## Approving or Rejecting Carts

Welcome to School Specialty Select! Below are some instructions to help you approve and reject carts. Only those set up as "Approvers" can approve/reject carts.

Login:
- Visit **select.schoolspecialty.com**.
- Under **Account Sign In** enter your Username and Password, click **SIGN IN**

Approving Carts:
- Click **My Dashboard** then, **View Carts to Approve**. Your cart(s) to approve will display
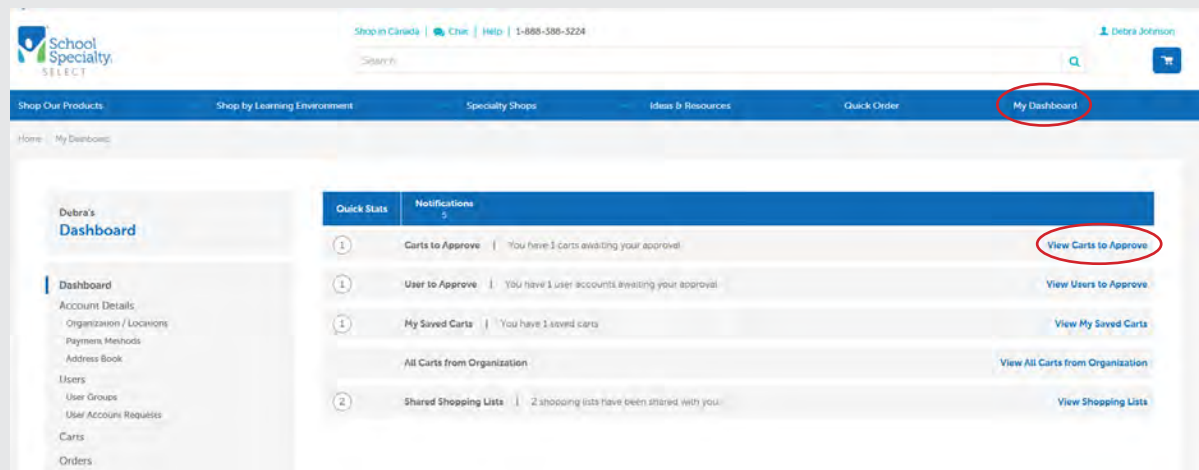
- Locate your cart(s) to approve.
- Choose the **Cart Filters** option to narrow your search by Last Updated (Date) Range or by Ship To Location. Sort your list by the **Status, Creator,** or **Ship To** columns
- Click **View Cart** under your shopping cart number to view the details, Modify, Approve, or Reject. You will be able to Modify Items/Quantities, Ship-To Location/Attention-To, Requested Ship Date, Payment Method, PO Number, or Budget Codes
  - Or, use the dropdown arrow for quick-view approve/modify/reject
  - Or, Click the **Actions** button to approve/edit/reject/print multiple carts

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Approving Carts: (continued)

Approve/ Reject Carts

Rejecting Carts:

- Carts can be rejected by clicking the **REJECT** button, through **View Cart,** or by using the dropdown arrow for quick-view. You can reject multiple carts under the **ACTIONS** button by selecting the desired carts and clicking **REJECT MULTIPLES**

- Enter Reason for Rejection. Click **SAVE AND REJECT**

- The Creator of the cart will be notified of the rejection via an email which will include your Reason for Rejection comments.

Rejecting Carts: (continued)

Questions? Call our Toll Free Online Support Department at **800-513-2465 ext 2**