1) Open a browser and go to the Facilities web page at http://bgm.stanford.edu/

2) Click on the Mail Services link on the left side of the page

3) Click the “Work Requests Permit 28 Bulk Mail Request” link in the upper right corner
4) Enter the fields shown in red.
   a. Site – will default as “Stanford”
   b. Building – search for your building using building # or name
   c. Title of Request – Short description of your mailing and/or department
      i. i.e. “OCTOBER LIVELY ARTS MAGAZINE”
   d. Description of Work – “Request to use permit 28 for (insert "job name" for one time use
      or use the generic phrase "external bulk mailings" to use for multiple mailings to the
      same PTA throughout the fiscal year)".

A service request is only valid through the end of the current fiscal year. A new request must be
created each and every fiscal year.
5) Skip steps 3 & 4 and go to step 5
   a. Select “Permit 28 – Bulk Mailing” from the Requested Service drop down menu
   b. Enter the “Vendor Name” of the mail house who will be doing the mailing for you
      i. If you are completing the mailing yourself, then enter the department name
6) Click the Submit button
General Instructions
This is one of the new forms for SGM. Please complete all fields. Required values are shown in RED and are marked with an asterisk. Use the magnifying glass to see all possible values. Hit "submit" at the bottom when finished.

Specific Form Instructions
Use this form for any services related to IDMail or U. S. Mail bulk mailings.

Step 6: Approval Routing
Please route this request for approval

<table>
<thead>
<tr>
<th>Route Order</th>
<th>Routee Name</th>
<th>Project</th>
<th>Task</th>
<th>Award</th>
<th>Percent</th>
<th>Notify Me</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mike Rohrs</td>
<td>1234567</td>
<td>1</td>
<td>ABCDE</td>
<td>100</td>
<td>YES</td>
</tr>
</tbody>
</table>

| Use this line for optional FYI notifications |
| Use this line for optional FYI notifications |
| Use this line for optional FYI notifications |

Routing Remarks

Is this request urgent? [ ] YES [ ] NO

We will notify you within two days if routing is not complete unless you indicate a date below

Notify By

Please Note: if this request is not approved within 90 days, it will be automatically cancelled.

7) Enter at least one approver and PTA
   a. Route Order – Used to set the sequence of multiple approvers
   b. Routee Name – Search for an approver name for the respective PTA
   c. Project – Enter a valid Project number
   d. Task – Enter a valid Task number
   e. Award – Enter a valid Award number
   f. Percent – Use to split costs amongst multiple PTA’s
      i. Must add up to 100
   g. Notify Me – enter “yes” to get an email copy of this request
   h. Routing Remarks – enter any text to be seen by approvers (not required)
   i. Urgent Request – please mark “yes”
   j. Notify By – please leave blank

8) Click the Submit button
9) The system will show the above screen
   a. Please make note of your Request Number
      i. You will need to provide this request number to your mail house for them to
         place on all postal documents

10) Your approver will get the following system generated email

    Request approval for: Buildings and Grounds Maintenance Service Request

    Requester: ROHRS, MIKE
    Requestor Contact: (650) 736-7215, mcrohrs@stanford.edu
    Service Request: SR433276
    Description: TEST BULK MAIL REQUEST
    Remarks: DESCRIPTION OF WORK: TEST BULK MAIL REQUEST
    Location:
    Account Number:
    Respond Before: 09-11-09
    URGENT: 100%
    View Request: Click Here to View SR433276
    Comment: PLEASE APPROVE THIS BULK MAIL REQUEST

    Approval Routing Approve Request Reject Request Cancel Request

    Please click on "Approve" or "Reject" or "Cancel" directly on this email to process your
    approval/rejection/cancellation of this Buildings and Grounds Maintenance work request (there is no
    need to go to another authority/workflow application to approve/reject/cancel). Thank you.

11) That completes the process. Please remember to give the Service Request # to your mail house.
    You may use the same SR# for multiple mailings, if they will be charged to the same PTA, but
    remember that all SR#’s expire at the end of the fiscal year.