



## How to Approve/Deny An Order for Selected Vouchers

1. Approver(s) will receive an email notification requesting approval. Please login to your storefront account to proceed.

**From:** [storefront@seprint.com](mailto:storefront@seprint.com) <[storefront@seprint.com](mailto:storefront@seprint.com)>

**Sent:** Thursday, September 13, 2018 12:55 PM

**To:** Suzanne Z. Kenik <[suzanne@seprint.com](mailto:suzanne@seprint.com)>

**Subject:** Order Submitted for Your Approval – 451-JMAV162

**Order Submitted For Your Approval**  
*(Please Review)*



<b>Order ID:</b>	451-JMAV162	<b>Company:</b>	Jim Moran & Associates
<b>Submitted By:</b>	Test Account	<b>Date Submitted:</b>	09/13/2018 12:55 PM
<b>Bill To:</b>	Jim Moran & Associates Jim Moran & Associates PO Box 8603 Deerfield Beach, FL 33443	<b>Payment Method:</b>	Purchase Order

**Product Information**

<b>Product ID:</b>	JM.112NAT_SV - 37240
<b>Product Name:</b>	National Booklet Standard Voucher Selection
<b>Quantity:</b>	1

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We truly value your business. Thank you for being an excellent client.

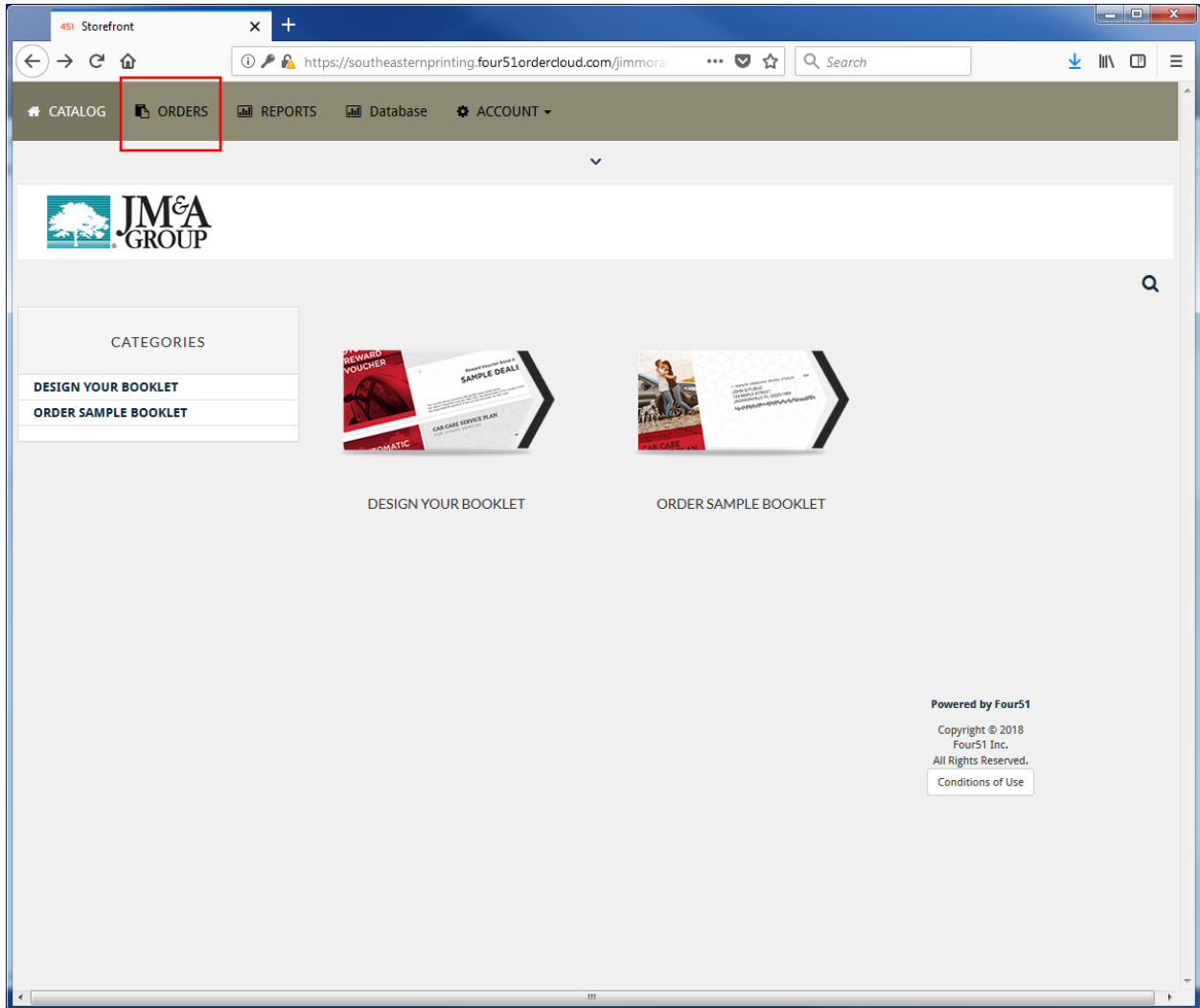
- You may access the Voucher Portal via SalesConnect. There you will find a link for **'Voucher Portal'** under the 'Links to do my job' navigation bar.

