

Quick Instructions: Approve / Reject Orders, cont.

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

Specialty.	PRODUCTS -	SEARCH	٩	TT 0 - My Account 🔺
			<	View Carts / Orders
		Shop Digital Catalogs	0	Current Shopping Cart
View Carts/Orders				My Saved Carts (22)
Quick Search Advanced Search				My Quotes (0)
My Saved Carts			<	Approve Carts (0)
My Quotes				My Shopping Lists 🗸
Approve Carts				Invoices
My Submitted Carts				Payments
My Associate's Carts/Orders				My Profile

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



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Click on a Click on a	a cart number to a column headin	view details g to sort list	by that column		T	P Select one	or more carts t	hen click the action	on you wish to j	perform.	View Carts/Orde
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Rows/Pa	ige: 10 💌							Advanced Sea	rch Reject P	rint Copy Iten	<pre>/ Modify Approv / 1 next > last :</pre>
Select	Gart Number	PO / Ref Number	Created By	Total	Pmt Type	Attention To	Creation	Requested Ship Date	Ship To Location	Exception	Store
	7775480960	123456 Edit	BRITTANY KRUSE	\$19.39	Invoice	BRITTANY KRUSE	11/05/2013	02/05/2014	ONLINE SUPPORT ISTORE TEST 123		SCHOOL SPECIALTY MARKETPLACE
173	7775458397	Edit	BRITTANY KRUSE	\$60.14			10/31/2013	02/05/2014			SCHOOL SPECIALTY MARKETPLACE

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. ***

							View Carts/Orders		
Dick on a cart number to view details. Click on a column heading to sort list by that colum			Select one or more carts then click the action you wish to perform.						
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otal number of carts or	this page: 2	(\$79.53)	Please enter the reject	tion reason.					
			Over Budget	*	arch Reject	rint Copy Iten	ns Modify Approve		
						<< first < pre	/ 1 next > last >>		
tows/Page: 10					Ship To				
Select Cart Number	PO / Ref Number	Created By-			Location	Exception	Store		