

Approve an Order for Materials

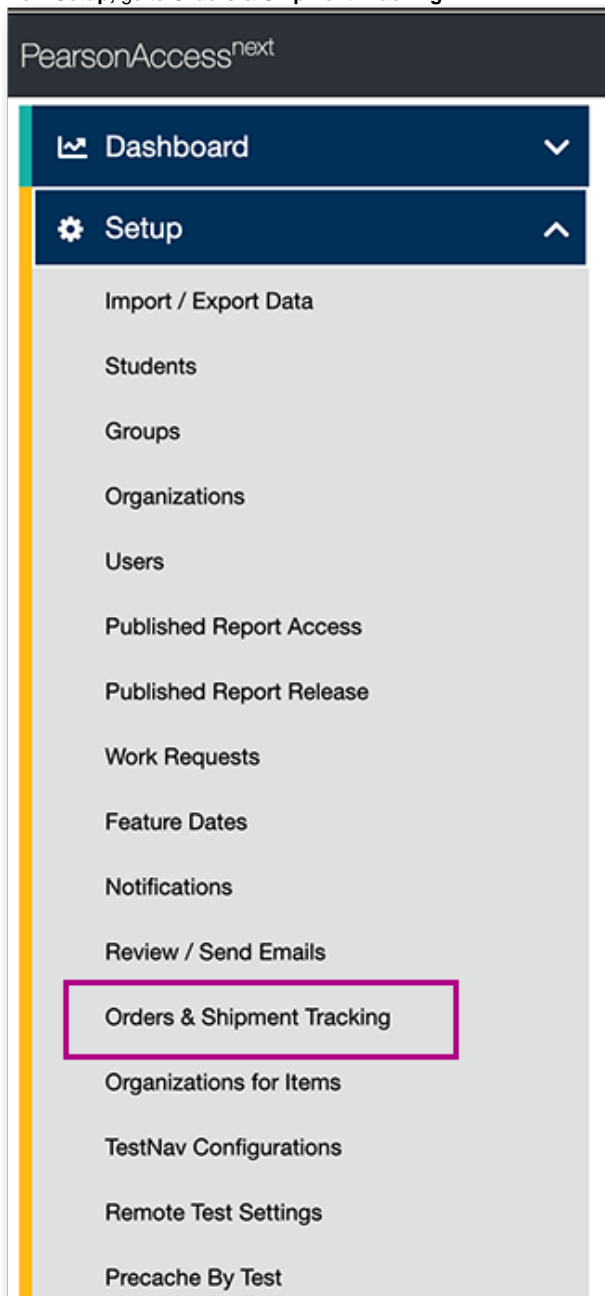
You must approve an [order](#) so that Pearson (or your selected vendor) can fill it.

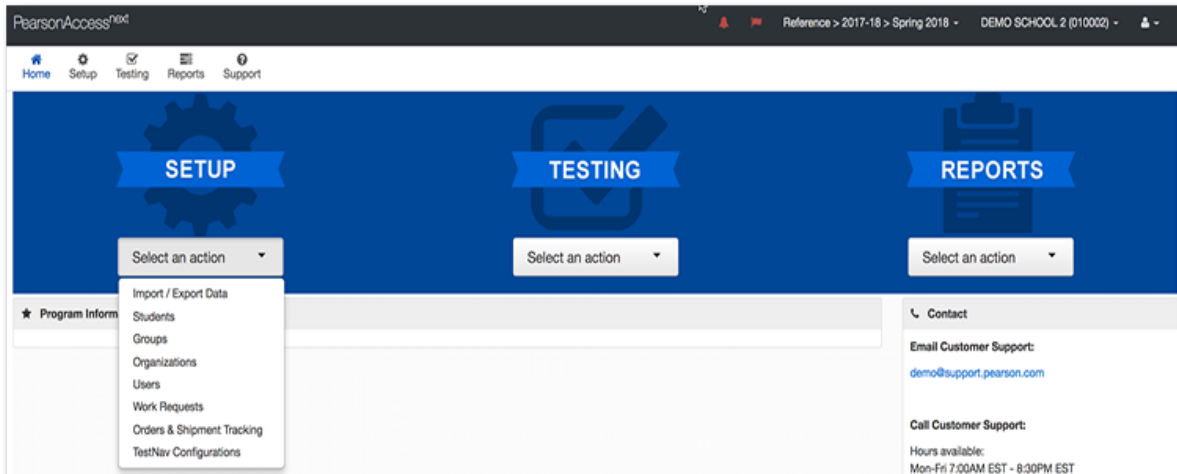
Prerequisites

You can only approve an order in [Submitted](#) status.

