**Current Process Flow**

1. **Customer Purchase Order Submission**
   * When a customer submits a purchase order (PO), the PO is printed, and a corresponding file and ticket are created.
   * For orders below 10,000 units, the Customer Service Representative (CSR) confirms with the packing team whether the items are in stock.
     + **If in stock**: The CSR generates a picking slip, prints it, and proceeds with the process.
     + **If not in stock or if the order exceeds 10,000 units**: The CSR creates a production ticket, prints it, and sends an acknowledgment to the customer.
2. **Quote Verification**
   * If the PO does not have an attached quote, the CSR forwards the PO back to the Purchasing department to obtain the quote.
   * Once the quote is attached, it is included with the job ticket and forwarded to the Graphics team.
3. **Graphics and Job Ticket Preparation**
   * The Graphics team works on creating a label drawing.
   * The drawing is printed and attached to the job ticket, which is then reviewed by the Office Manager for accuracy. This review includes:
     + Cross-checking the ticket
     + Verifying the attached quote
     + Ensuring the drawing and materials are accurate
4. **Material Planning and Production Scheduling**
   * The Office Manager forwards the completed job ticket to the Procurement team for material planning.
   * After material planning, the ticket moves to Production Planning and then to Scheduling.
   * Scheduling sends the customer an acknowledgment, including an estimated ship date (ESD).
5. **Production and Printing Process**
   * The job ticket is sent to production, where it is distributed to various departments as follows:
     + **Press Operators**: Use a pre-designed press run sheet template, which is printed and attached to the ticket folder.
     + **Rewinders**: Use a rewinding checklist, printed from a saved template.
     + **Encoders (for encoded jobs)**: Print the encoding checklist, start/stop numbers, and data set sheets. These documents are attached to the ticket folder before the job is processed for rewinding.
     + **Packers**: Record box dimensions and other relevant notes on the ticket’s physical copy or the back of the ticket.
6. **Billing and Proof Retention**
   * After production, the job ticket is sent to Billing for processing.
   * For each job order, a few labels are retained as proof, along with the inlay lot numbers for tracking purposes.
7. **ERP System Update and Documentation**
   * Once the billing is complete, the ticket is sent back to the Scheduler, who performs the following tasks:
     + Close all job tickets in the ERP system
     + Updates part numbers with any changes or additional notes documented by various departments
     + Validates metrics to ensure data accuracy
   * Finally, the completed tickets are filed in the production archives for storage.