

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 and ALL Florida Divisions.

If you have any questions about this process, please reach out to your sales director with any questions.

Order Summary



Teremana – Bring the Mana (Fixed) USAC

Quantity: 10

Paper: Transluscent Backlit Material

Price: \$811.30

Delivery & Transaction Fee \$46.50

Total \$857.80

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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:

Supplier Specific Jobs

Single Supplier Jobs or jobs over \$1000

- ICON (PRUSA & CBI): PO# Required
- TITO's/Fifth Gen: PO# Required
- DIAGEO & MOET HENNESSY: PO# Required from Monica Marquez (MMarquez@sgws.com). Please Copy Joscelyne Ginoris; James Healy; & Michael Harris on any PO Requests
- TAS: PO# Required

Single Supplier Jobs over \$200 & All Coaster Orders

- MJUS (Jägermeister and Teremana): PO# Required from aschroeder@jagermeister.com or cdortch@jagermeister.com

Reach out to the appropriate contact to get approval PO numbers for these jobs and proceed to step #2.

ANY Job over \$1000 (Multi-Supplier Jobs)

- Email the job information to your Sales Director and request approval to move forward with the job and inquire if any additional supplier approval PO's are required.
- Insert Sales Directors approval details using instructions in Step #2.
- If additional supplier PO's are provided, insert those using the instructions under Step #2 as well.

Inserting Approval Notation:

Once you have received approval/PO#s. 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 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 "custom jobs" area and editing the approval information. Complete all three boxes for each supplier on the job as needed.

hyble < Back to browse

Delivery & Payment

Supplier Approval Information

Please provide any supplier approval information here.

No supplier approval information has been entered for this order.

Add Supplier Approval +



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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. **Please 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.