

Approving an Order

Quick Reference Guide

We now offer **1-Click Approvals** to allow approvers to accept or reject orders directly from their email inbox alongside our classic, in-app approvals.

- [1-Click Order Approvals](#)
- [In-App Order Approvals](#)

1-Click Order Approvals

NOTE: This feature is only available for customers with specific payment workflow configurations (i.e., credit cards are saved on file or purchase order numbers at the time the order is requested). For more information, contact your Account Manager.

1. When an order is available for you to review, you will receive an email notification from PartsSource containing information about the order, including the requestor, the products & services requested, and the price.



Tip: Be sure your PartsSource account is configured to receive order approval notifications by clicking **My Account | Settings**, then selecting the **Notifications** button.

2. Once you've reviewed the order details, click **Approve** to approve the order or **Reject** to reject the order.

An order is awaiting your approval. 

CHUCK SANKEY (IMG) is waiting for your approval for order [5082809](#). You can approve or reject this order by clicking the links below.

APPROVE
REJECT

Submitted for approval date:
Friday
November 11, 2022

Order Details

Summary
 Subtotal: \$32,359.60
 Shipping/Processing: \$0.00
 Tax: \$0.00
Total: \$32,359.60

Item(s)	Qty	Price
TEST LUNG SYSTEM, PORTABLE PRECISION, WITH SOFT-SIDED CARRYING CASE by Fluke Electronics Corp (Biomedical Div.) <small>OEM #: 2387318 Condition: New OEM Original Outright Reference #: 6215478 Work Order: 1</small>	8	\$32,359.60

- An email message will automatically open with the sender, subject line and body text information already populated.

If you're rejecting the order, you can add a rejection reason where indicated in the message.

Send

To

Cc

Subject Rejection for Order 5082809 (Rejected)

Order - 5082809
Approver - CHUCK SANKEY (IMG)
Requester - CHUCK SANKEY (IMG)
Date - 11-11-2022

STATUS: ***REJECTED***

Enter Rejection Reason Between the lines Below

This is not the correct condition

By sending this email, you are rejecting this order.

DO NOT EDIT THE SUBJECT OF THIS EMAIL. DOING SO WILL RESULT IN A MESSAGE FAILURE AND YOUR REJECTION WILL NOT BE ACKNOWLEDGED



Caution: Other than the rejection reason, do not add, modify or delete any of the information in the email message or the approval will not be processed.

- Send the email, and the approval or rejection will be logged by PartsSource. Depending on your notification settings, you will receive a confirmation email.

If there's an issue that prevents your approval from being completed (*i.e., the Purchase Order wasn't set when the requestor submitted the order or there isn't a credit card on file for this facility*), you will receive a notification with the option to correct & re-approve the order.

PARTSSOURCE My Account

Your approval could not be completed.

Your approval for order 5082795 could not be processed. Please click the link below to correct and approve or call 877-497-6412 for assistance.

[CORRECT & APPROVE](#)

Item(s)	Qty	Price
TEST LUNG SYSTEM, PORTABLE PRECISION, WITH SOFT-SIDED CARRYING CASE by Fluke Electronics Corp (Biomedical Div.) OEM #: 2387318 Condition: New OEM Original Outright Reference #: 6215464 Work Order: ssaws	1	\$4,651.51

In-App Order Approvals

1. From the home page, click **My Account | Approvals**. The *Approvals* screen is displayed.

My Account > Approvals View: [Grid Icon] [Search Icon] [Settings Icon]

ORDER #5332734 [View Details](#) CREATED 12/21/2022

ENHANCEMENT KIT,CAVIWAVE

 **5816.99**
Qty: 1
Item #: P764335892
Condition: New OEM Original - Outright
Return Status: Not Returnable
Facility: Chatham Memorial Hospital
Requester: DOUG MERKER
Ref #: 6484369
Ship Method: FedEx Ground