The screenshot displays the SalesConnect navigation interface. At the top, a horizontal menu bar contains the following items: Home, Leads, Accounts/Dealers, Opportunities, Deal Proposals, Contacts, Cases, Reports, Dashboards, and Sp. Below this menu, a vertical sidebar on the left contains several sections:

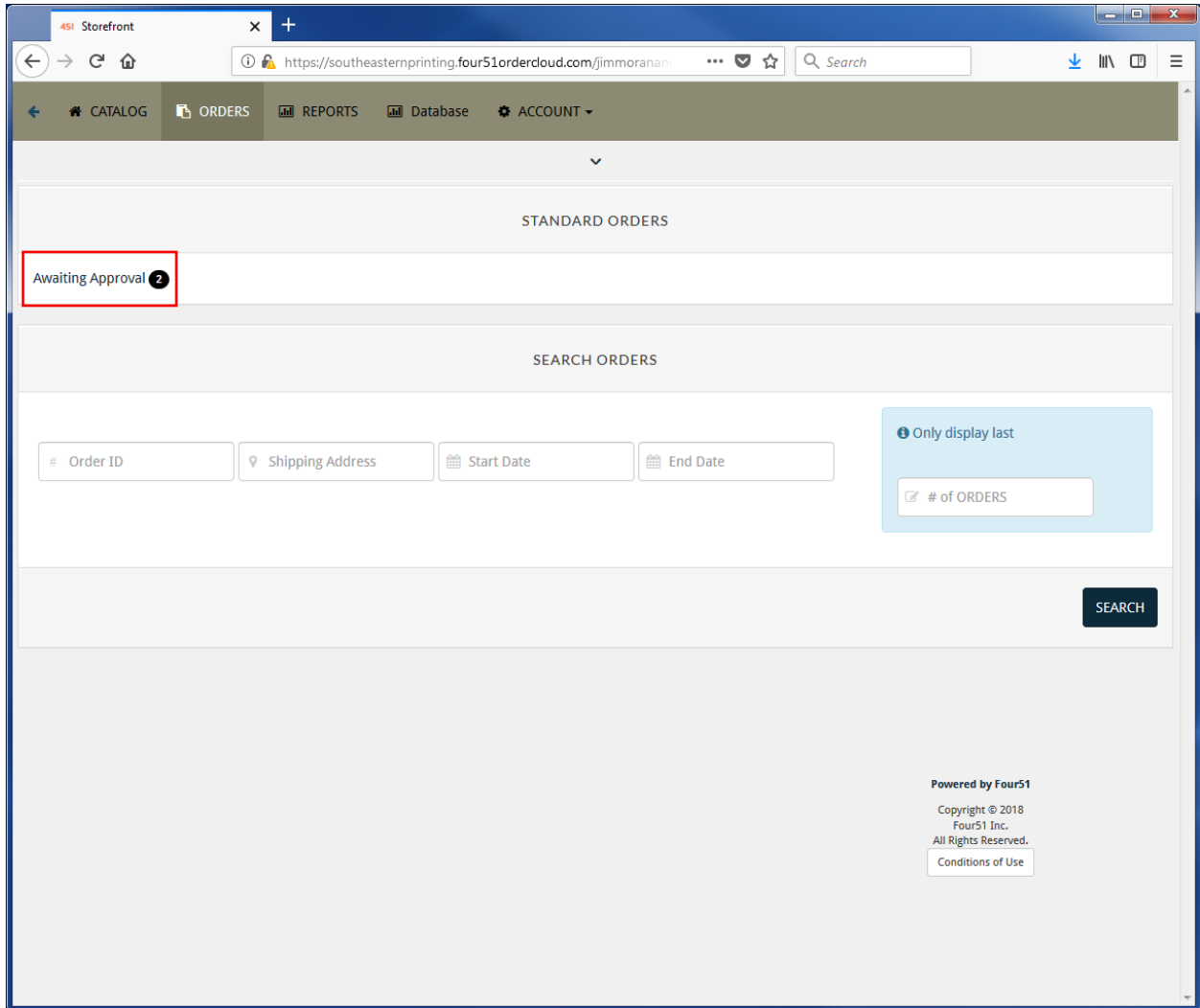
- Messages and Alerts**: A blue header with a light blue bar below it.
- Create New...**: A blue header with a dropdown arrow.
- Shortcut**: A blue header with a light blue bar below it containing a warning icon and the text "Unresolved Items".
- Recent Items**: A blue header with a light blue bar below it containing the text "No records to display".
- Links to do my job**: A blue header with a light blue bar below it containing a list of links. The link "Voucher Portal" is highlighted with a red rectangular box.

