Service memorandum to determine whether rider quantities, if any, should be included.)
Please enter Requisition Number	Numeric and alpha. If charges applied to credit card, enter CREDIT CARD. If not credit card, first position is the fiscal year indicator (last digit of fiscal year), second position must be a hyphen, and positions 3 through 7 must be numeric.
Requisition Number must be either a number (i.e. 1-34567) or CREDIT CARD	The Requisition Number is not formatted correctly. See Please enter Requisition Number.
The Requisition Number field can not be edited. Contact your Customer Service Representative	Requisition Number is a required field and may not be edited. Contact your Agency Publishing Specialist if you require assistance.
Please enter Quality Level	Numeric, 1 through 5 or N for none.
Please enter Amount	Numeric, format = 999999999.99, 2 decimal places are required.
Please enter Product Code	Refer to page 93 for a complete list of Product Codes.
Please enter Contractor Code	Numeric. First 3 digits represent the state code and the last 5 are the contractor's number. (If necessary, refer to the Contractor List by Program for list of contractor applicable to the contract.)
Please enter Riders	Refer to the Memorandum forwarded to your agency from GPO Customer Service. Select Yes or No.
Please enter Pages	Numeric. The number of pages, including blank pages, for one copy of product produced. Must be an even number.
Please enter JCP Number	Numeric and alpha. Must be applicable to contract. (If necessary, refer to the Contractor List by Program for JCP codes applicable to the contract.)

**U.S. Government Printing Office
PICSWEB Instructions**

SUBMIT/EDIT/VIEW 2511 TROUBLESHOOTING TIPS	
MESSAGE	DESCRIPTION
Please enter Purchase Order	For Central Office contracts, all numeric. For Regional/Satellite offices, an alpha followed by 4 numbers. (If necessary, refer to the Contractor List by Program for purchase order numbers applicable to the contract.)
Please enter Complete Ship Date	Format = MMDDYY
Please enter Title	Enter the complete title of product, maximum of 32 characters per line.
The Delivery Date Indicator can not be edited. Contact your Customer Service Representative	Delivery Date Indicator field may not be edited. Contact your Agency Publishing Specialist if you require assistance.
Please enter Name	Name of authorized person submitting print order.
Please enter Telephone	Telephone number of authorized person submitting print order.

**U.S. Government Printing Office
PICSWEB Instructions**

Product Codes

01	Addressing and mailing	27	Forms
02	Bags	28	Forms, carbon overlaid
03	Binders, loose-leaf	29	Forms, continuous strip
04	Binding	30	Forms, marginally punched continuous
05	Blueprint	31	Kit folder
06	Books	32	Labels/stickers/silk screening
07	Boxes (printed)	33	Laminated products
08	Calculators	34	Ledger books
09	Color Separations	35	Maps
10	Comic books	36	Matchbooks
11	Composition (coldtype)	37	Microfilm/microfiche
12	Composition (foreign)	38	Pamphlets
13	Composition (hot metal)	39	Plastics
14	Composition (photocomp)	40	Plats, mats, photoengravings
15	Copying	41	Posters
16	Coupon books/tickets	42	Sales books
17	Decals	43	Signs
18	Die cutting	44	Snapouts
19	Duplicating	45	Stencils
20	Duplicating masters	46	Tabulating cards
21	Embossing	47	Tags
22	Engraving	48	Thermography
23	Envelopes	49	Tracing paper
24	File dividers/index tabs	50	Word processing
25	File folders and jackets	51	Newspapers
26	Flight strips	52	Other

QUALITY LEVELS

LEVEL	DESCRIPTION
1	Best quality, highest quality, tightest tolerances (most expensive)
2	Better quality, prestige quality, library quality
3	Good quality, above average quality
4	Basic quality, informational quality, utility quality
5	Functional quality, lowest usable quality, greatest tolerances (least expensive)

See QATAP Contract Terms (GPO Pub. 310.1) for additional information on Quality Levels.

