

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 Mary Kilduff, Jesse Weber and copy your Sales Director.



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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 Jobs with less than 80% Supplier Recovery
- All Jobs over \$1,000 on the Self-Serve (design & print) side of hyble.

Supplier Specific Jobs:

- Sazerac Jobs over \$500
- 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 or more than \$250 that would not be recovered:

- 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 to request more cost coverage than rates listed.
 3. Reach out to sales leadership to garner approval for SGWS to cover the loss.

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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

3 All Jobs over \$1000 for any supplier and over \$500 for Sazerac (Self-Serve side of hyble) must be shared with the following contacts via email:

Send Email Approval Request:

- Snip Image or download a proof of the pending job
- Email an image and the job details including the total cost of the job to jesse.weber@sgws.com, Mary.Kilduff@sgws.com and copy your Sales Director.
- Proceed with normal approval process through direct manager.

MJUSA: Request Approval via Email:

Snip job summary image at check-out or download a proof of the pending job and email Bethany Carroll or Chelsea Stevens(bcarroll@jagermeister.com or cstevens@jagermeister.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.

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.



5 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.

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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 +](#)