

# Approving/Rejecting Orders in OrderPoint

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**Email notifications alert you that shopping carts are ready to be approved, however, it is good practice to regularly log in to OrderPoint to check.**


- Once you see the email in your Outlook inbox, log into **OrderPoint**
- Click on **Inbox**
- Click **Refresh** *All shopping carts ready to be approved will be visible.*
- Click on the **shopping cart text** (*opens **Approve Shopping Cart** screen to view basic cart information: top of the screen (General Data) shows name of cart and notes from shopper, below this (Item Overview) shows item description /delivery date/ quantity/ price*)
- To view more information click on the **Details** button to view:
  - Items ordered/Quantity/Price/GL code/VAT in **Item Data** tab
  - Cost centre/SIO in the **Cost Assignment** tab
  - Vendor in the **Sources of Supply/Service Agents** tab
  - Notes to Vendor in the **Documents and Attachments** tab
  - Delivery address in the **Ship to Address/Performance Location** tab
- After viewing, click on **Check** (top left of the screen), this updates the **Delivery Date**
- A successful checking message will show (*at top left of screen*)

**To approve** – the **Approved** radio button is the default setting, so click **Submit** (top left of screen) *An onscreen message advises you that the shopping cart has been approved*

- Click **Close** to exit the window and take you back to the list of shopping carts awaiting approval
- Click **Refresh** to update the list (and remove the approved cart)

**To reject** – click the radio button into **Rejected** in any or all of the lines, as applicable.

- If all items are to be rejected, click **Process All Items** and select **Reject All**
- Click **Add Comment** to type in the reason for rejection – *the cart goes back to the shopper for action*
- Click on **Check**
- Click on **Submit** *A message advises you that the shopping cart has been rejected*

- If you have more carts to approve or reject, in **Inbox**, click **Refresh**
- If not, log off OrderPoint, using the **Log off** icon . **Do not click on the red cross in the top right hand corner.**