


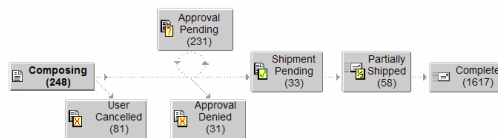
## Quick Instructions – Finding Orders

### Finding Orders



- Go to: <http://www.schoolspecialtyonline.com>
- Under 
- Type your User name and Password (these are case sensitive)

Click on “View My Orders” or “View My Associate Orders”

#### View My Associates Orders



Click on the Gray “Status” Box to view the list of orders in that status.

- **Composing:** Orders or requisitions you are still working on, have not been Submitted yet.
- **User Cancelled:** Can be copied and resubmitted if necessary.
- **Approval Pending:** Orders that have been submitted are in your workflow/approval system pending approval.
  - Click on the “order number” to view, then click on  View Workflow to see who has yet to approve your order.
- **Approval Denied:** Have been returned to you from an Approver, with an email notification citing the reason or instructions on what to do next.
  - Click on  “Copy” into New Order (at the end of the order information line) to make corrections and resend for approval.
- **Shipment Pending:** Have been approved and are at the Vendor, but nothing has shipped as yet.
- **Partially Shipped:** Some items have been shipped, but there are still backorders or items to ship from other warehouses.
- **Complete:** The order has been completed – no items are left to ship.
- **Show all Stores:** Click to view orders from all School Specialty Brands.
- **Show Associate Orders:** Click to view orders from within your workflow (people who send you requisitions to approve)

Select “Advance Search” to efficiently narrow down large lists or find order numbers.

#### Advanced Order Search

Status:    
 Store:    
 PO / Reference:  Exact  Contains  Starts With    
 Attention:    
 Order Number:    
 Ship To:    
 Created By:    
 Start Date:  /  /  (MM/DD/YYYY)   
 End Date:  /  /  (MM/DD/YYYY)

“Archive History” will remove orders from the “active” order listing.

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