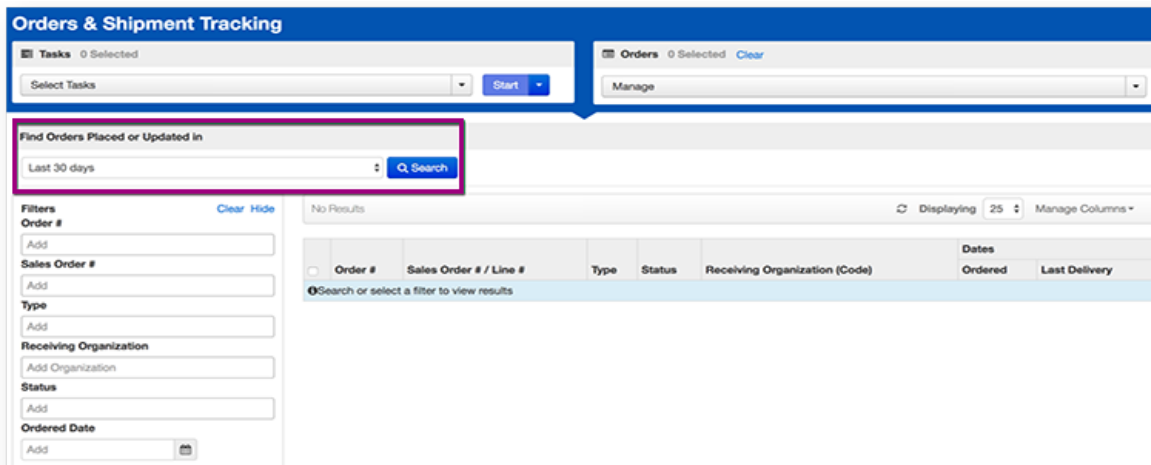
Step-by-Step

1. From **Setup**, go to **Orders & Shipment Tracking**.

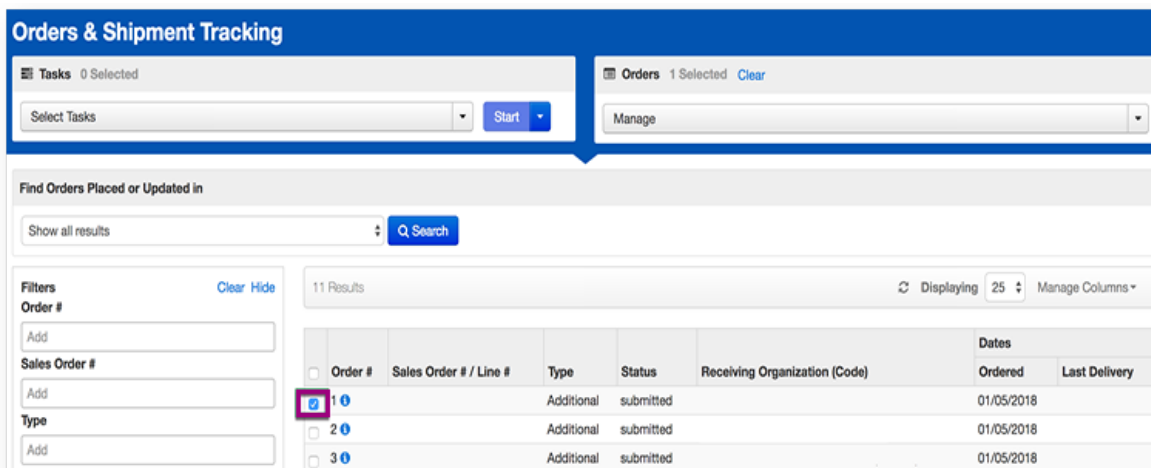




- Under **Find Orders Placed or Updated in**, select a period of time during which reports occurred, and click **Search**.



- Click the checkbox next to the order.



- Click **Select Tasks**, select **Approve Orders**, and click **Start**.

