

Approving or Rejecting Carts

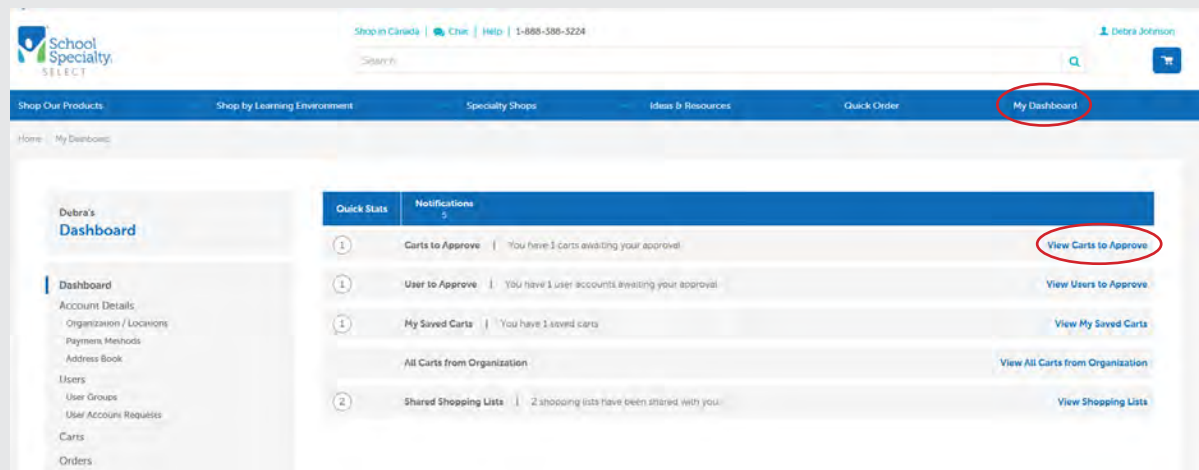
Welcome to School Specialty Select! Below are some instructions to help you approve and reject carts. Only those set up as "Approvers" can approve/reject carts.

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


Approving Carts: (continued)

Home | My Account | Carts

Carts 



Find a Cart: 

[View All Carts from Organization](#)

CART FILTERS 

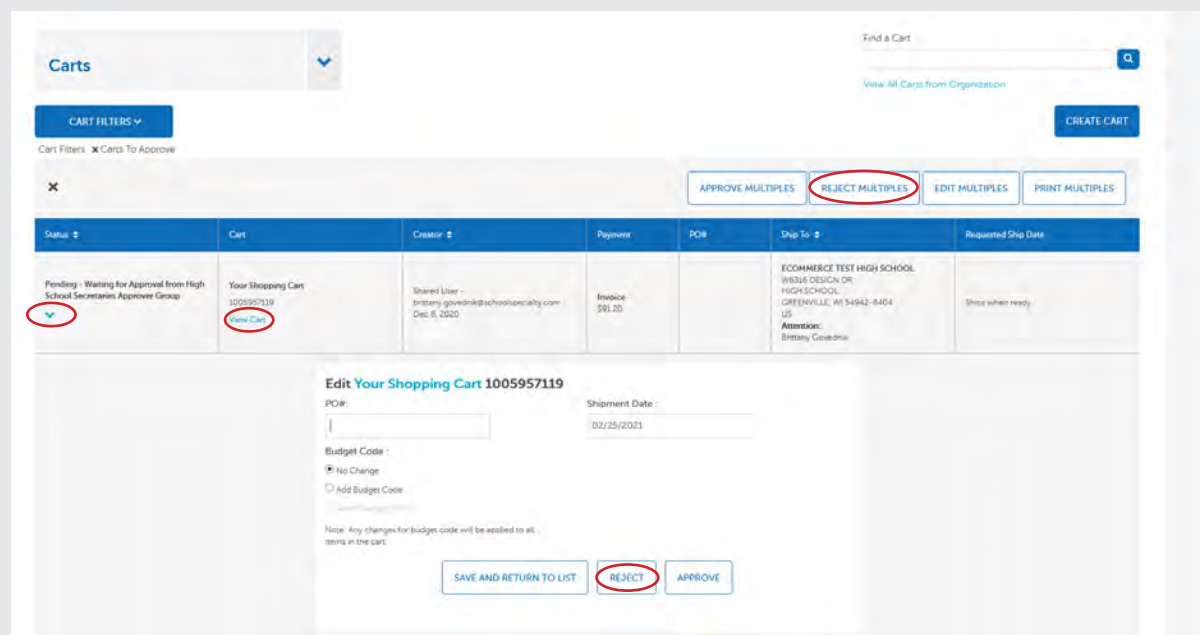
Cart Filters: [Carts To Approve](#)

