Warning Message

This order will be routed for approval after you checkout. N tou have exceeded the order total of \$250.00. Rease revise your order total before proceeding to checkout.	×
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Select Your Approvers



Approval Chain



- If your order is subject to approval, a yellow message displays at the top of the page.
 - Click the arrow pointing down to view more details.
- During checkout, you may be able to select which approvers from your group will receive the notification email about your order.
- Check the boxes next to each person you want to select.
- This selection will be your default on your next order requiring approval.

- An approval chain may consist of one or more individuals and could be made up of multiple approval levels.
- Email messages are automatically sent to the appropriate people at each step in the approval process.

Modifying an Order

- You can see the status of your order in the Submitted Orders page.
- If your order is still "Awaiting approval", you can make changes and resubmit.
- Click on the red eway order number.
 - From the Order Details page, click on the Modify Order button.
 - Make your changes to the order.
 - Click the **Update Order** button.





Locked Order

- While you are modifying the order, it is locked for any approver that may try to approve, reject or modify it.
- To unlock the order, you must exit by clicking on Update Order to save your changes and exit.

	() This order will be routed for approval after you checkout. \checkmark	×
Modify Order		Update Order Modify Order
#EW87403885 (Awaiting Approval)		
(i) Awaiting Approval by Jasr	nine Miller	

- If you exit in any other way (selecting an option from a menu or shutting down your web browser) the order will remain locked for 4 hours or until you reopen it with the **Modify** button and exit correctly.
- A locked order is identified by the padlock icon.
 - The approver may hover the padlock or the **Modify Order** button to see the name of the person locking the order.

Order Details	This order is being modified by Jamine Miller (CirthidSaurd2) Modifly Order Reject Approve
#EW83472745 (Awaiting Approval) Awaiting Approval by Jon Green	Add to shopping list V 🛛 Resend Order Notification 🛱 Print View
Awaiting Approval by Lisa Brown Awaiting Approval by Jasmine Miller	EW83472745 (Awaiting Approval)

Resending the Email Notifications

- You can resend the email notification to your approvers to remind them that your order is still waiting for their approval.
- Open the Order Details by clicking on the order number in the Submitted Orders list.
- Click on the **Resend Order Notification** button at the right of the page.

Order Details	Modify.Order Carcel
VEW9000259 (Awaiting Approval) Awaiting Approval by Jon Green	Add to shopping list
Awaiting Approval by Lisa Brown Awaiting Approval by Jasmine	🖾 Resend Order Notification

