

OFFICE BASICS

Approvers Training

Approving Orders

Approvers Email – When an order needs your approval

-----Original Message-----

From: donotreply@officebasics.com <donotreply@officebasics.com>

Sent: Tuesday, November 21, 2023 11:28 AM

To: Carrie Ross <cross@officebasics.com>

Subject: Office Basics Approval Notification to Approve an Order

MELISSA SLIDER TEST has submitted order # W1260221 for approval.

Account: 3658000 - LINCOLN UNIVERSITY-3658000

Department: 2855347 - ENHANCED DIGITAL CAPACITY LU

This link will take you to your login page on Office Basics website



You are the designated approver for this web user. Please go to <https://supplies.officebasics.com/loginb2b.aspx> in your normal manner to approve this order. The order will be held for 1 week, at which time it will be deleted. If you have any questions, please email us at Service@officebasics.com. We appreciate your business!

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

Approving Orders



PLEASE LOGIN BELOW. LOGINS ARE CASE SENSITIVE.

Username:

Password:

Forget your login? No problem, simply enter your information below and click "go".

*Username:

*Your Email Address:

If you do not have an account with us, please click [Here](#) to request a new account.



All username passwords are set up as "LINCUI1" you may change your password under "My Account" dropdown at the top and "My User Information"

Approving Orders

Welcome To Office Basics Online

Please Choose Your Appropriate Department / Ship-to Address

The screenshot shows a blue button labeled "Approve Orders" with a thumbs-up icon and a "(1)" notification badge. This button is circled in red. Below it is a "Select Department" dropdown menu with a "Select" button. The dropdown menu is open, showing three options: "101 - MAIN AUTO PARTS", "102 - BRAKE PAD DIVISION", and "103 - CALLAHAN BUY OUT DIVISION".

When you log in as an approver, if you have access to multiple depts. and there is an order pending your approval, this button should appear on the first screen.

If you do not have multiple depts, once you login, you can click My Account > Approve Orders.

The screenshot shows the top navigation bar of the Office Basics website. The user is logged in as "ZALINSKY AUTO PARTS - CHARLIE-5678". The navigation menu includes "Quick Order", "FAQs", "Home", "My Account", and "VIEW CART" (0 Item(s) \$0.00). The "My Account" dropdown menu is open, showing options like "Quick Order", "My Favorites", "HON Furniture", "Saved Carts", "Approve Orders (1)", "Archive History", "Order History / Returns", "COVID Specials", "Ink & Toner Finder", "My User Information", "Change Ship To", and "Begin New Order". A red arrow points to the "Approve Orders (1)" option in the dropdown menu.

When you click either of these "Approve Orders" buttons, it will take you to the Approve Orders screen.

Approving Orders

ZALINSKY AUTO PARTS - CHARLIE-5678 Quick Order FAQs Home My Account ▾ [VIEW CART](#) 0 Item(s) \$0.00 Logout

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Enter Keyword

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APPROVE ORDERS

Search Orders by Approver, Department, Ship To

All Submitters ▾ All Departments ▾ All Ship To ▾

Primary Approver

	Order No.	Date	Status	Total	Submitter	Department	Ship To	
<input type="checkbox"/>	W1164162	01/30/2023 02:43 PM	Pending Approval	\$1.06	MICHELE SMITH	101- MAIN AUTO PARTS	ZALINSKY AUTO PARTS	<input type="button" value="Print"/> <input type="button" value="View Order"/>

▾

To view the order to see what it contains before approving or if you want to disapprove an order, click "View Order".

Approving Orders

APPROVE ORDERS > APPROVE ORDER DETAILS

Document No. W1164162 Order Date 1/30/2023 2:43:34 PM Order Status Pending P.O. Number TEST ORDER

Order Information

Printer Friendly Version

Product ID	Description	Shipment Status	Shipment Date	Price	Qty	Amount	Line Comment
BSN65638	CLIP,PAPER,#1,REGULAR,100/BX	Pending		\$0.48 BX	2	\$0.96	

Subtotal: \$0.96
Tax: \$0.10
Shipping Fee: \$0.00
Additional Charges: \$0.00
Total: \$1.06

Billed To

Shipped To

Billed To		Shipped To	
Company Name	ZALINSKY AUTO PARTS - CHARLIE	Company Name	ZALINSKY AUTO PARTS
First Name	RAY	Company Name 2	
Last Name	ZALINSKY	Contact Name	TEST ORDER
Address	2258 AYKROYD WAY	Address	2258 AYKROYD WAY
Address 2		Address 2	
City	CHICAGO	City	CHICAGO
State/Province	IL	State/Province	IL
Zip/Postal Code	60601	Zip/Postal Code	60601
Country		Country	
Phone Number	6105555855	Phone Number	
Email Address		Email Address	

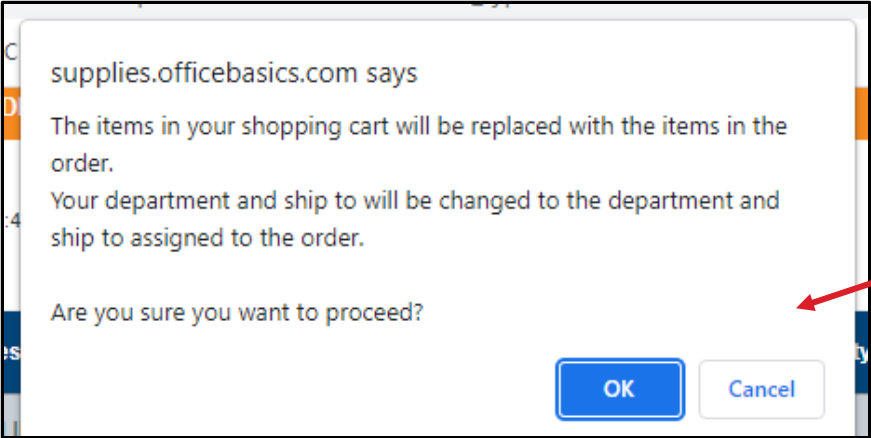
Approver Comment

Once you have reviewed the order, you can approve or disapprove the order here.

Approve this order?

Yes, With Changes will allow you to make changes to the order.

Approving Orders



If you choose Yes, with changes, you will get this pop up. This is simply warning you that if you already have something in your shopping cart, it will be removed so that you can see this order. Click OK when ready to proceed.



It will then show you the shopping cart. You can change quantities or delete items from it. You can also click Continue Shopping to add items to the cart.

From here, it is the same Check Out process as if you placed the order.