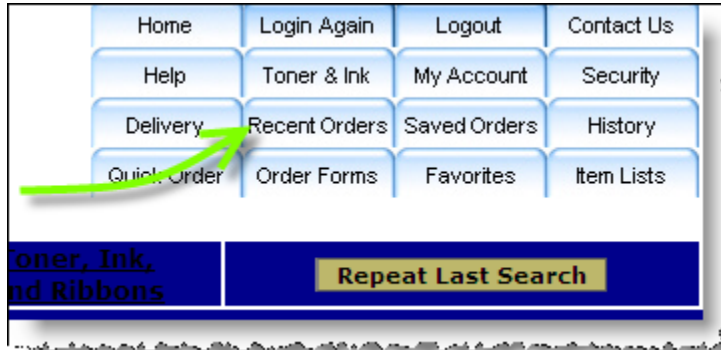


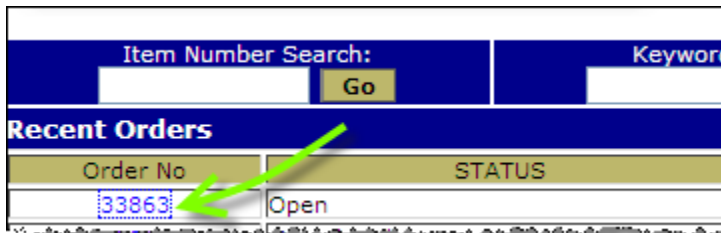
Manual Order Approval Instructions:

This method would allow a user to print out a copy of an order for manual approval. Note that a purchase order may be required by your school or company before order checkout can be completed.

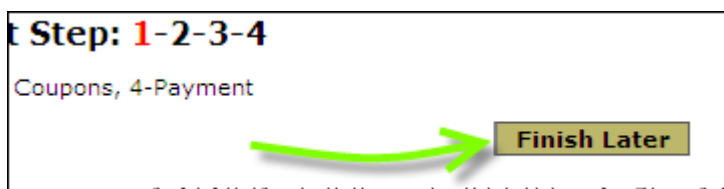
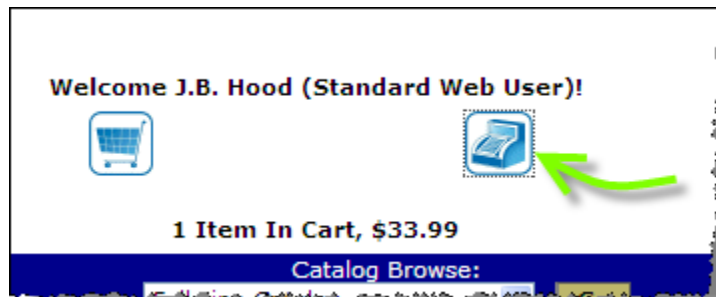
1. Place items in your shopping cart then click on the "Recent Orders" tab.



2. Click on the Order Number link and print out a hard copy of your order and then close the print window.



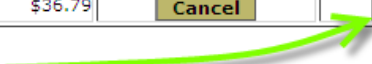
3. Click on the Checkout icon, then the "Finish Later" button and your order will be saved.



4. Once your order has been approved and you have obtained your Purchase Order Number, log in and click on the “Open” button and your items will be placed back in the current shopping cart.


You Have Saved/Open Orders That Require Your Attention!


Order Button:							Begin New Order
LAST ADDED TO	PO	COMMENTS	LINES	TOTAL	CANCEL	OPEN	
4/22/2009 7:24:46 AM			1	\$36.79	Cancel	Open	



5. Click on the check out icon, enter your purchase order number and proceed to checkout as normal.

PO NUMBER	AT
12345	J.E
ORDER COM	



Sub-Total: \$33.99
Sales Tax: \$2.80
Total: \$36.79
 Next Step ->