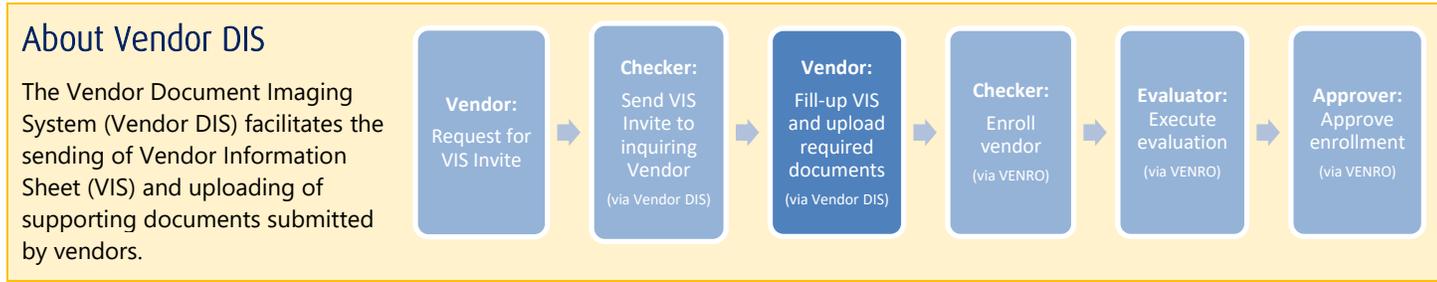


Scanning Guidelines for Vendor DIS

Quick Reference Guide

This quick reference will show you the guidelines and steps in scanning documents to be uploaded in the Vendor DIS site.

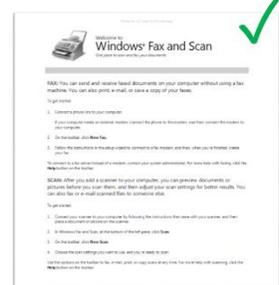


Scanning Guidelines

Required specifications for scanned documents:

File Size: **up to 5MB**
Format: **PDF**

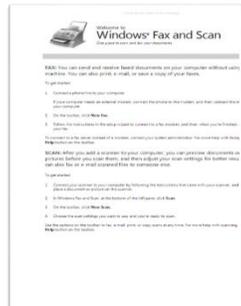
Adjust the document dimensions as necessary so that text are readable on-screen. However, be sure that the file size does not exceed 5MB and that the file format is PDF.



Examples of Unacceptable Documents:

x The document is stretched vertically.

x The document is stretched horizontally.

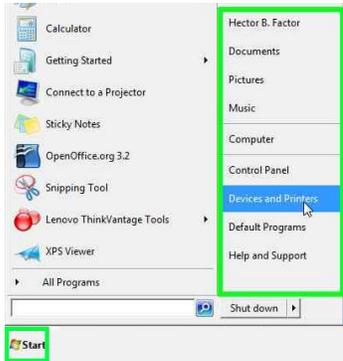


Steps in scanning documents

A. Scan the document

For Windows 7

1. Click **Start > Devices and Printers**.



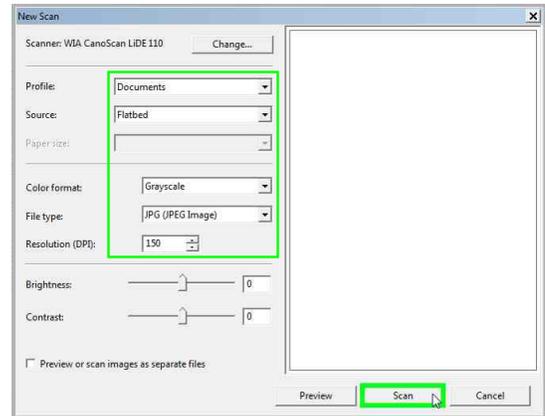
2. Double-click your scanner. The New Scan dialog box appears. Proceed to step 3 on the next page.



