

# 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 Eamon Dillon.



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:

- **Custom Jobs with less than 80% Supplier Recovery**
- **All Jobs over \$250 on the Self-Serve (design & print) side of hyble.**

### Supplier Specific Jobs:

- Any Single Supplier Job that exceeds \$200 requires MJUS Market Manager Approval and that approval must be noted inside of hyble so it tracks through to invoicing.
- All Coasters require MJUS Market Manager Approval

### Custom jobs with less than 80% Supplier Recovery:

- hyble will provide a vendor recovery estimate document prior to approval.
- If the supplier recovery listed does not cover at least 80% of the estimated cost, then additional steps are required.
  1. Add more brands to increase recovery
  2. Reach out to your supplier partners or Trade Development to request more cost coverage than rates listed.
  3. Reach out to sales leadership to garner approval for SGWS to cover the loss.



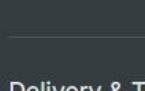
This is your Vendor Recovery Estimate based on:

Total Order Cost\*: \$ 2,731.00  
Vendor Recovery Estimate: \$ 270.00  
Order Type: Menu Book

Supplier	Menu Item	# of mentions	Chargedback estimate
Pernod Ricard USA	absolut	5	\$75.00
Pernod Ricard USA	jameson	2	\$30.00
Pernod Ricard USA	campo viejo	1	\$15.00
Ste Michelle Wine Estates	14 hands	1	\$15.00
Ste Michelle Wine Estates	a to z	1	\$15.00
Jim Beam Brands Co	maker's mark	1	\$15.00
Sazerac Company Inc	fireball	1	\$15.00
Constellation Brands	ruffino	2	\$30.00
Constellation Brands	kim crawford	1	\$15.00
Constellation Brands	unshackled	1	\$15.00
Bacardi USA Inc	bacardi	2	\$30.00
Grand Totals		18	\$270.00

\*costs exclude tax

### Order Summary



Teremana - Bring the Mana (Fixed) USAC

Quantity: 10

Paper: Translucent Backlit Material

Price: \$811.30

Delivery & Transaction Fee \$46.50

Total \$857.80

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

Send Email Approval Request:

- Snip Image or download a proof of the pending job
- Email Eamon Dillon 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.

### MJUSA: Request Approval via Email:

- Snip job summary image at check-out or download a proof of the pending job and email Lexie Clark (alexandra.clark@sgws.com) the job details and request approval.

### 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, note the associated supplier.
3. In the third box, note the amount.

You only need to complete those three items for jobs associated with step #3. This should occur prior to submitting the job for approval on the self-serve side of hyble.

For multi-supplier notations mentioned in Step #2, after the custom job is submitted and once you receive the vendor recovery estimate from hyble you can make any approval notations by going to your "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 follow 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. **Area Managers must keep any approval email confirmations from suppliers 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.