



Department of Personnel & Administration | Division of Central Services

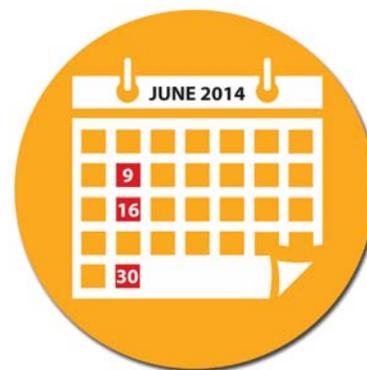
Special Release - JUNE 2014

[Branding](#) | [Update Contact Info](#) | [Outgoing Mail](#) | [Incoming Mail/FedEx/UPS](#) | [CORE](#) | [Warrants](#)

END OF FISCAL YEAR INFORMATION!

As the end of the fiscal year (FY14) approaches, IDS would like to share some important dates and information with all our customers for projects that need to be completed by end of June and new fiscal year changes.

*If you have any work that **must be billed for FY14**, it is critical to communicate this information to your IDS customer service representative (CSR). We will do everything possible to ensure that all work that must be billed by the end of June is completed before the last working day of the month.*



End of Fiscal PRINT Deadlines

- Larger Print Jobs/Commercial Level Printing - **Monday, June 9, 2014**
- Digital/Quick Copy Printing
 - Larger Digital/Quick Copy Jobs - **Monday, June 16, 2014**
 - Smaller Digital/Quick Copy Jobs - **Standard 24/36 hour lead-time**



New State Branding, **brandCOLORADO**

The new state brand is in full swing. IDS has been designated by brandColorado to manage the graphic standards and brand integrity with regards to graphic and printed materials. All files submitted to IDS will be reviewed to ensure proper use of the new logo and agency lockups (logos/templates). Please contact IDS Customer Service so we can work with you to ensure the correct usage.

IDS Digital Storefront

IDS is currently, and diligently, working to release the **new IDS Digital Storefront**,

which will allow customers to order printing directly from their desktop.

- **Business Cards:** IDS has had this online service in place for many years but will transition to a new digital format in the coming months. For those of you who already have your new Colorado brand implemented, your business cards are already transitioning to the new storefront.



Look for new products to be added to the storefront as the rollout continues.

Update Billing & Customer Contact Information

IDS asks, at the end of each fiscal year, for all of our customers to please update contact and billing information; this is critical to ensure continued services. Without current information, we are unable to process work for your agency, and could cause delays in processing time.

[Back to Top](#)

Outgoing Mail Jobs

Effective Tuesday, July 1, 2014, IDS will require all **Outgoing U.S. Mail jobs** to be accompanied by a completed **IDS Request Form**, not just a mail code.

Please [click here](#) to download a copy of the IDS Request Form. You will be able to complete this form online and print a copy to accompany your mail when it is delivered to IDS.

Incoming USPS Mail, FedEx, & UPS

Effective July 1, 2014, IDS will begin a **new tracking and billing process for Incoming U.S Mail, FedEx, and UPS**.

Due to increased security requirements by all state agencies, IDS has modernized the Incoming Mail unit. As part of the CORE changeover, those customers who utilize the incoming mail services will see a new monthly billing structure and invoice process. This will allow our customers to better understand those services provided by IDS.





CORE (Colorado Operations Resource Engine)

With the implementation of CORE, there are several items to note as we cross the fiscal year. Customers will see an increased frequency in billing. Typically in the past, IDS has billed at the end of every month, and some cases, billed in the 7-10-day cycle for the mail side of our services. In the new CORE system, the billing is going to be more frequent, and in some cases, could be daily. IDS is working to make sure that jobs on a reoccurring schedule are billed only once a month for the previous months work.

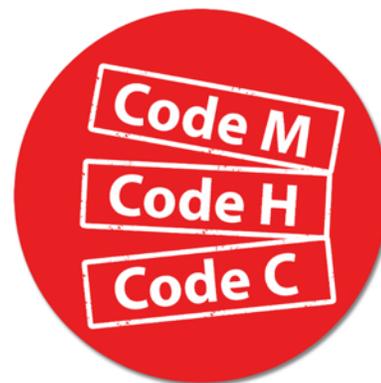
[Back to Top](#)

Warrants

For those customers that use the State Controller's Office to generate state warrants, it is important to note some very important changes that will be implemented once CORE goes live.