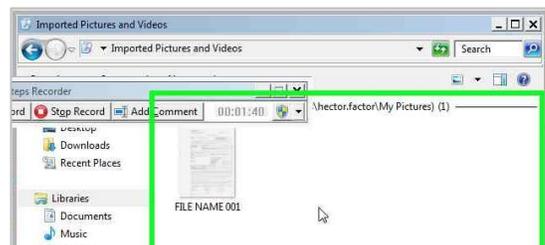
Continued, for both Windows 7 and Windows 10

3. Indicate the following settings.
When done, click **Scan**.

Profile: **Documents**
 Color format: **Grayscale**
 File type: **JPG (JPEG Image)**
 Resolution (DPI): **150 dpi**

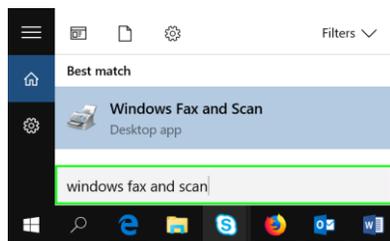


The scanned document appears in the My Pictures folder.

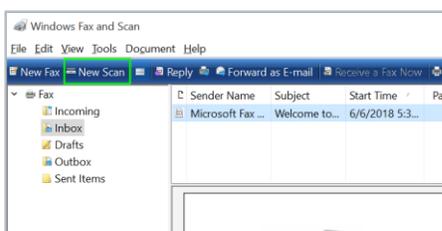


For Windows 10

1. Click **Start** and then search for and open **Windows Fax and Scan**.

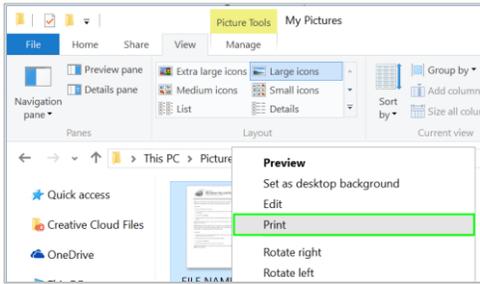


2. Click **New Scan**. The New Scan dialog box appears. Proceed to step 3 on the next page.



B. Convert the scanned document to PDF

- Right-click the scanned document and then click **Print**.
The Print Pictures dialog box appears.



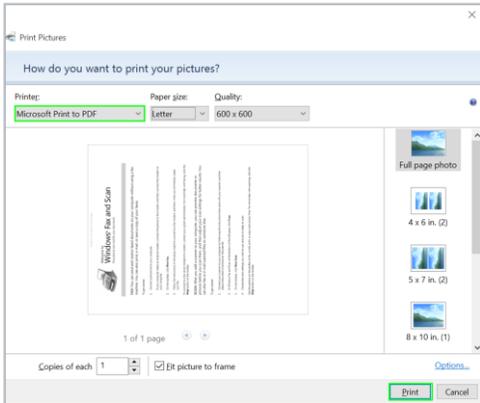
For more information:

For Vendor enrollment-related concerns, you may contact the following:

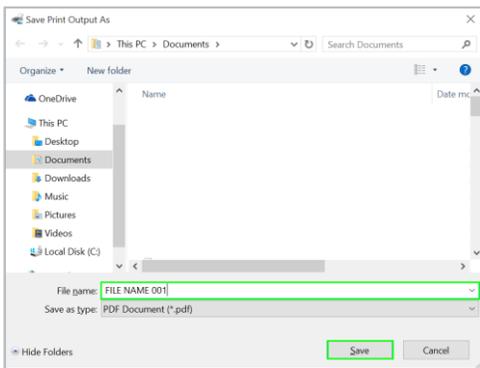
- **Mr. Daniel Joseph Dela Cruz**, Systems Analyst
daniel.delacruz@smsupermall.com
- **Ms. Cecile Faustino**, Assistant Vice President - Systems
cecile.faustino@smsupermall.com

- Select **Microsoft Print to PDF** as the Printer, and then click **Print**.

Note You may also select any other software printers that convert files to PDF (e.g., PDFCreator, etc).



- Name the saved file and then click Save.



The scanned document appears as a PDF file in the selected directory.

