



Guide for Purchasing Approvers

Approving Orders

You will receive an email every time an order needing approval has been placed.



		Monk Office Supply, Ltd. 800 Viewfield Rd Victoria, BC V9A 4V1 CAN Phone: (250) 384-0565 Fax: (250) 384-2553	
Order Confirmation:			
Order has been submitted for your approval.			
Click here to approve this order.			
This e-mail was sent from a notification-only address that cannot accept incoming messages. Please do not reply to this message.			
Bill to:		Ship to:	
INTERNAL USE FOR MONK USE ONLY VICTORIA, BC V9A 4V1 CAN		MIKE ANGRÖVE 800 VIEWFIELD RD VICTORIA, BC V9A 4V1 CAN	
Ordered: 06/15/2016	PO Number: 26.33	Attention To: TEST ORDER	
Order Detail:			
10	PENPL77S Item Comments:	PENTEL ENERGIZE MECHANICAL PENCIL 7 SKY BLUE	EA 2.35 \$23.50
			Material \$23.50
			Subtotal \$23.50

Click on the link to approve the order – you will be taken to www.monk.ca

- If you are already logged in when you click on the link, it will redirect you to the **Approval Page** (see below for redirect page) – **wait for this to complete**. Orders requiring approval appear on this page.
- If you are not logged in, your browser will take you to the **Log In** page first. Log in using your username and password. Your web browser will then take you to the **Approval** page.



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 My Account > [Approve Orders](#)
APPROVE ORDERS ▲
 ⓘ You will be redirected to checkout shortly.

Approval Page

Every order requiring approval has three options: Edit Order, Reject Order, and Complete Order.

- **Edit Order** allows you to delete items and/or change the quantity purchased. See Page 3-4.
- **Reject Order** *permanently* deletes the order. No items are purchased and the order *cannot* be recovered.
- Click **Complete Order** to approve the order. Your web browser will arrive at the **Order confirmation** page:

The screenshot shows the 'ITEMS IN YOUR CART' section with a table of items. Below the table is a coupon code field. The 'BILLING AND SHIPPING' section contains fields for Name, Address, Country, Attention To, E-mail Address, and Purchase Order Number for both Billing and Shipping. The 'ORDER COMMENTS' section has a text area. At the bottom, there are buttons for 'Edit Order', 'Reject Order', 'Print', and 'Complete Order'. A checkbox for 'Check here if you agree with the Terms' is also present.

Callouts:

- Click this button to change your order (points to 'Edit Order')
- Click this button to reject and permanently delete the order (points to 'Reject Order')
- Click this button to approve the order (points to 'Complete Order')

After clicking **Complete Order**, the screen below will appear. An email confirming that the order has been approved will also be sent to the original creator of the order (see second image).

The screenshot shows the 'Complete Order' confirmation page. It has a progress bar with 'Review Cart', 'Shipping Options', 'Payment Options', and 'Complete Order'. A green message says 'Thank you for your order. Your order number is 50257369'. The 'BILLING AND SHIPPING' section contains the same information as the previous page. At the bottom right, there are buttons for 'Export PDF' and 'Print'.

Callout:

- Click here to create a .pdf order confirmation (points to 'Export PDF')

Editing Orders

- Click in a **Qty** box to change the quantity of items.
- Click **Update** once you have entered the desired quantity.
- In this example, the **Quantity** of PENCILS changed from 10 to 8.

Review Cart Shipping Options Payment Options Complete Order

ITEMS IN YOUR CART

Make any changes below:

	Qty	Item #	Description	U/M	Available	Price	PST	Line Total
<input type="button" value="Delete"/>	<input type="text" value="8"/>	PENPL77S	PENTEL ENERGIZE MECHANICAL PENCIL 7 SKY BLUE	EA	11	\$2.35	<input checked="" type="checkbox"/>	\$23.50

Comments:

Cart Total: \$23.50

Click this button to continue the checkout

- Click **Proceed with checkout** to continue.
- This will send you to the **Shipping Options** page.

Review Cart Shipping Options Payment Options Complete Order

ITEMS IN YOUR CART

Qty	Item #	Description	U/M	Available	Price	PST	Line Total
<input type="text" value="8"/>	PENPL77S	PENTEL ENERGIZE MECHANICAL PENCIL 7 SKY BLUE	EA	11	\$2.35	<input checked="" type="checkbox"/>	\$18.80

Cart Total: \$18.80

SHIPPING INFORMATION

Select Shipping Address: 64-9028: MIKE ANGROVE Shipping Method: MONK TRUCK

Name: MIKE ANGROVE No P.O. Box shipments

Address: 800 VIEWFIELD RD

VICTORIA, BC V9A 4V1

Country: CAN

Changed quantity

Click this button to change your order

Click this button to continue the checkout

- Click **Proceed with checkout** to continue to the **Payment Options** page.

Editing Orders Continued...

Click **Complete Order** to approve the order.

ITEMS IN YOUR CART

Qty	Item #	Description	MFG #	MFG Name	U/M	Available	Price	PST	Line Total
8	PENPL77S	PENTEL ENERGIZE MECHANICAL PENCIL 7 SKY BLUE	PL77S	Pentel of America, Ltd	EA	11	\$2.35	<input checked="" type="checkbox"/>	\$18.80

Coupon Code

BILLING AND SHIPPING

Billing Information
 Name: INTERNAL USE
 Address: FOR MONK USE ONLY
 VICTORIA, BC V9A 4V1
 Country: CAN
 Attention To: TEST ORDER
 E-mail Address: BWILSON@MONK.CA
 Purchase Order Number: 26.33

Shipping Information
 Name: MIKE ANGROVE
 Address: 800 VIEWFIELD RD
 VICTORIA, BC V9A 4V1
 Country: CAN
 Request Ship Date: 6/15/2016

ORDER COMMENTS
 *Max comments length is 60 characters

Check here if you agree with the Terms

MUST check to continue with order

Click this button to approve the order

Order Confirmation

Your web browser will arrive at the **Order Confirmation** page. If desired, **Export** an order confirmation report – you *will not* receive an order confirmation email. The original creator of the order will receive an email noting the order has been approved and an order confirmation.

Review Cart **Shipping Options** **Payment Options** **Complete Order**

✓ Thank you for your order. Your order number is 50257369

BILLING AND SHIPPING

Billing Information
 Name: INTERNAL USE
 Address: FOR MONK USE ONLY
 VICTORIA, BC V9A 4V1

Shipping Information
 Name: MIKE ANGROVE
 Address: 800 VIEWFIELD RD
 VICTORIA, BC V9A 4V1

Click here to create a .pdf order confirmation