

Additional Approval Required Process Outline



hyble print jobs

Prior to job submission, please follow the steps listed below to provide additional approval notations if a print job contains the following circumstances. This process is applicable to both custom and self-serve design jobs.

If you have any questions about this process, please reach out to your leadership team.

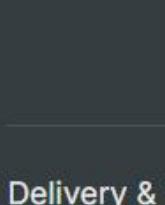


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Review the order you are submitting. If that order contains any of the following items or circumstances listed below, an additional approval step is required, and you should proceed to the next steps in this process:

- All American Spirits & Liberty Division Jobs over \$250
- All CPWS Jobs over \$250

Order Summary



Bulleit - Bold Taste Built Over Time USAC (Fixed)

Quantity: 20

Paper: Repositional Vinyl with Adhesive on Back

Price: \$1462.00

Delivery & Transaction Fee \$46.50

Total \$1,508.50

All American Spirits & Liberty Division Jobs over \$250 for any supplier (Self-Serve or Custom side of hyble):

Send Email Approval Request:

- Snip Image or download a proof of the pending job
- Email Jim Metcalfe (JMetcalfe@sgws.com) with image and job details including the total cost of the job
- They will respond back with an approval notation or ask you to adjust or cancel the job.

All CPWS Jobs over \$250 for any supplier (Self-Serve or Custom side of hyble):

Send Email Approval Request:

- Snip Image or download a proof of the pending job
- Email Nick Raschella (nraschella@sgws.com) with image and job details including the total cost of the job
- They will respond back with an approval notation or ask you to adjust or cancel the job.

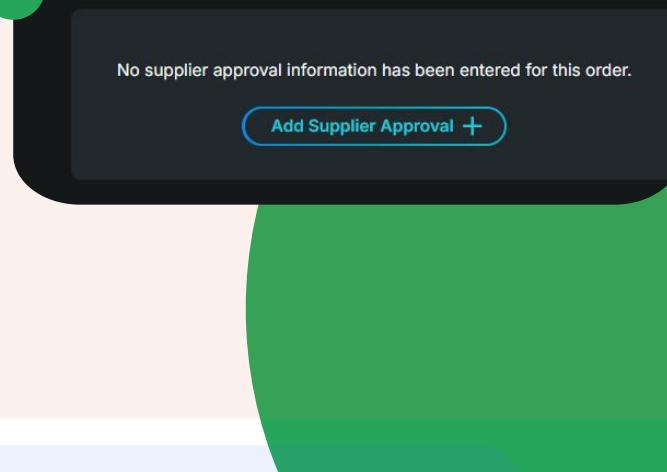
Inserting Approval Notation:

Once you have received approval from the contacts listed above. Insert this information into the "Approval Information" field at the check-out screen.

1. In the first text box enter the approval information provided to you.
2. In the second box, notate the associated supplier.
3. In the third box, notate the amount.

You only need to complete those three items for jobs you are creating on the self-serve side of hyble. This should occur prior to submitting the job for approval on the self-serve side of hyble.

For custom jobs, after the job is submitted and once you receive the vendor recovery estimate from hyble you can make any approval notations by going to your "submitted custom jobs" area and editing the approval information. Complete all three boxes for each supplier on the job as needed.



These approvals are additional, and the print job will still go through the normal approval process by your immediate manager.

If your manager would like any of the approval information edited, they can do so before approval or any time before the job is complete and ships. Please keep any approval email confirmations as back up documents if requested by leadership.

You can also make any adjustments as needed inside your completed orders tab.

Approval notations will be monitored monthly to ensure adherence to the policy.