

# 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 supplier brands. This process is applicable to both custom and self-serve design jobs.

If you have any questions about this process, please reach out to Issac Gutierrez.

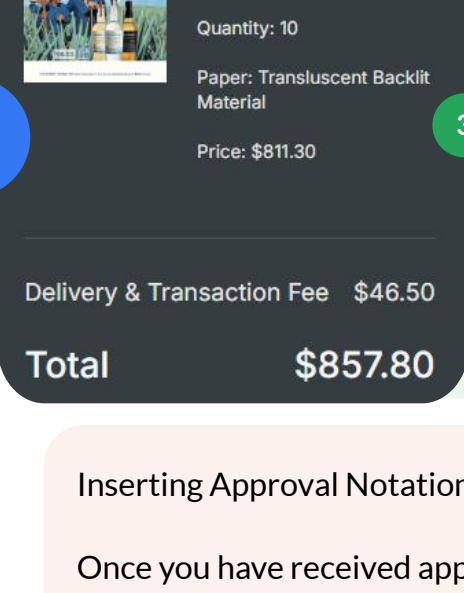


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Review the order you are submitting. If that order contains any of the following suppliers, then an additional approval step is required, and you should proceed to the next steps in this process.

### Supplier Specific Jobs: MJUS & BUSA

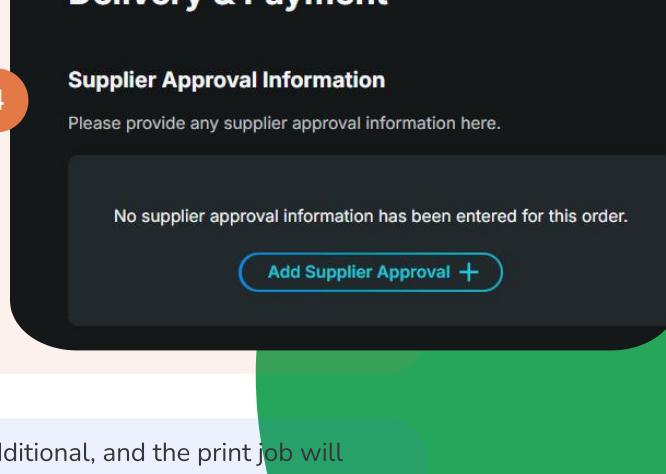
1. Any Single Supplier Job for MJUS or BUSA that exceeds \$200 requires additional approval and that approval must be noted inside of hyble so it tracks through to invoicing.
2. All MJUS branded Coasters require MJUS Market Manager Approval



### 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.



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

If your manager would like any of the approval information edited, they can do so in the order management site before approval or any time before the job is complete and ships.

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

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