

Clipper Approval Portal

To All Sales:

Effective tomorrow, August 6th, the way your clients approve Insertion Orders is about to become much easier for everyone with the introduction of our new Approval Portal. Custom-built by our Clipper engineers and developers, the Approval Portal allows your customers to receive a link to their IO by email or text. Once they click the link, they can review their order, contact their rep, or simply click the Approve button.

We will automatically send an email for every order that is not signed on an iPad. Additionally, we know your customers are busy and often don't want to stop to find and read an email. With that in mind, we have added SMS/text as an option. When an order is submitted, your client will receive a text that contains a link to the Insertion Order. After clicking the link, they will be taken directly to the portal to approve their documents. Two clicks and it's approved!

All authorized signers who wish to be enrolled in the SMS/text option will be required to opt-in once. You will have the ability to initiate the opt-in process for your clients from order entry.

IMPORTANT NOTES:

1. Order Entry will be unavailable tonight, 8-5-21, between the hours of 8PM Eastern and Midnight. You will receive an email when it is functioning again.
2. The SMS/text functionality is being tested by a beta group of your peers. We anticipate rolling this out to the broader organization by 8/18.
3. A webcast will be coming soon with more detailed instructions about the SMS opt-in process and the customer experience.
4. The portal replaces the current method of pasting an IO in an email and requiring the client to reply approved. This old method requires someone in finance to review EVERY order that comes in to verify it was approved properly. To gain maximum efficiency for you, your client, and Clipper, we will no longer support email approvals. POAs will not continue to send approval emails as they have in the past.
5. You must choose the correct signer at the time you place the order. Whichever contact you choose from the drop-down in OE is who will receive the email or text.
6. POAs will be able to resend an email or text to your client that contains the link to the portal if they are unresponsive to the initial send. They will automatically resend as your ads get closer to deadlines.

Sincerely,

Clipper University

Cultivating Success

Clipper.University@ClipperMagazine.com

This is what the Insertion Order will look like in Order Entry

8/3/2021 Customer Portal

Clipper MAGAZINE

9 West & Co Account: 218557
116 Outlet Dr Lancaster, PA 17603
(717) 399-8995
Order #13245540 8/3/2021 11:37:46 AM
Sales Exec Has Signed On Behalf Of The Customer.

APPROVAL PENDING

Half Page Ad \$954.00
02666-07-21 Pittsburgh-Eastern Suburbs CR
Week Of Mailing : 8/30/2021

Circ: 53k **Online Web Surcharge \$9.00**
CPM: \$18.00 **Item Subtotal: \$963.00**

Half Page Ad \$936.00
02667-07-21 Pittsburgh-North Huntingdon CR
Week Of Mailing : 8/30/2021

Circ: 52k **Online Web Surcharge \$9.00**
CPM: \$18.00 **Item Subtotal: \$945.00**

Notes: Payment Notes will show up here

Subtotal \$1,908.00
Order Total **\$1,908.00**

Payment method **Payment terms:**
Check or Cash Returned Check Fee \$35.00

You acknowledge and agree that this order is governed by Clipper Magazine LLC standard terms and conditions (TCV 062020), which can be found [here](#).
You are authorizing Clipper Magazine, LLC to process all payments with the payment method provided by Merchant to Clipper Magazine, LLC.
Acceptance of this Agreement is subject to approval by Management at the corporate office of Clipper Magazine, LLC.

Digital Terms: You agree to use the digital redemption system to track coupons.

ZIP COUNTS ARE SUBJECT TO ADJUSTMENT BASED OFF OF SEASONAL DISTRIBUTION CHANGES.

This is what your client will receive by email once you place an order that requires their signature.

Approval Needed ← ↶ ↷

 **Clipper Magazine** <noreply@cmag.com> Today at 11:40 AM
To:  Brown, Andrew

Clipper MAGAZINE

Order No: 13245540 requires your approval. Please tap the link to review and approve your documents.

[Review your document](#)

Once they click "Review your document" they will be taken to the portal and see this screen. They will not need to log in to see this.

The screenshot shows the 'Review your document' screen. On the left, there are buttons for 'Contact Sales Rep' and 'Approve Order'. Below these are the company details for '9 West & Co', including their address, phone number, and order information. A note states 'Sales Exec Has Signed On Behalf Of The Customer.' In the center, a summary shows a subtotal of \$1,908.00 and an order total of \$1,908.00. The payment method is listed as 'Check or Cash' with a link to 'Payment Terms'. On the right, two ad items are listed: 'Half Page Ad 02666-07-21 Pittsburgh-Eastern Suburbs CR' for \$963.00 and 'Half Page Ad 02667-07-21 Pittsburgh-North Huntingdon CR' for \$945.00. Both ads show a week of mailing of 8/30/2021.

Your client can click on any of the ads to expand and see more information

This screenshot shows the expanded view of the ads. The left side remains the same as the previous screen. The right side now provides detailed information for each ad. The first ad, 'Half Page Ad 02666-07-21 Pittsburgh-Eastern Suburbs CR', has a price of \$954.00 and includes a 'Circ' of 53k, a 'CPM' of \$18.00, and an 'Online Web Surcharge' of \$9.00, resulting in an 'Item Subtotal' of \$963.00. The second ad, 'Half Page Ad 02667-07-21 Pittsburgh-North Huntingdon CR', has a price of \$936.00, a 'Circ' of 52k, a 'CPM' of \$18.00, and an 'Online Web Surcharge' of \$9.00, resulting in an 'Item Subtotal' of \$945.00.

Once they click "Approve Order" they will see this confirmation screen

The confirmation screen features the 'Clipper MAGAZINE' logo at the top left. The main heading is 'Document Approved!' centered on the page. Below the heading is a large blue circular icon containing a white checkmark. Underneath the icon, the text reads 'Thank you for approving Order #13245540.' and 'Approved Insertion Orders will be emailed to testerman@email.com for your records.' At the bottom center, there is a 'Contact Sales Rep' button.

If your client clicked "Contact Sales Rep" this is what they will see. They can edit the message that is prepopulated and you will receive an email or text.

Contact Sales Rep

Please write your message below and your rep will contact you as soon as possible.

9 West & Co Account: 218557
Sales Rep: Ellen Kepler

Test Testerman Agency Account Executive Director (717) 413-8500

testerman@email.com

Message to rep:

Hi Ellen,

This is Test Testerman with 9 WEST & CO #218557.
I need help with my order, #13245540

Thank you.

I prefer a response by:

Email testerman@email.com

Text (717) 413-8500

Send Message

Background information visible in the modal:

Clipper MAGAZINE

Contact Sales Rep Approve

9 West & Co Account: 218557
116 Outlet Dr Lancaster, PA 17603
(717) 399-8995
Order #13245540 8/3/2021 11:37:46 AM
Sales Exec Has Signed On Behalf Of The Cust

Notes: Payment Notes will show up here

Subtotal
Order Total
Payment method

By approving this order, you agree to the Terms

Online Web Surcharge \$9.00
Item Subtotal: \$963.00

Online Web Surcharge \$9.00
Item Subtotal: \$945.00