ETA PENDING
DOUG MERKER

Awaiting Approval
FedEx Ground

REJECT **APPROVE**

ORDER #5332734 [View Details](#) CREATED 12/21/2022

DS-100A SPO2 SENSOR WITH FINGERCLIP, ADULT, 3 FT

 **52.15**
Qty: 10
Item #: DS100A-1
Condition: New Aftermarket - Outright
Return Status: Not Returnable
Facility: Chatham Memorial Hospital
Requester: DOUG MERKER
Ref #: 6484366
Ship Method: FedEx Ground

ETA PENDING
DOUG MERKER

Awaiting Approval
FedEx Ground

OTHER BUYING OPTIONS (1) **REJECT** **PURCHASE**

Give Feedback



Note: The **Approvals** screen can be displayed in **Card View** or **Table View**. You can toggle between these two views by clicking the **View** icon.

Card View is recommended and is used in the steps below.

2. Find the card for the order you've been asked to approve.

ORDER #5332734 [View Details](#) CREATED 12/21/2022

DS-100A SPO2 SENSOR WITH FINGERCLIP, ADULT, 3 FT



52.15
Qty: 10
Item #: DS100A-1
Condition: New Aftermarket - Outright
Return Status: Not Returnable
Facility: Chatham Memorial Hospital
Requester: DOUG MERKER
Ref #: 6484366
Ship Method: FedEx Ground

ETA PENDING
DOUG MERKER

Awaiting Approval
FedEx Ground

OTHER BUYING OPTIONS (1)

3. Click **View Details** to review information about the item. The *Order Details* screen is displayed.

Awaiting Approval 10 \$52.15 \$521.50 Purchase Reject Other Buying Options (1)



DS-100A SPO2 SENSOR WITH FINGERCLIP, ADULT, 3 FT by Nellcor - Covidien
Item #: DS100A-1
Condition: New Aftermarket Outright
Warranty: 90 Day
Return Status: Not Returnable
Reference: #6484366

Asset Information [Edit](#)
Fleet: Biomed

Shipping Information [Edit](#)
Shipping Address: 777 LENA DR, AURORA, OH 44202
Shipping ATTN: DOUG MERKER
Carrier: Federal Express
Shipping Method: FedEx Ground
Shipping Insurance: Yes

[Attachments \(0\)](#)

[Notes \(0\)](#)

- Review the Shipping Information, including the shipping method/priority. Click Edit to change the shipping information for this order.
- Click **Other Buying Options** (if available) to review other purchase options for this item. If you'd like to select a different option, select it & click **Update Item**.

- From here, you can approve or reject each item in the order or approve or reject the order as a whole:
 - To approve or reject each item on an item-by-item basis, click the **Approve** or **Reject** links next to the line item.
 - To approve or reject the entire order, click the **Approve All** or **Reject All** buttons at the top of the page.

My Account > Approvals

< Back to Approvals

Order #: 5332734

2 items (11 total) selected totaling to \$6,338.49 **APPROVE ALL** **REJECT ALL**

Date Created: 12/21/2022
 Facility: Chatham Memorial
 Hospital
 Requester: DOUG MERKER

Cart Summary

	Quantity	Unit Price	Ext. Price	
Awaiting Approval	1	\$5,816.99	\$5,816.99	Approve Reject

ENHANCEMENT KIT,CAVIWAVE by STERIS Corporation
 Item #: P764335892
 Condition: New OEM Original Outright
 Warranty: 90 Day
 Return Status: Not Returnable
 Reference: #6484369

Asset Information [Edit](#)
 Fleet: Biomed

Shipping Information [Edit](#)
 Shipping Address: 777 LENA DR, AURORA, OH 44202
 Shipping ATTN: DOUG MERKER
 Carrier: Federal Express
 Shipping Method: FedEx Ground
 Shipping Insurance: Yes

[Attachments \(0\)](#)

[Notes \(0\)](#)

- For Approved Orders:** You are directed to the *Checkout Wizard*, where you will be prompted to enter your payment information and complete the purchase.
- For Rejected Orders:** You are prompted to enter a reason for the rejection that will be shared with the requestor.