APPROVE MULTIPLES **REJECT MULTIPLES** **EDIT MULTIPLES** **PRINT MULTIPLES**

| Status | Cart | Creator | Payment | PO# | Ship To | Requested Ship Date |
|---|---|---|-----------------------|-----|---|---------------------|
| Pending - Waiting for Approval from High School Secretaries Approver Group  | Your Shopping Cart 1005997119 View Cart | Shared User - brittany.govednik@schoolspecialty.com Dec 8, 2020 | Invoice \$91.20 | | E-COMMERCE TEST HIGH SCHOOL W6316 DESIGN DR HIGH SCHOOL GREENVILLE, WI 54942-9404 US Attention: Brittany Govednik | Ships when ready |
| Pending - Waiting for Approval from High School Secretaries Approver Group  | Your Shopping Cart 1005997119 View Cart | Shared User - brittany.govednik@schoolspecialty.com Dec 8, 2020 | Invoice \$2,542.04 | | E-COMMERCE TEST HIGH SCHOOL W6316 DESIGN DR HIGH SCHOOL GREENVILLE, WI 54942-9404 US Attention: Brit Govednik | Ships when ready |

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.



Carts

Find a Cart

View All Carts from Organization

CART FILTERS

Cart Filters: X Carts To Approve

ACTIONS

APPROVE MULTIPLES **REJECT MULTIPLES** EDIT MULTIPLES PRINT MULTIPLES

| Status | Cart | Creator | Payment | PO# | Ship To | Requested Ship Date |
|--|--|--|-----------------|-----|--|---------------------|
| Pending - Waiting for Approval from High School Secretaries Approver Group | Your Shopping Cart 1005957119 View Cart | Unired User - brittany.govevnik@schoolspecialty.com Dec 8, 2020 | Invoice \$91.20 | | ECCOMMERCE TEST HIGH SCHOOL 18315 DESIGN DR HIGH SCHOOL GREENVILLE, WI 54942-8404 US Attention: Brittany Govevnik | Show when ready |

Edit Your Shopping Cart 1005957119

PO#:

Shipment Date: 02/25/2021

Budget Code:

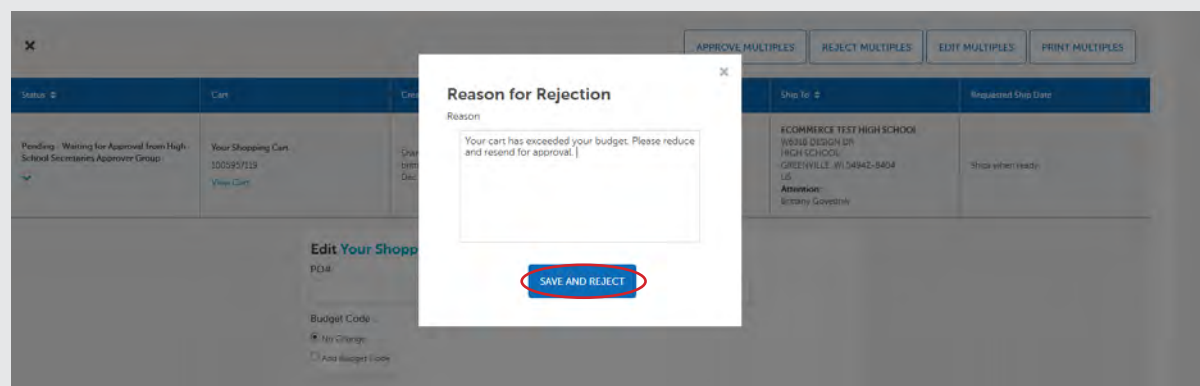
☒ No Change

☐ Add Budget Code

Note: Any changes for budget code will be applied to all items in the cart.

SAVE AND RETURN TO LIST **REJECT** APPROVE

Rejecting Carts: (continued)



Reason for Rejection

Reason

Your cart has exceeded your budget. Please reduce and resend for approval.

SAVE AND REJECT

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