

HOW TO UNDERSTAND THE APPROVAL PROCESS

PURPOSE: THIS QUICK REFERENCE GUIDE IS INTENDED TO PROVIDE INFORMATION ON TO UNDERSTAND THE PURCHASING APPROVAL PROCESS FOR MYSCHOLARSHOP.

PICK IT

CLICK IT

SHIP IT

1

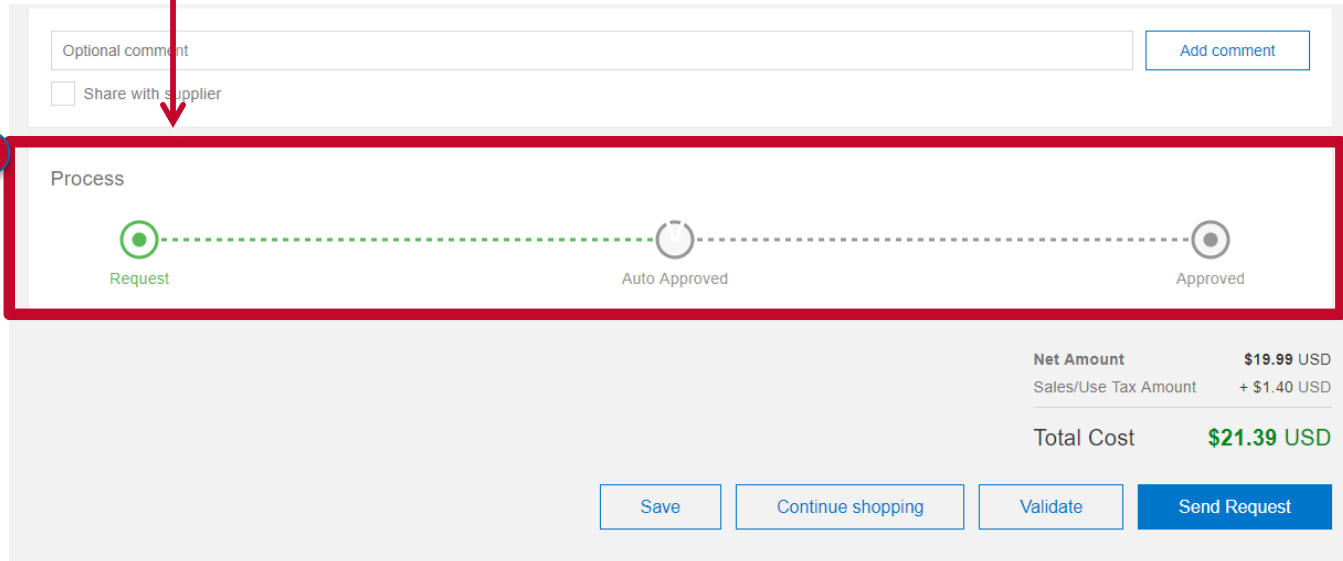


In the left margin, click on "Your requests".

Scroll down to the bottom of the screen.

The dashboard provides a look at where the item is in the approval process.

2



Optional comment	<input type="button" value="Add comment"/>
<input type="checkbox"/> Share with supplier	

Process

Request — Auto Approved — Approved

Net Amount	\$19.99 USD
Sales/Use Tax Amount	+ \$1.40 USD
Total Cost	\$21.39 USD



Orders may take up to one to two business days to be approved. If you don't receive a confirmation email after 2 business days, please feel free to contact our Service Center.

Call 877-735-7837, then select Option 1