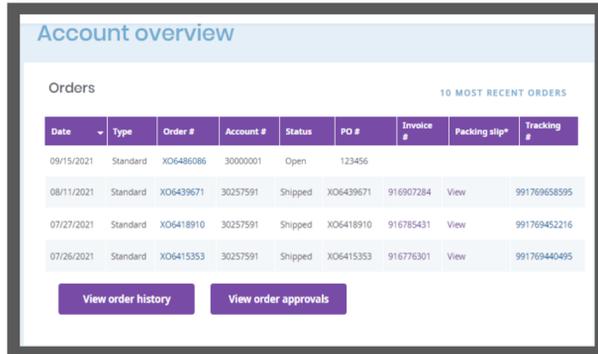


## Central Approver Quick Guide

Review and manage orders placed by your organization with ease. To get started, log in to [VaxServe.com](https://VaxServe.com).

When an order requires approval, you will be notified via email with instructions and a link. A user placing an order that requires approval will also be notified at checkout.

### View recent orders



**Account overview**

Orders 10 MOST RECENT ORDERS

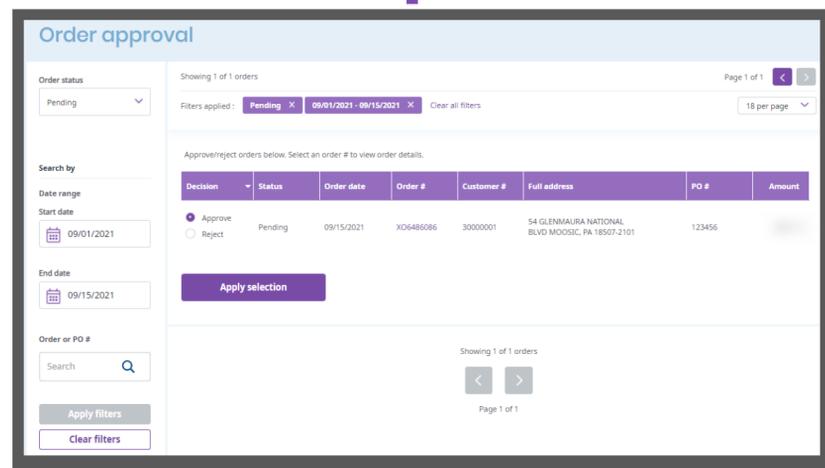
Date	Type	Order #	Account #	Status	PO #	Invoice #	Packing slip*	Tracking #
09/15/2021	Standard	X06486086	30000001	Open	123456			
08/11/2021	Standard	X06439671	30257591	Shipped	X06439671	916907284	View	991769658595
07/27/2021	Standard	X06418910	30257591	Shipped	X06418910	916785431	View	991769452216
07/26/2021	Standard	X06415353	30257591	Shipped	X06415353	916776301	View	991769440495

[View order history](#) [View order approvals](#)

Upon logging in, all recent orders will be displayed under Account overview. To access pending orders, click on the *View order approvals* button.

### Approve or reject an order

All orders pending your approval will appear on the Order approval page. Orders can be approved or rejected individually or all at once by selecting the appropriate button for each order and clicking *Apply selection*.



**Order approval**

Order status: Pending

Showing 1 of 1 orders

Filters applied: Pending, 09/01/2021 - 09/15/2021

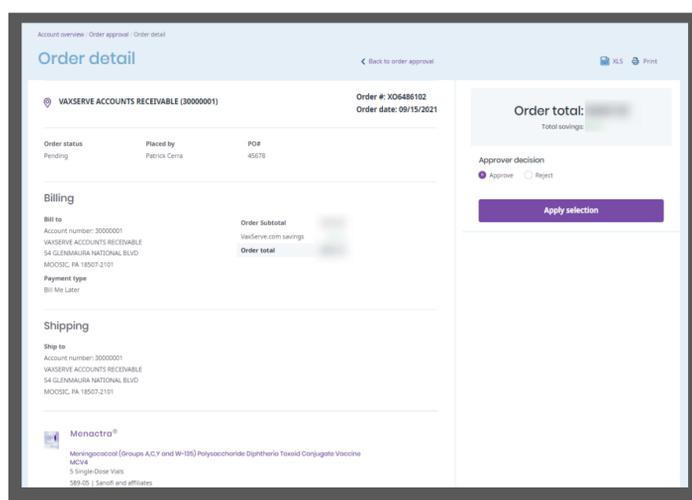
Search by: Date range (Start: 09/01/2021, End: 09/15/2021), Order or PO #

Decision	Status	Order date	Order #	Customer #	Full address	PO #	Amount
<input checked="" type="radio"/> Approve <input type="radio"/> Reject	Pending	09/15/2021	X06486086	30000001	54 GLENMAURA NATIONAL BLVD MOOSIC, PA 18057-2101	123456	

[Apply selection](#)

### View order details

To view more details for a specific order, click on the order number. Here you can see billing, shipping, product information, and more.



**Order detail**

VAXSERVE ACCOUNTS RECEIVABLE (30000001) | Order #: X06486102 | Order date: 09/15/2021

Order status: Pending | Placed by: Patrick Corra | PO#: 45578

**Billing**  
Bill to: VAXSERVE ACCOUNTS RECEIVABLE, 54 GLENMAURA NATIONAL BLVD, MOOSIC, PA 18057-2101  
Payment type: Bill Me Later

**Shipping**  
Ship to: VAXSERVE ACCOUNTS RECEIVABLE, 54 GLENMAURA NATIONAL BLVD, MOOSIC, PA 18057-2101

**Product Information**  
Monastra®  
Meningococcal (Groups AC,Y and W-18) Polysaccharide Diphtheria Toxoid Conjugate Vaccine  
MCL4  
5 Single-Dose Vials  
589.05 | Sanofi and affiliates

Order total: [blurred]

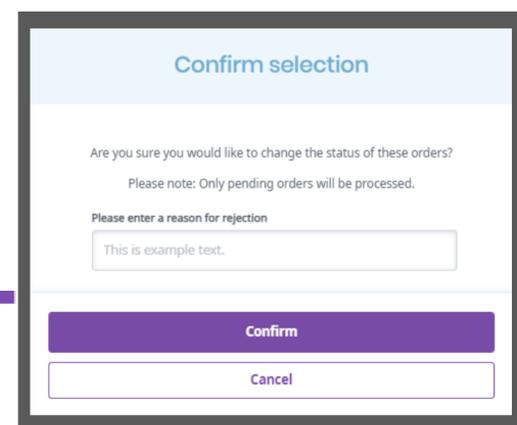
Approver decision:  Approve  Reject [Apply selection](#)

Individual orders can also be approved or rejected from the order detail page.

### Confirm selection

To complete the process, you will need to confirm your selection. For rejected orders, you will need to enter a reason for rejection.

Once the order is approved or rejected, the ordering contact will receive an email notifying them of the decision.



**Confirm selection**

Are you sure you would like to change the status of these orders?  
Please note: Only pending orders will be processed.

Please enter a reason for rejection

[Confirm](#) [Cancel](#)