

APPROVING ORDERS

on MassageEnvySupplies.com

APPROVE ORDERS

STEP 1

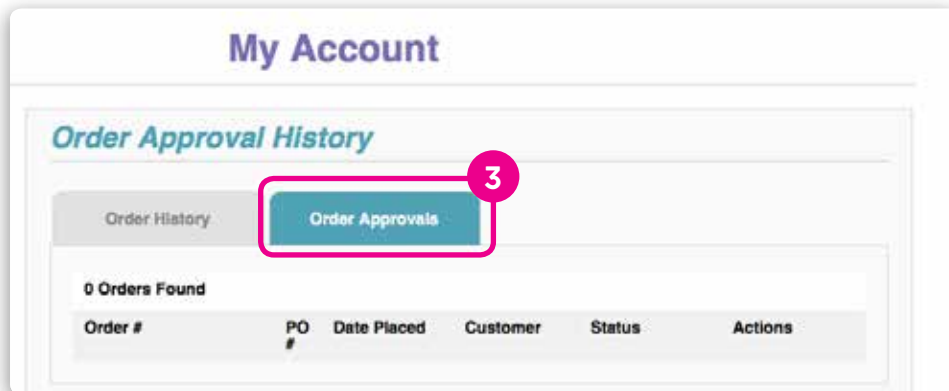
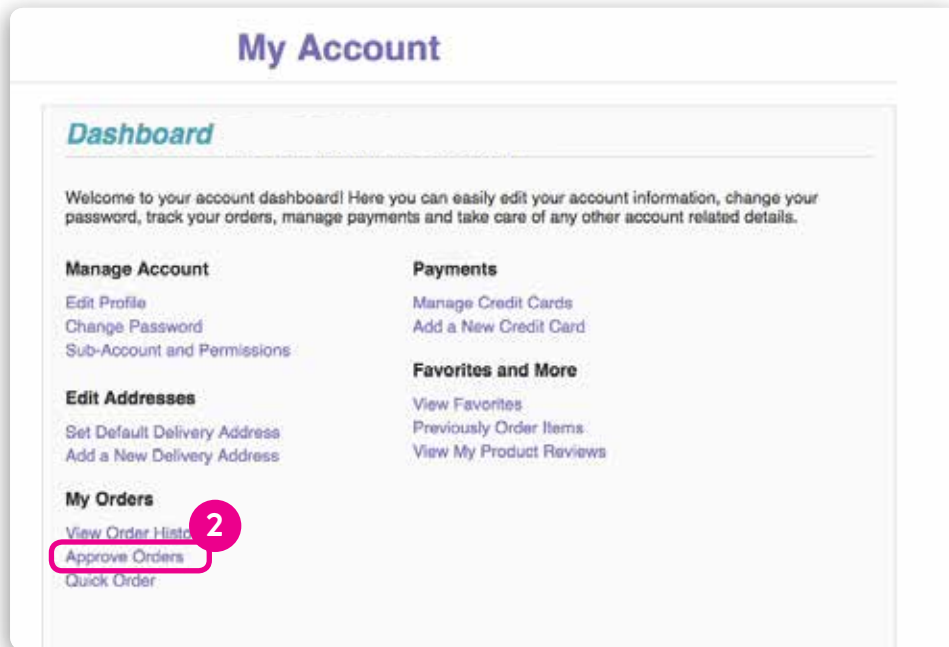
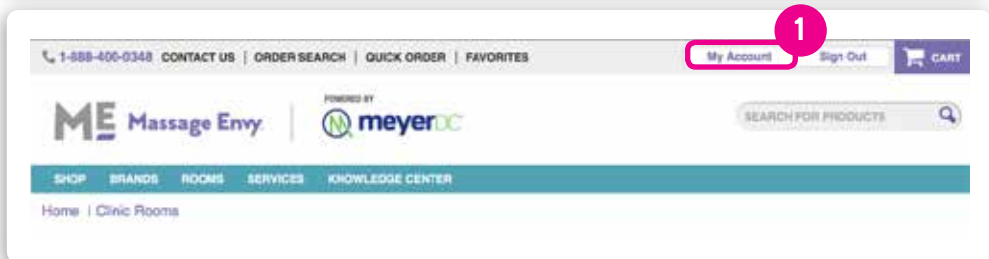
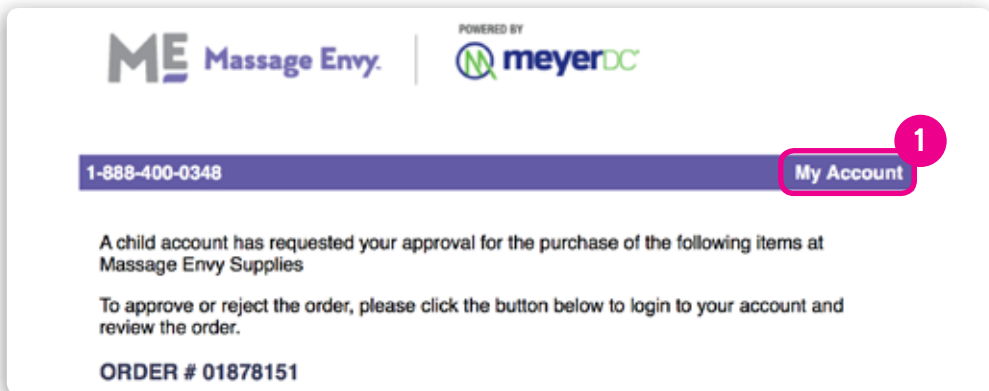
When someone has placed an order for your approval, you will receive notification by email. Click **My Account** in the order email or from anywhere on MassageEnvySupplies.com.

STEP 2

Click **Approve Orders** under My Orders.

STEP 3

Open the **Order Approvals** tab.



APPROVE ORDERS CONT.

STEP 4

Click the **View Order** link, or the hyperlinked order number next to the order you'd like to review.

STEP 5

Review the order. If you want changes made to the order, click **Add a Note**, indicate what changes you want made, then click **Reject**. The employee who originated the order will receive an email with your feedback. If you are happy with the order, process it by clicking **Accept**.

NOTE:


You cannot make changes to an order submitted by someone else. Use the Add a Note feature to tell him or her what needs to be changed. The employee will make the changes then resubmit the order for your approval.

Order Approval History

Order History
Order Approvals

1 Orders Found

Order #	PO #	Date Placed	Customer	Status	Actions
01866565 /		February 22, 2017	Test User	Pending Approval	View Order 4

Products	Status	Unit Price	Quantity	Subtotal	
 Biofreeze® Biofreeze Professional Item #PER107 GAL Option: Container with Pump Size: 1 Gallon	Pending Approval	\$115.00	1	\$115.00	
				Subtotal	\$115.00
				Shipping	\$3.25
				Taxes	\$7.76
				Order Total	\$126.01

Add a Note

Reject
Accept

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Approval History

Date	User	Comment	Status
02/22/17	Administrator	Submitted for approval, the order exceeds customer permission(s): Allowed Order User	Pending Approval



IF YOU NEED ASSISTANCE

with [MessageEnvySupplies.com](https://www.MessageEnvySupplies.com), call 1.888.400.0348