

Microsoft Approval Process

Client Request for Services

- Production receives request for services
- Producer creates project in Microsoft's ShowMgr tool
- Producer creates SOW and sends to Support@runstudios.com, along with client approval email (including IO & GL account number) and Budget spreadsheet
- Betsy will review and submit the SOW to Microsoft to be signed

SOW Approval

- Once Microsoft receives SOW and approves project, Contract Pro will send an Echo Sign to MSPOCOM@runstudios.com for signature
- Approver will be the same as on the SOW
- Once the SOW has been signed on both ends, RUN will be notified by a Corporate Services Auto Notification sent to MSPOCOM@runstudios.com with a PDF of the countersigned SOW

PO Opens

- Once PO is opened on Microsoft's end, RUN will be notified by a Corporate Services Auto Notification sent to MSPOCOM@runstudios.com with a unique PO number and milestone billing dates
- PO is now searchable on MS Invoice tool and in ShowMgr

Amazon Approval Process

Client Request for Services

- Production Manager receives request for services
- Production Manager fills out SOW template with relevant information, which can be found on the Amazon Production Managers Wiki page
- Production Manager sends back to client for review

SOW Approval

- Once SOW is approved by client, Amazon will initiate DocuSign to send to their legal department
- Legal will sign and send to RUN, signer is based on either:
 - Client will ask PM which account they prefer to be setup under
 - Client will find supplier information via Coupa and send to signee which that account was setup under
 - **Accounting@runstudios.com --> Greg (preferred account)**
 - Linsey@runstudios.com --> Linsey
 - AWS --> Rebecca
- In some cases, SOW will not be necessary and DocuSign will just be for PO setup

PO Opens

- PO will be setup in Payee Central once docuSign is received
- PO information will be sent out to supplier email on file (accounting@runstudios, linsey@runstudios.com, rebecca@runstudios.com, etc.) and forwarded to the respective producer
- Once PO has been created, Accounting & Account Managers should be able to look it up in both Payee Central and COUPA systems