The list of links under "Links to do my job" includes: Account Development Manual, Deal Proposal, Field Support Resource Materials Form/Material Bulk Update Wizard, JM&A Group Store, NCP Reporting, Voucher Portal, PDC Enrollments, PDC Seminar Request Form, Sales Tracker, T&E Reporting, The Hub, Kia CPO Incentives, Volvo VIP Incentives, Dealer Portal, JM&A Portal, Retail Ready Resources Portal, and Competitor Information Portal.

3. Click the 'ORDERS' button.



4. Click the 'Awaiting Approval' link.

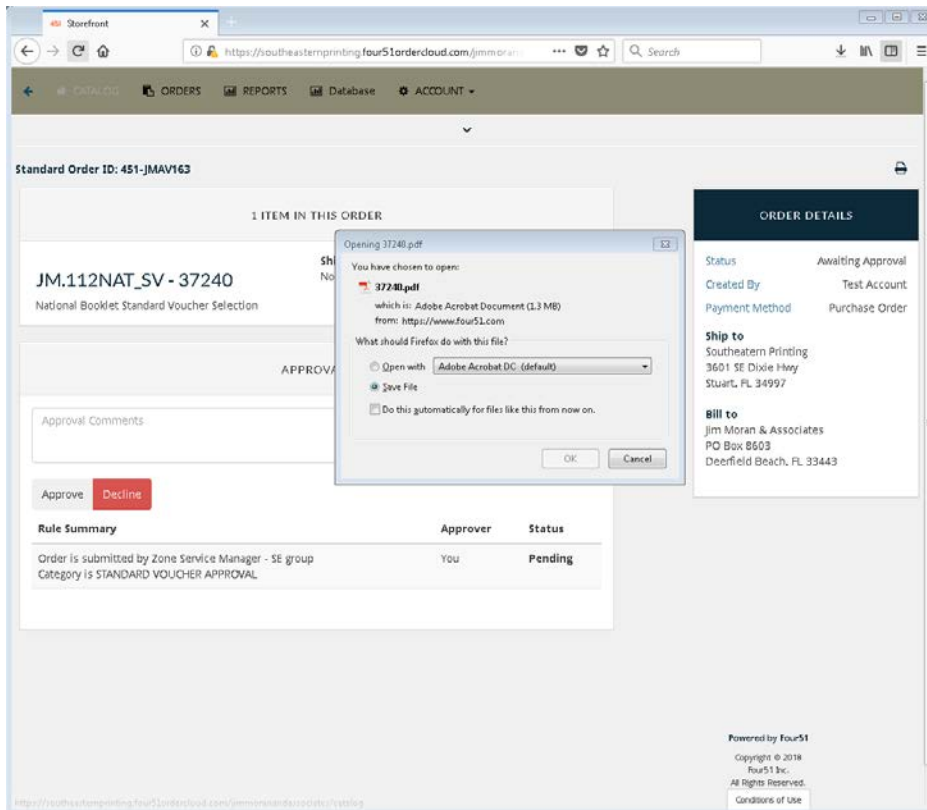
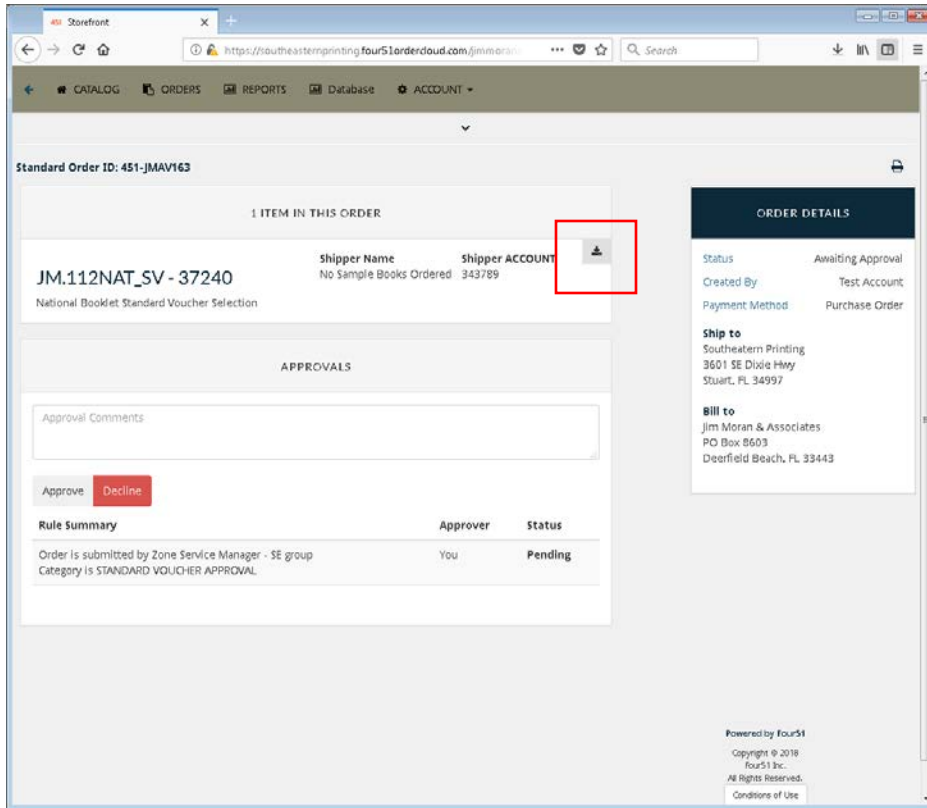


