

Every time a Purchase Order is received, customer service representative verifies the availability in house of board for each PO, before returning the order to the customer.

Customer Services representative verifies if it is a repeat job or a new part number, if it is a repeat job then verifies the pricing is correct, confirms the number and the revision level, and the delivery date is acceptable; if it is acceptable an e-mail is sent as confirmation to customer completing the following template in no more than 72hrs:

Confirmation to PO#:	
Date PO received:	
Order qty:	
Part Number:	
Delivery date:	
\$/M - Unit price:	
Freight charge:	
Comments:	

On certain customers, we have open blanket PO's.

If it is a new part number:

1. The item information is uploaded into ERP spec sheet by CSR
2. Pre-press uploads proof/ art.
3. Die shop uploads one up and die information.
4. Printing verifies colors.
5. Finishing uploads packaging specs.
6. During new item meeting part number is released as new item **F.8.2.1.1 NEW ITEM MEETING RELEASE**

ERP estimate must be generated and/or reviewed according to latest approved item specification data to create job ticket. A job ticket (consecutive number) is issued thru ERP system indicating all specifics of the part number and customer. If any special production run is required, the job ticket will have a comment or notes indicating all specific instructions.

The job ticket is published and printed, a physical sample for size and style will be added **F.8.2.1.2 STANDARD SAMPLE TAG**. CSR uploads customer POs into ERP (For reference of price, quantity, etc.).

The job ticket goes to Quality to have the color standards added. **F.8.2.1.3 COLOR STANDARD FOLLOW UP** as guidance for printing operators.

REFERENCE OF DOCUMENTED INFORMATION

- **F.8.2.1.1 NEW ITEM MEETING RELEASE**
- **F.8.2.1.2 STANDARD SAMPLE TAG**
- **F.8.2.1.3 COLOR STANDARD FOLLOW UP**