

SOP: Business Cards

1. Visit WAG23 Portal – HR Representative Submits A Request

- A. Select the box at top that reads "Business Cards"
- B. Complete form with the following information:
 - I. Employee Name
 - II. Position/Title
 - III. Phone Number 1
 - IV. Phone Number 2 (Optional, per RVP approval*)
 - V. Location Address (Some staff will have NO address* EX: S. Senn*)
 - VI. Desired quantity (Standard is 250qty.)
 - VII. LINQ Digital Card Required? (Y/N)
- C. **NO Design Alterations Allowed**

2. Task assigned to Liz via automation -- staged in "Requests" section

3. Compile the order request (email) with information from item

- A. LINQ Yes? Add sub-item(s): Create Profile, QR Code (See Index, pg. 2)
- B. Subject: (ORDER/REQUEST: WestAir Business Cards (Attachments)
- C. Attachments:
 - I. Linq QR Codes (Download from items in Monday.com)
- D. Update status to "Working On It" (Automation moves to In Progress*)
Complete email request with the following information:
 - I. Employee Name
 - II. Position/Title
 - III. Phone Number 1
 - IV. Phone Number 2
 - V. Location Address (Some staff will have NO address* EX: S. Senn*)
 - VI. Desired quantity (Standard is 250qty.)

w/Linq QR Code*



w/o Linq QR Code*



4. Vendor Confirms Receipt -- Fulfills Order

- A. Items shipped directly to user at nearest WestAir location (Home Base)
- B. Invoice sent to ap@westairgases.com -- HR provides DocuWare Approvals
- C. Update status to "Completed/Live" (Automation moves item to Complete*)
- D. Re-ordering? Same process as above* (Pts. 1-4)