

Approving or Rejecting Carts

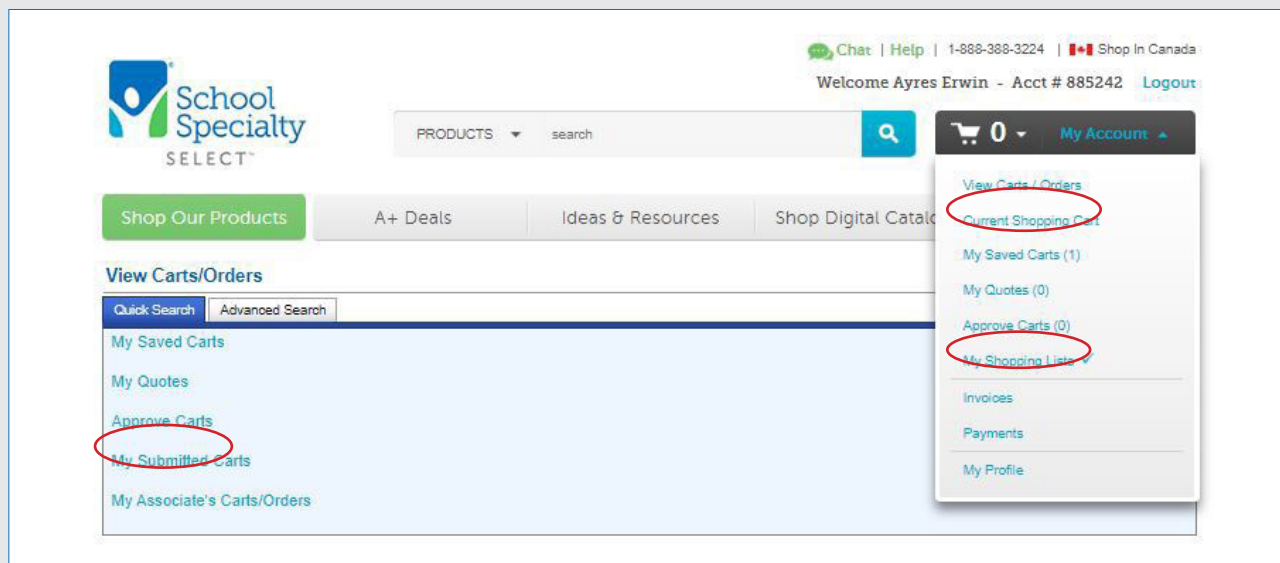
Welcome to School Specialty Online! Below are some instructions to help you approve and reject carts.

Login:

- Visit SchoolSpecialty.com. Select **Sign In/Create Account** in the top right corner.
- Choose **Continue & Login** under **Continue as a School or Business User** ordering with your school organization.
- Enter your user name and password, click **Login**.

Approving Carts:

- Choose **Approve Carts** from the **My Account** function on the right side of screen or the **View Carts / Orders** option. Your carts to approve will display.



- Sort the listing by clicking on any column heading.
- Click on cart **Number** to view details of the cart.
- 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).
- Click **Modify** to change:
 - Ship To Location / Attention To
 - Ship Date
 - Payment Method
 - Purchase Order number
 - Budget Codes
 - Items in the cart
- Click **Approve** to approve your cart.

Quick Instructions: Approve / Reject Carts, cont.

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: 4 (\$91.59)
Total number of carts matching your search: 4 (\$91.59)
Total number of carts on this page: 4 (\$91.59)

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

Rows/Page: 10 << first < prev 1 next > last >>

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"/>	7791501665	Edit	AYRES ERWIN	\$17.82	Invoice	AYRES ERWIN	02-JAN-2020	06-JAN-2020	ONLINE SUPPORT ISTORE TEST 123		SCHOOL SPECIALTY MARKETPLACE
<input type="checkbox"/>	7791501610	Edit	AYRES ERWIN	\$5.62	Invoice	AYRES ERWIN	02-JAN-2020	06-JAN-2020	ONLINE SUPPORT ISTORE TEST 123		SCHOOL SPECIALTY MARKETPLACE
<input type="checkbox"/>	7791499395	Edit	AYRES ERWIN	\$21.32	Invoice	AYRES ERWIN	02-JAN-2020	06-JAN-2020	ONLINE SUPPORT ISTORE TEST 123		SCHOOL SPECIALTY MARKETPLACE
<input type="checkbox"/>	7791331662	Edit	AYRES ERWIN	\$46.83	Invoice	AYRES ERWIN	20-NOV-2019	06-JAN-2020	ONLINE SUPPORT ISTORE TEST 123		SCHOOL SPECIALTY MARKETPLACE

Rows/Page: 10 << first < prev 1 next > last >>

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

Rejecting Carts

- Select the cart by checking the box in the select column adjacent to the cart you want to reject.
- Click the Reject option.
- Enter rejection reason.
- Click Reject button.

Approve Carts

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

Total number of carts pending your Approval: 4 (\$91.59)
Total number of carts matching your search: 4 (\$91.59)
Total number of carts on this page: 4 (\$91.59)

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

Rows/Page: 10 << first < prev 1 next > last >>

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"/>	7791501665	Edit	AYRES ERWIN	\$17.82	Invoice	AYRES ERWIN	02-JAN-2020	06-JAN-2020	ONLINE SUPPORT ISTORE TEST 123		SCHOOL SPECIALTY MARKETPLACE
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Rows/Page: 10 << first < prev 1 next > last >>

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

Rejection Reason

Please enter the rejection reason.

Over Budget |

Cancel **Reject**