

GENERAL INSTRUCTION MANUAL

298.006

ISSUING ORG. OFFICE SERVICES DEPARTMENT (OSD)

ISSUE DATE
03/01/2011REPLACES
06/01/2005

SUBJECT PRINTING AND GRAPHIC ARTS SERVICES

APPROVAL
NAJPAGE NO.
1 OF 3**CONTENT:**

This General Instruction (GI) outlines guidelines for requesting, providing, and controlling Saudi Aramco forms and Printing and Graphics arts services supplied to Saudi Aramco office users by Office Services Department (OSD). This GI includes:

- 1.0 Scope
- 2.0 General Information
- 3.0 OSD Responsibilities
- 4.0 User Responsibilities
- 5.0 Procedures for Obtaining Printing and Graphic Arts Services
- 6.0 Approval Level
- 7.0 Forms

1.0 SCOPE

This GI covers the following:

- 1.1 All printing and graphic arts services
- 1.2 Responsibilities and procedures, including levels of approval authority

2.0 GENERAL INFORMATION

- 2.1 OSD provides graphic services such as graphics composition, typesetting, artwork design.
- 2.2 OSD manages all advertisements published in the Corporate *Weekly Highlights*.
- 2.3 OSD manages all Saudi Aramco forms and provides assistance for converting paper forms to e-forms.
- 2.4 OSD Provides printing of confidential and rush documents.
- 2.5 Users order their normal printing requirements through SAPB2B's internal catalogue.

3.0 OSD RESPONSIBILITIES

- 3.1 Monitor, update, and develop standards for Saudi Aramco forms and assign numbers to new Forms.
- 3.2 Ensure proper approval and endorsement of Form SA-9630, "Graphics Services request" or OSD online service requests.
- 3.3 Process Form SA-9630 or OSD online service requests and Form SA-1404, "Forms Data Sheet".
- 3.4 Ensure proper approval and endorsement of Form SA-8722, "Items for Publication in Corporate Weekly Highlights".
- 3.5 Maintain custody of all SA form masters.

4.0 USER RESPONSIBILITIES

- 4.1 Obtain all the necessary endorsements and approvals, as set forth in Section 6.0, on Form SA- 9630 or OSD's online service request, Form SA-8722 and Form SA-1404 for all printing and graphic arts services.
- 4.2 Order normal printing requirements through SAPB2B's internal catalogue.

GENERAL INSTRUCTION MANUAL

298.006

ISSUING ORG. OFFICE SERVICES DEPARTMENT (OSD)

ISSUE DATE

REPLACES

03/01/2011

06/01/2005

SUBJECT PRINTING AND GRAPHIC ARTS SERVICES

APPROVAL

PAGE NO.

NAJ

2 OF 3

5.0 PROCEDURES FOR OBTAINING PRINTING AND GRAPHIC ARTS SERVICES

This section describes procedures for obtaining printing and graphic arts services:

5.1 Printing Services:

5.1.1 Official SA forms are available from one of the following sources:

5.1.1.1 E-forms on the Intranet for one-sided letter-size SA forms see

<http://sharek.aramco.com.sa/orgs/eforms/Pages/Default.aspx>

5.1.1.2 SAP B2B's internal catalogue of local vendors.

5.1.2 Forward Form SA-9630 along with one copy of the Print-Ready original or PDF file to R-E-0040, Basement, Engineering Building, Dhahran, for printing:

- Confidential documents.
- Rush requests.

5.1.3 Order all printing requirements not mentioned above through SAP B2B's internal catalogue of local vendors.

5.1.4 For all other printing requirements not included in SAP B2B's internal catalogue of local vendors, use direct charge requisition through Purchasing Department.

5.2 Graphics Services:

5.2.1 Forward form SA-9630 to second floor, M-250 Wing, Al-Mujamma Building, Dhahran or initiate OSD's online service request for printing of Posters (maximum of five), Certificates (maximum of fifty) and Retirement scrolls.

5.2.2 Forward Form SA-8722 to the second floor, M-250 Wing, Al-Mujamma Building, Dhahran for publishing on the Corporate *Weekly Highlights*.

5.3 Forms Control Services for developing new or revising SA forms:

5.3.1 Forward completed Form SA-1404 to second floor, M-250 Wing, Al-Mujamma Building, Dhahran to request assistance in designing new forms and revising existing forms.

5.3.2 Specifications for a form should be provided in metric units.

5.3.3 The proponent shall obtain Arabic translation of the form, if required, through the Translation Services Division, Saudi Aramco Affairs Services Department.

5.3.4 The proponent shall review, proofread, and obtain approvals/endorsements on Form SA-1404 from the concerned proponents/organizations, as required.

5.3.5 The proponent shall fill out an e-form online service request for any Saudi Aramco form that needs to be deployed in electronic format and attach a PDF file of the form.

- For any clarification about obtaining Printing and Graphic Arts Services contact Ahmed A. Farhan (farhaa0f) at 876-6244, or Abdulaziz A. Radhwan (radhaa0b), at 876-3505.

GENERAL INSTRUCTION MANUAL

298.006

ISSUING ORG. OFFICE SERVICES DEPARTMENT (OSD)

ISSUE DATE

03/01/2011

REPLACES

06/01/2005

SUBJECT PRINTING AND GRAPHIC ARTS SERVICES

APPROVAL

NAJ

PAGE NO.

3 OF 3

6.0 APPROVAL LEVEL**6.1 Approval of Division Head**

- 6.1.1 Printing and Graphic arts services requests for Graphics design and Printing of Posters maximum of five, certificates maximum of fifty and Retirement scrolls.

6.2 Approval of Department Head:

- 6.2.1 Requests for in-house printing of confidential or rush requests.
 6.2.2 Requests for new and revised forms (Form SA-1404).
 6.2.3 Requests for publication of items in the Corporate *Weekly Highlights* (Form SA-8722).
 6.2.4 Self directed group printing requirement should be prior approved by Area community Services manager before ordering.

6.3 Public Relations' endorsement must be obtained for the following:

- Material that bears the Saudi Aramco logo.
- Material intended for general public circulation.
- Certification materials.
- Printing material for self directed group.

6.4 For copyrighted materials, a letter requesting permission to use the material from the copyright holder should be obtained. In some instances, the Law Department may waive this requirement.**7.0 FORMS**

For copies of forms, refer to <http://sharek.aramco.com.sa/orgs/eforms/Pages/Default.aspx>

SA-9360 Graphics and Printing Services Request

SA-1404 Forms Data Sheet

SA-8722 Items for Publication in Highlights

Approved by:

NABEEL A. AL-JAMA', Executive Director
Community Services