

# 1

## How to approve orders

- Login
- Under Menu, click **Supplies (+)** to expand
- Click **Unplaced Orders**
- Find the appropriate order within the **"Pending Approval"** section
- Click **View/Modify** to review order or check the box and click **Approve** button

## UNPLACED ORDERS

**Supplies** / Supplies / Unplaced Orders

Below is a list of all open orders for your available locations. An open order is an order not yet submitted to us for processing. Click view link to review or submit an order for checkout.

**MY ORDERS: (0)** SORT BY: Account #

Account # Location Summary

You currently do not have any orders created.

You may view/modify or approve orders awaiting approval by other approvers. To approve orders, please select each checkbox and click Approve. Icons will display for orders that have order comment, that have a budget restriction, or that contain products requiring approval.

**PENDING APPROVAL: (1)** SORT BY: Submitted On

Submitted On	Created By	Location	Summary	Awaiting Approver	
5/27/2015	Bellingham_514	Bellingham Medical 514 4455 Cordata Pkwy Bellingham, WA 982268037	2 item(s), \$98.90 Po #: \$269.00 UPS Standard Delivery	mlmartinez	View/Modify <input type="checkbox"/> <b>APPROVE</b>

Click view link to view the details of another user's open order. You will not be able to modify their open order.