Orders & Shipment Tracking

Tasks 1 Selected

Select Tasks Start

☐ Orders

☐ Create / Edit Orders

☒ Approve Orders

☐ Reject Orders

☐ Cancel Orders

☐ Shipments

☐ Report / Resolve Issues

[Go to Operational Reports](#)

[Inbound Shipment Report](#)

Orders 3 Selected Clear

Manage

Search

No Results Displaying 25 Manage Columns

Order #	Sales Order # / Line #	Type	Status	Receiving Organization (Code)	Dates
					Ordered Last Delivery
<input type="checkbox"/>					

5. Click the checkbox next to the order.

ORDERS (1)

☐ Use the same Shipping Method and Release Date for checked Additional Orders

Shipping Method *

<input type="checkbox"/>	Order #	Organization (Code)	Date Ordered	Date Needed	User Submitted	User Last Edited	Shipping Method *	Release Date
<input checked="" type="checkbox"/>	1	DEMO HIGH SCHOOL (123456)	2015-07-02	2015-07-01	admin	admin		2015-06-30

Note: Leave Release Date blank for immediate approval

Approve Reset * Required

6. Select a shipping method.

ORDERS (1)

☐ Use the same Shipping Method and Release Date for checked Additional Orders

Shipping Method *

<input type="checkbox"/>	Order #	Organization (Code)	Date Ordered	Date Needed	User Submitted	User Last Edited	Shipping Method *	Release Date
<input type="checkbox"/>	1	DEMO HIGH SCHOOL (123456)	2015-07-02	2015-07-01	admin	admin		2015-06-30

Note: Leave Release Date blank for immediate approval

Approve Reset * Required

7. Type a release date, if immediate approval is not necessary.

ORDERS (1)

☐ Use the same Shipping Method and Release Date for checked Additional Orders

Shipping Method *

<input type="checkbox"/>	Order #	Organization (Code)	Date Ordered	Date Needed	User Submitted	User Last Edited	Shipping Method *	Release Date
<input type="checkbox"/>	1	DEMO HIGH SCHOOL (123456)	2015-07-02	2015-07-01	admin	admin		2015-06-30

Note: Leave Release Date blank for immediate approval

Approve Reset * Required

8. Click **Approve**.

ORDERS (1)

☐ Use the same Shipping Method and Release Date for checked Additional Orders

Shipping Method *

<input type="checkbox"/>	Order #	Organization (Code)	Date Ordered	Date Needed	User Submitted	User Last Edited	Shipping Method *	Release Date
<input type="checkbox"/>	1	DEMO HIGH SCHOOL (123456)	2015-07-02	2015-07-01	admin	admin	<input type="text"/>	2015-06-30

Note: Leave Release Date blank for immediate approval

[Approve](#) [Reset](#) * Required

Effects

After you approve the order, Pearson (or your selected vendor) can fill it.

You can click the information icon to view delivery and tracking information.

Orders & Shipment Tracking

Tasks 0 Selected [Start](#)

Orders 1 Selected [Clear](#) [Manage](#)

Find Orders Placed or Updated in

Last 30 days [Search](#)

Filters [Clear Hide](#)

Order #

Add

Sales Order #

Add

Type

Add

3 Results [Displaying 25](#) [Manage Columns](#)

<input type="checkbox"/>	Order #	Sales Order # / Line #	Type	Status	Receiving Organization (Code)	Dates
						Ordered Last Delivery
<input checked="" type="checkbox"/>	72		Additional	submitted	DEMO SCHOOL 1 (010001)	11/20/2018
<input type="checkbox"/>	72		Additional	submitted	DEMO SCHOOL 1 (010001)	11/20/2018
<input type="checkbox"/>	72		Additional	submitted	DEMO SCHOOL 1 (010001)	11/20/2018

The [status](#) represents where the order is in the delivery process.

You can also see more detailed information by clicking **Create/Edit Orders** and click **Show Order Details**.

ADDITIONAL ORDERS

[Create Additional Order](#)

Order # 1 (submitted)

DETAILS

Order # 1 [Save](#) [Reset](#) [Show Order Details](#)

Organization (Code)

Date Needed*

01/19/2018

Date Ordered

01/05/2018

User Last Edited

Reason

Special Instruction

Ship To

Update Using a Stored Contact

Select...

Contact Information

Contact Name*

Shipping Address

Address Line 1*