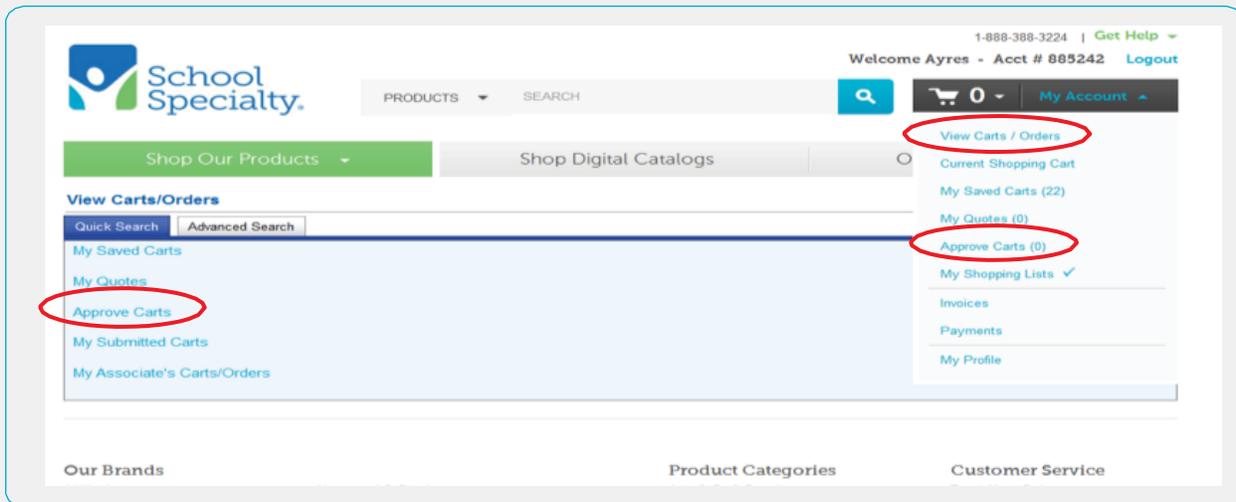


## Approving or Rejecting Orders

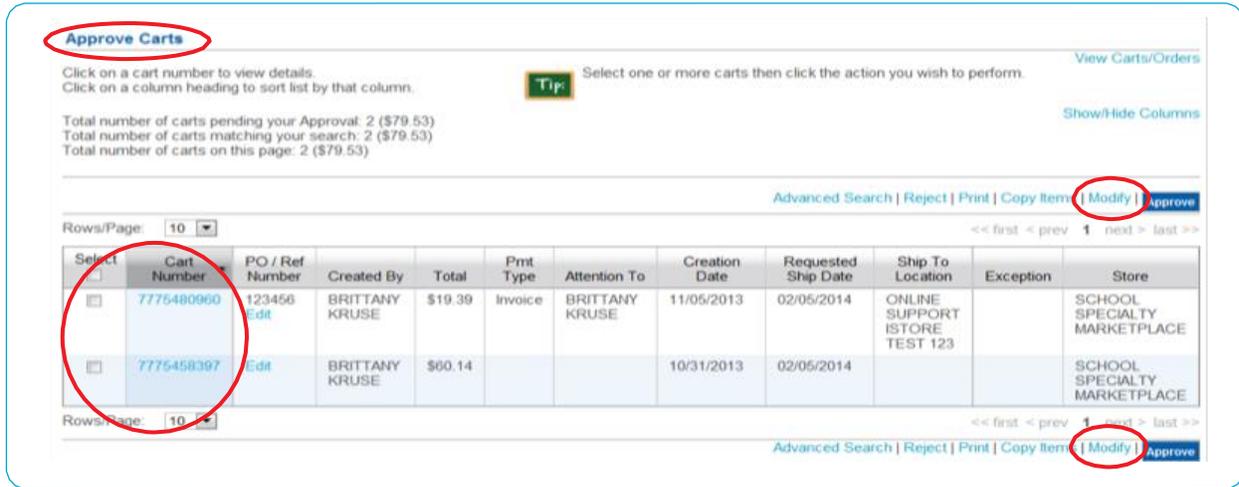
Choose **Approve Carts** from the **My Account** function on the right side of screen or the **View Carts / Orders** option.

**IMPORTANT NOTE: A purchase order must be approved prior to approving any order. When creating your requisition in MUNIS remember to put in the General Notes the cart # from the online order**



Your Carts to Approve will display

1. Sort the listing by clicking on any column heading.
2. Click on your cart **Number** to view details of the cart.
3. Click the check box before the cart number to select one or more orders, (or check the box in the header to choose all carts).
4. Click **Modify** to change:
  - Ship to Location / Attention To
  - **Request Ship Date** – If order is for next FY remember to change this date to 01-JUL-2018. This will delay shipment
  - Payment Method
  - Purchase Order number –
    - a. Enter a blanket purchase order or individual order in MUNIS
    - b. All purchase orders are to be made out to School Specialty (Vendor #907267) and remit to address #5 with the exception of Frey Scientific chose remit to address #7
  - Payment Information – should be invoice – in the drop down box you can chose to delay billing to next Fiscal Year.
  - Items in the cart



**Approve Carts**

Click on a cart number to view details.  
Click on a column heading to sort list by that column.

