



Quick Instructions – Approving Orders

Approving Orders

- Go to: <http://www.schoolspecialtyonline.com>
- Enter your user name and password in  at the bottom of the page.

To Approve/Deny orders

- Click “**Approve Orders**” from your left or center menu
- Select the orders you wish to affect, and:
 - **Approve:** Approves the order to the supplier or to the next level in the approval workflow.
 - **Deny:** Denies the order from being submitted to the supplier. Requires the approver to put in comments to explain why the order is being denied. The originator is notified via e-mail and may copy the order into a new order, make the necessary modifications, and resubmit.
 - **Modify Header:** Allows approver to change the Attention To, PO/Reference Number, Budget Code, Shipping Addresses, and Shipping Dates on all selected orders.
 - **Confirmation password** is the same password used to log in.

Note: When modifying the header on multiple orders, leaving fields blank will retain their current order information.

To modify the lines on an order pending your Approval


- Click on the order number you wish to modify.
- Select Modify Lines.
- Add, modify or delete items as necessary.
- When finished, click “**return to order summary**”.
- You can then “**Approve**” or “**Deny**” the order, “**Modify the header**”, or return to the approve orders menu.

Note: You cannot modify or approve orders that are not in your Approve Order status or are waiting approval at a different level of the organization.

To locate an order that isn't in your approval pending folder

- Click on “**View My Associate Orders**” status from your left menu.
- Select “**Advanced Search**”.
- Fill in any information you may have about the order.
- Select search.
- Your results will be displayed at the bottom of the screen.

To Copy an order

- Locate the order that needs to be copied.
- Click on the  icon, to the right of the order total and print icon.
- This will copy the order into a new order, issue a new order number, re-price the order, and allow you to update the order and resubmit it.

Questions? Call our Toll Free Online Support Department at 800-513-2465 ext 2.