When requesting a warrant from CORE, you will notice there will be a required field for a handling code. There are **three handling codes** and these codes will direct IDS staff on how to deliver the warrants once they are printed. They will be batched based on handling and divided into three primary categories utilizing the codes*:

- First, outgoing mail or handling codes that begin with the letter **M** (includes FedEx or UPS delivery methods);
- Second, interdepartmental mail delivery or handling codes that begin with the **C**. This code is used to designate interdepartmental mail (or courier). These warrants will be delivered in the traditional black bag or red bag and all seek codes will require a signature upon delivery. *If a C3 code is used for warrants it means they are confidential and can only be signed by the person designated;* and
- Third, a customer pickup with handling codes beginning with the letter **H**. These warrants will be held at the IDS location, 1001 E. 62nd Ave., Denver, CO 80216, and a signature will be required at pick up.



****Note: It is very important that if you fail to designate a handling code, the default will be the M1 code, resulting in the warrant mailing to the payee via Presort First-Class Mail.***

This information is also on the [IDS website](#).

M1 (Mail - Presort/First-Class) - all warrants with the M1 category will be inserted through the IDS automated process and metered in line at the presort rate. Once this mail has been inserted and metered, it will move to the IDS outgoing mail sorter, then blended with other state agency presort mail to be delivered to the USPS general mail facility for further processing.

M2 (Mail - Presort/First-Class with Insert) - all warrants with the M2 category will be inserted through the IDS automated process and metered in line at the presort rate. Once this mail has been inserted and metered, it will move to the IDS outgoing mail sorter, then blended with other state agency presort mail to be delivered to the USPS general mail facility for further processing.

M3 (Mail - Priority) - all jobs with the M3 category will be inserted via the automated process, metered off-line at the priority mail rate and delivered with the rest of the State's First- Class Mail to the USPS general mail facility for further processing.

M4 (Mail - FedEx) - all warrants with the M4 category will be inserted through the automated process, collected and placed in a FedEx delivery envelope or box, manifested via the IDS FedEx terminal, and placed for FedEx pickup at the end of every business day.

M5 (Mail - Certified/Return Receipt) - all warrants with the M5 category will be inserted via the automated process, metered off-line at the certified mail rate, and complete appropriate paperwork for return receipt. This mail will be delivered to the USPS general mail facility with the rest of the State's First-Class Mail.

M6 (Mail - Certified) - all warrants with the M6 category will be inserted via the automated process, metered off-line at the certified mail rate with the appropriate entries being made for certified mail. This mail will then be delivered to the USPS general mail facility with the rest of the State's First-Class Mail.

M7 (Mail - Return Receipt) - all warrants with the M7 category will be inserted via the automated process, metered off-line, and complete appropriate paperwork. This mail will be delivered to the USPS general mail facility with the rest of the State's First-Class Mail.

M8 (Mail - UPS) - all warrants with the M8 category will be inserted through the automated process collected and placed in a UPS delivery envelope or box, manifested via the IDS UPS terminal, and placed for UPS pickup at the end of every business day.

H1 (Hold - Agency) - all warrants with the H1 category will be placed in secure envelopes, then brought up to the North Campus security desk, and held until the agency representative picks them up. A signature will be required from the individual picking up the package.

H2 (Hold - State Controller) - all warrants with the H2 category will be placed in a secure package, then brought up to the North Campus security desk, and held until a representative from the State Controller's Office picks them up. A signature will be required from the individual picking up the package.

H3 (Hold - Confidential) - all warrants with the H3 category will be placed in a secure package, and labeled with the only person or persons authorized to pick up confidential warrants. These will then be brought up to the North Campus security desk and held for pickup by the authorized individual(s). A signature will be required from the individual picking up the package.

C1 (Courier - Payroll) - all warrants with the C1 category will be packaged after printing, labeled with the appropriate customers information, and then brought over to IDS Mail Operations for appropriate routing. IDS delivery staff will require a signature upon delivery.

C2 (Courier - Agency [red bag]) - all warrants with the C2 category will be packaged after

printing, labeled with the appropriate customers information, and then brought over to IDS Mail Operations for appropriate routing. IDS delivery staff will require a signature upon delivery.

C3 (Courier - Confidential) - all warrants with the C3 category will be packaged after printing, labeled with the appropriate customers information, and brought over to IDS Mail Operations for appropriate routing. IDS delivery staff will require a signature upon delivery.

[Back to Top](#)



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Division of Central Services | Integrated Document Solutions (IDS)
Colorado State Printer/Northern Regional Manager: Mike.Lincoln@state.co.us
Southern Regional Manager: Cindy.Goure@state.co.us
www.colorado.gov/dcs

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