5. Click the 'ID' link of the desired order to be approved.

The screenshot shows a web browser window with the URL <https://southeasternprinting.four51ordercloud.com/jimmoranah>. The navigation bar includes links for CATALOG, ORDERS, REPORTS, Database, and ACCOUNT. The main content area is titled 'STANDARD ORDERS' and features a section for 'Awaiting Approval' with a help icon. Below this is a 'SEARCH ORDERS' section with filters for Order ID, Shipping Address, Start Date, and End Date. A 'SEARCH' button is located at the bottom right of the search section. A blue box on the right side of the search filters contains the text 'Only display last' and a checkbox for '# of ORDERS'. The main table is titled 'STANDARD ORDERS: AWAITING APPROVAL' and contains the following data:

ID	Type	Status	Submitted	Submitted Date	Total
<a href="#">451-JMAV160</a>	Standard	Awaiting Approval	Test Account	09/06/18 08:33 AM	\$0.00
<a href="#">451-JMAV159</a>	Standard	Awaiting Approval	Test Account	09/06/18 08:04 AM	\$0.00

6. Click the 'download icon' to review PDF.



451 Storefront

https://southeasternprinting.four51ordercloud.com/jimmoranam

CATALOG ORDERS REPORTS Database ACCOUNT

40405-1.pdf - Adobe Acrobat Pro DC

File Edit View Window Help

Home Tools 40405-1.pdf x Sheila

1 / 3 100%

**Automatic Reward Voucher**

**CAR CARE SERVICE PLAN**  
FOR TOYOTA VEHICLES

**\$5 Off**  
**Tire Rotation**

**CLASSIC TOYOTA OF WILKESBORO**

Reward Voucher Good At:

This voucher will be honored by the specific dealer stated above. Not valid in conjunction with any other offer. The administrator of the voucher is in no way responsible for payment of any sum due hereunder. No Cash Value.

**TIRE ROTATION**

8.00 x 2.50 in

Find your tools here

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- Protect
- Fill & Sign
- Prepare Form
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7. Once you have reviewed PDF, click the 'Approve' or 'Decline' button to continue.

The screenshot shows a web browser window with the URL <https://southeasternprinting.four51ordercloud.com/jimmoranandassociates/order/BI-sueczxTuQen8Gqt67Gw-e-e>. The page title is "Standard Order ID: 451-JMAV168".

**1 ITEM IN THIS ORDER**

<b>JM.112NAT_SV - 40405</b> National Booklet Standard Voucher Selection	<b>Shipper Name</b> No Sample Books Ordered	<b>Shipper ACCOUNT</b> 343789
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**APPROVALS**

Approval Comments

Buttons: **Approve** (highlighted in red), **Decline** (highlighted in red)

Rule Summary	Approver	Status
Order is submitted by JMA Test Account Category is STANDARD VOUCHER APPROVAL	You	Pending
Order is submitted by Zone Service Manager - SE group Category is STANDARD VOUCHER APPROVAL	You	Pending

**ORDER DETAILS**

Status: Awaiting Approval  
Created By: JMA Test Account  
Payment Method: Purchase Order

**Ship to**  
Southeastern Printing  
3601 SE Dixie Hwy  
Stuart, FL 34997

**Bill to**  
Jim Moran & Associates  
PO Box 8603  
Deerfield Beach, FL 33443

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## Tips & Tricks

Select Edit instead of Approve or Decline to make desired voucher changes and approve. Once you click edit, you can select the item to edit. Save your changes and follow the check out process through order submission.

8. Repeat steps 3-7 as needed.