



Order Approval Guide


Accessing Pending Orders Waiting to be Approved

- Click the **bell icon** at the top of the page, then select **Order Approval** or **Orders Pending Approval**.
- This icon appears **only for mid- or top-level approvers**.
- Orders you've already approved or denied appear under **Approval History**.

Reviewing Pending Orders

- **Pending Approval** tab shows only orders awaiting your review.
- Click headers (Submitted By, Dept, Date, PO) to sort. Total includes tax.
- Click the "+" next to an order to view line items.

Approving/Denying Orders

- **All orders:** check "All" box and click **Approve** or **Deny** (enter reason if denying).
- **Single order:** check the box in the order line and click **Approve** or **Deny** (enter reason).
- **Individual items:** click  in the box under "Edit" to open **Order Approval Editor**:
 - Edit: Long/Short PO, Shipping Method/Instructions, Special Instructions, Payment Method, Quantities, Cost Center Codes.
 - Deny items: check items to deny then click **Deny Items**, enter denial reason.
 - Add items: click **Add Items**, enter item info then click **Save** or **Save and Continue Shopping**.
 - Apply promo code: Click "Enter Promotional Code". Type in the code and click **Apply**.
 - When finished:
 - Click **Approve Order**,
 - **Deny Order** (with reason), or
 - **Return to Pending Orders** (releases hold so others can view it).

Out of Office Forwarding

- Click "Approval Forwarding" in the **Account Information** section.
- Set start/end dates and times or leave blank for indefinite.
- Select one or more users to forward to → click **Add Temporary Approver**.
- Click **Enable Approval Forwarding**.

Orders Awaiting Approval from End User

Your Orders Awaiting Approval can be found under Your Account Information located at the top of the page

- Click on your **Account Information** look under the **Order Approval** section
- View orders **you've placed** that still require approval.
- Click Your **Orders Awaiting Approval** to view orders still awaiting approval.

Approval History

- Found under **Your Orders Awaiting Approval** → **Approval History**.
- See all the orders you've submitted.
- Approved-but-pending-further orders still appear here.
- Denied orders can be **re-submitted** (quantities editable, no new items allowed).
 1. Click the Edit icon to open the order.
 2. Edit PO numbers, shipping info, payment method, instructions, quantities.
 3. Click **Check Out** to resubmit.