**U.S. Government Printing Office
PICSWEB Instructions**

JCP PAPER CODES

JCP CODE	DESCRIPTION
Printing Paper	
A10	Newsprint
A25	Heat-Set Web Offset Machine-Finish Book
A50	Machine-Finish Book End
A60	Offset Book
A61	No. 1 Offset Book, Smooth-Finish
A63	Offset Book, Colored
A65	Light-Weight Uncoated Groundwood Paper
A70	100 pct Recycled Offset Book
A72	Flexural Offset Book
A75	Light-Weight Offset Book (Bible Paper)
A80	Opacified Offset Book
A90	Vellum-Finish Book, White and Colored
A91	Smooth and Fancy-Finish Text, White and Colored
A95	Hi-Bulk Offset (Return Mailer)
A100	Antique Book
A110	50 pct Antique Book
A120	50 pct Laid-Antique Book
A150	Uncoated Vegetable-Fiber Book
A170	Litho (Gloss) Coated Book
A175	(Publication Grade) Gloss Coated Book
A180	Litho (Gloss) Coated Book
A181	No. 1 Coated Text, Gloss-Finish
A182	No. 2 Coated Text, Gloss-Finish
A205	Litho (Gloss) Coated Book
A220	Water-Resistant (Text) Book
A230	High Yield Coated Opaque Offset
A235	(Publication Grade) Matte Coated Book
A240	Matte Coated Offset Book
A250	Laid-Finish Book, White and Colored
A260	Dull Coated Offset Book
A261	No. 1 Coated Text, Dull-Finish
A262	No. 2 Coated Text, Dull-Finish
A270	Uncoated Permanent Book, White and Cream-White (Archival Quality)
Writing Paper	
D10	Writing, White and Colored
D11	Smooth and Fancy-Finish Writing Bond, White and Colored
D50	100 pct Fine Writing
Map Paper	
E10	50 pct Map, Lithographic-Finish

**U.S. Government Printing Office
PICSWEB Instructions**

JCP CODE	DESCRIPTION
E20	High Wet Strength Map, Lithographic-Finish
E30	Offset Map, Lithographic-Finish
E40	Chemical Wood Map, Lithographic-Finish
E50	50 pct Chart, Lithographic-Finish
Manifold Paper	
F10	Manifold, White and Colored
F30	25 pct Glazed Manifold
Bond Paper	
G05	Chemical Wood Forms Bond, White and Colored
G10	Bond
G15	Recycled Forms Bond, White and Colored
G16	Recycled Forms Bond, Natural Shade
G40	25 pct Bond, White and Colored (Archival Quality)
G45	Recycled 25 pct Bond, White and Colored
G50	25 pct Translucent Bond
G60	25 pct Opacified Bond (Archival Quality)
G65	Recycled 25 pct Opacified Bond, White and Colored
G70	50 pct Bond
G80	100 pct Bond
Parchment Paper	
H10	100 pct Parchment Deed
H20	Cream White 100 pct Artificial Parchment
H30	Imitation Parchment, Laser-Finish, White, Natural White, and Colored
H40	Cream White Diploma Paper, Smooth-Finish
Ledger Paper	
J10	Ledger, White and Colored
J20	25 pct Ledger
J30	100 pct Ledger
Index Paper	
K10	Index, White and Colored
K20	25 pct Index, White and Colored
K30	Cream White 100 pct Index
Cover Paper	
L10	Litho (Gloss) Coated Cover
L11	No. 1 Coated Cover, Gloss-Finish
L12	No. 2 Coated Cover, Gloss-Finish
L20	Vellum-Finish Cover, White and Colored
L21	Smooth and Fancy-Finish Cover, White and Colored
L23	Offset Cover
L24	Vellum-Bristol Cover, White and Colored
L40	Laid-Finish Cover, White and Colored

**U.S. Government Printing Office
PICSWEB Instructions**

JCP CODE	DESCRIPTION
L50	Matte Coated Cover
L60	Dull Coated Cover
L61	No. 1 Coated Cover, Dull-Finish
L62	No. 2 Coated Cover, Dull-Finish
L70	Coated One Side Cover (C1S)
L80	Cast Coated Cover
Kraft Paper	
N10	No. 2 Kraft
Miscellaneous Paper	
O10	Gummed, Conventional Adhesive
O25	Optical Character Recognition (OCR) Bond
O26	Optical Mark Read (OMR) Bond, White, Violet, or Gray
O27	Optical Mark Sense Scanner (OMSS) Bond
O60	Plain Copier, Xerographic, White and Colored (Archival Quality)
O61	High Quality Xerographic Copier, Laser Printer
O63	Plain Copier, Xerographic, Laser Printer, White and Colored
O65	Plain Copier, Xerographic, White and Colored
O70	100 pct Recycled Plain Copier, Xerographic
O80	Carbonless Bond
O90	Printable Plastic Film (Synthetic Paper)
O91	Uncoated (Tear Resistant Synthetic Paper)
Tag Board	
P10	High-Finish Manila Tag
P20	High-Finish Folder Stock, Natural and Colored
Cardboard	
Q20	Railroad Board, White and Colored
Q50	Chemical Wood Board, Colored
Q80	High-Finish Red Wallet Board
Miscellaneous Board	
R10	Pressboard, Colored (Type III)
R11	Pressboard, Colored (Type I)
R20	Newsboard
R30	Book Cover Board

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