

## **Order Approval Options**

We understand that our commercial, government, and school customers have many different needs and requirements regarding their internal order approval procedures. We are confident that we have the capability and technology in place to accommodate whatever system you choose to implement and will be happy to work with in that regard.

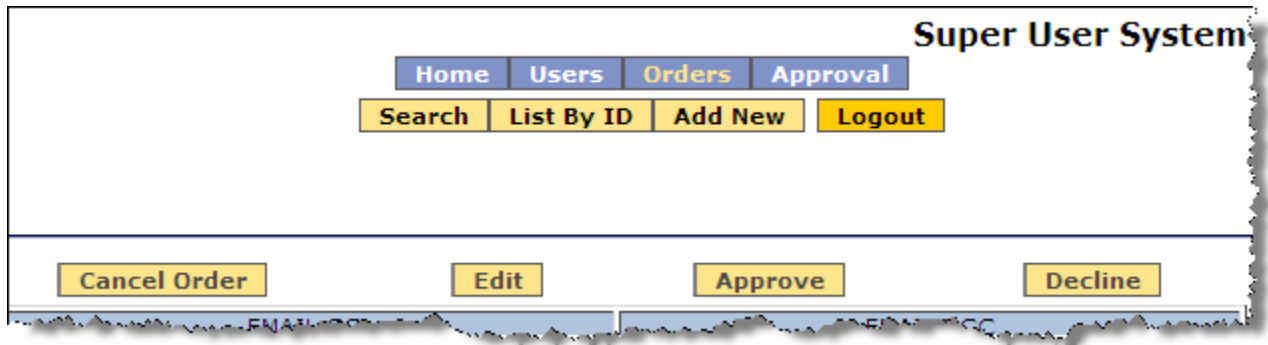
A brief overview of some popular approval options are outlined below:

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### **Super User System:**

Implementing a Super User system will allow one or more designated “Super Users” in your organization to approve, edit, decline and/or cancel all orders placed by members within their assigned group of users. Orders are placed online via our web site, and the Super User receives an email notification that an order is awaiting their approval. At that point the Super User would log in, view and perform whatever action that they deem appropriate, and at that point the order will be released for fulfillment.

Example screen shot of Super User functions below:



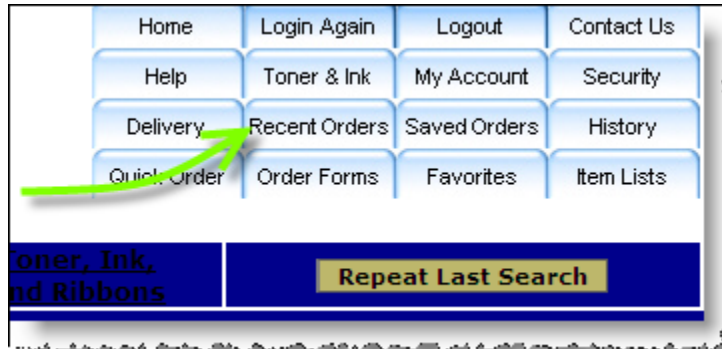
There are many other options that may be implemented along with the Super User system including:

- Only orders over a certain dollar amount require approval.
- Only items on a specified list require approval.

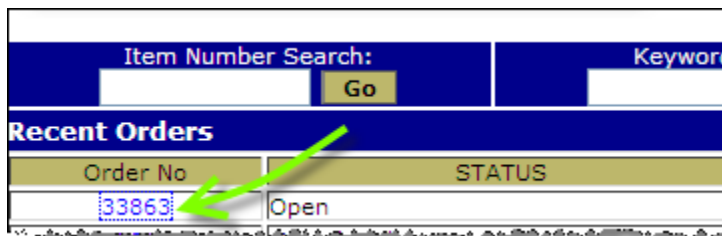
## Manual Order Approval Instructions:

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.

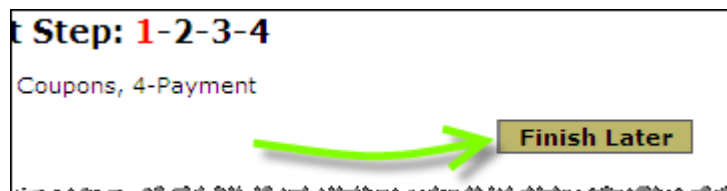
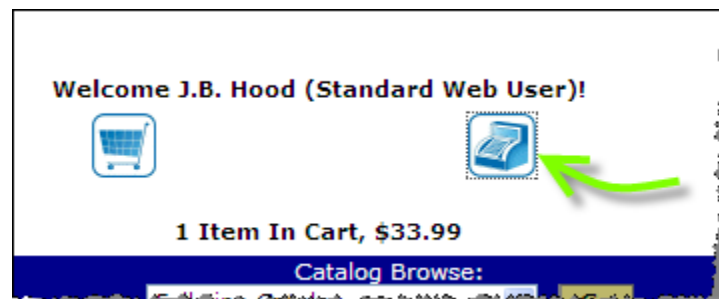
1. Place items in your shopping cart then click on the “Recent Orders” tab.



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.

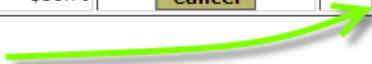


4. Once your order has been approved and you have obtained your Purchase Order Number, log in and click on the “Open” button and your items will be placed back in the current shopping cart.

**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	<b>Cancel</b>	<b>Open</b>




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 ->**