**Tip:** Select one or more carts then click the action you wish to perform.

Total number of carts pending your Approval: 2 (\$79.53)  
Total number of carts matching your search: 2 (\$79.53)  
Total number of carts on this page: 2 (\$79.53)

Advanced Search | Reject | Print | Copy Item | **Modify** | **Approve**

Rows/Page: 10

Select	Cart Number	PO / Ref Number	Created By	Total	Pmt Type	Attention To	Creation Date	Requested Ship Date	Ship To Location	Exception	Store
<input type="checkbox"/>	7775480960	123456 <a href="#">Edit</a>	BRITTANY KRUSE	\$19.39	Invoice	BRITTANY KRUSE	11/05/2013	02/05/2014	ONLINE SUPPORT ISTORE TEST 123		SCHOOL SPECIALTY MARKETPLACE
<input type="checkbox"/>	7775458397	<a href="#">Edit</a>	BRITTANY KRUSE	\$60.14			10/31/2013	02/05/2014			SCHOOL SPECIALTY MARKETPLACE

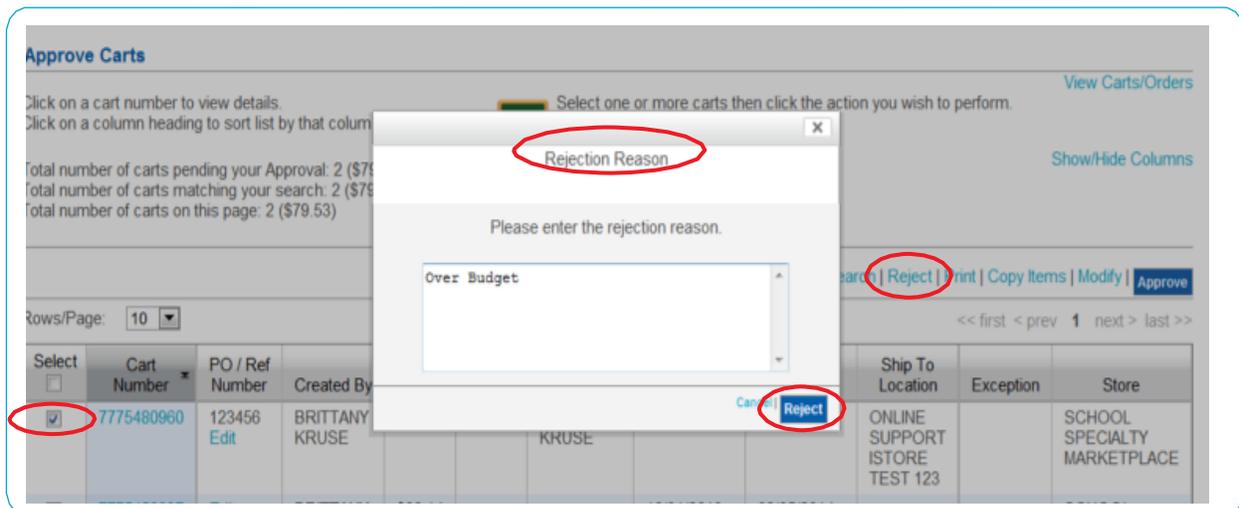
Rows/Page: 10

Advanced Search | Reject | Print | Copy Item | **Modify** | **Approve**

To reject any carts simply:

1. Select the cart by checking the box in the select column adjacent to the cart you want to reject.
2. Click the **Reject** option.
3. Enter rejection reason.
4. Click the **Reject** button

**\*\*\* NOTE: Once the order has been rejected the order is deleted from the system and the approver will need to contact the originator to have them re-enter the order as instructed. The other option would be for the budget secretary (approver) to adjust the order and approve. \*\*\***



**Approve Carts**

Click on a cart number to view details.  
Click on a column heading to sort list by that column.

Select one or more carts then click the action you wish to perform.

Total number of carts pending your Approval: 2 (\$79.53)  
Total number of carts matching your search: 2 (\$79.53)  
Total number of carts on this page: 2 (\$79.53)

Advanced Search | **Reject** | Print | Copy Items | Modify | Approve

Rows/Page: 10

Select	Cart Number	PO / Ref Number	Created By	Total	Pmt Type	Attention To	Creation Date	Requested Ship Date	Ship To Location	Exception	Store
<input checked="" type="checkbox"/>	7775480960	123456 <a href="#">Edit</a>	BRITTANY KRUSE	\$19.39	Invoice	BRITTANY KRUSE	11/05/2013	02/05/2014	ONLINE SUPPORT ISTORE TEST 123		SCHOOL SPECIALTY MARKETPLACE

Rejection Reason

Please enter the rejection reason.

Over Budget

Cancel | **Reject**