

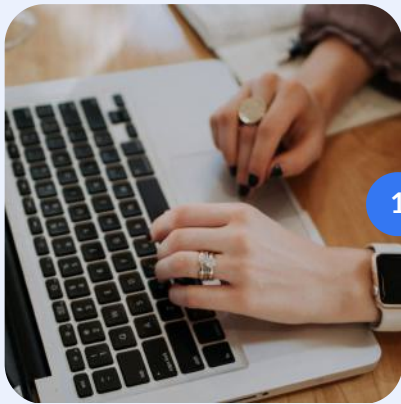
Additional Approval Required: Process Outline



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 formats/items and 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 Michael Slater (Michael.Slater@sgws.com).



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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:

◦ Custom Orders with less than 90% Supplier Recovery

Supplier Specific Jobs: approvals must be noted inside of hyble so it tracks through to invoicing. Step #4 explains this inclusion process.

- Any Single Supplier Jobs over \$500 for Gallo Brands, Diageo Brands, or Moet Hennessey Brands
- Coasters NOT Allowed for the Following Suppliers: **Gallo, Diageo, Moet Hennessy**
- Any Single Supplier Job over \$200 requires MJUS Market Manager approval
- All Coaster jobs require MJUS Market Manager Approval

Inside Sales specific rules:

- NO Single Supplier Jobs allowed for DIAGEO & MOET HENNESSY USA Brands. Reach out to CPWS Market leaders with any questions.

Custom Orders with less than 90% Supplier Recovery:

- hyble will provide a vendor recovery estimate document prior to approval.
- If the supplier recovery listed does not cover at least 90% of the estimated cost, then additional steps are required.
 1. Add more brands to increase recovery
 2. Reach out to your Trade Development or supplier partners 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	Chargeback 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: Transluscent Backlit Material

Price: \$811.30

Delivery & Transaction Fee \$46.50

Total \$857.80

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Jobs over \$500 for Gallo Brands:

Send Email Approval Request:

Snip job summary image at check-out or download a proof of the pending job and email Bonny Persick (bpersick@sgws.com) the jobs details and request approval. REMINDER: Coasters for Gallo Brands are NOT ALLOWED

MJUSA: Request Approval via Email:

- Snip job summary image at check-out or download a proof of the pending job and email Mark Scaglione(mscaglione@jagermeister.com) the job details and request approval. REMINDER: All coaster orders require approval.

DIAGEO & MOET HENNESSY USA:

- Snip job summary image at check-out or download a proof of the pending job and email Chase Glasgow (CGlasgow@sgws.com) the job details and request approval. REMINDER: Coasters for Diago & MH Brands are NOT ALLOWED

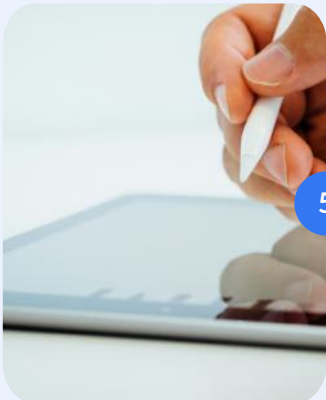
Inserting Approval Notation:

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 associated with step #3.

For multi-supplier notations mentioned in Step #2, 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.



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These approvals are additional, and the print job will still for 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.

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.

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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 +