Patagonia Project Review Request Instructions

Before submitting your order on our Elastic B2b site we ask that all projects be submitted for approval via our Smartsheet application, this can be done by following the steps below:

1. Fill out the Form for each [Patagonia Project Review Approval](#).
- Review attached Branding Guidelines
- Be sure to include all details about the project you are submitting for review.
- If more information is requested by your Sales Rep, you will be individually emailed to fill in more info on the form. *If we require the logo to view, we will ask for it.*

2. An email reply will be auto generated from Smartsheet once your Sales Rep has completed the review.
- Three core responses, along with additional important information, will be provided: **Approved, Conditionally Approved,** and **Capacity.**
- The email you used for the initial request is the email that will be used when sending the completed response(s)
- Projects are reviewed individually and depending on the request some reviews may take additional time before completion. **Please allow 1-3 business days before following up.**
- **IMPORTANT:** Be sure to include Client Name in the **"Order Name"** field when placing your order on B2b or it will remain on hold until we can confirm your Project has been approved.

We recommend adding automation@app.smartsheet.com to your contact list to ensure you receive responses and they are not sent to your junk/spam folder.

As a reminder, when an approval is labeled "Capacity", please ensure that the correct messaging and verbiage is communicated to the end client*:*

"We appreciate your interest in our Group Sales program, however we will not be able to accommodate this request. Due to the capacity limits of our program, we are not able to accommodate all of the requests we receive. We are currently prioritizing new business partnerships with other Certified B Corporations, 1% for the Planet members, and mission-driven companies."

If you have any questions, please email GroupSalesDistributor@patagonia.com