

Proxy Approver



Authorisation during absence

It might occur that the shopper/approver is not available, for instance due to sickness or holidays. In that case a “Proxy Approver” can be set up, so a colleague can approve the orders.

How to set up a Proxy Approver.

1. The approver logs in using his own login data.

Returning customers

In order to access your account information, shopping lists, and order history, please enter your login name and password.

Login Name:

Password:

[Forgot your login name/password?](#)

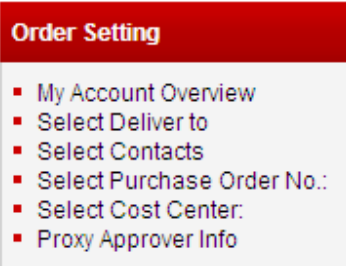
Remember my login on this computer
(Cookies must be enabled for auto-login.)

2. Subsequently one goes to **My Profile** under **My Profile**.

My Profile ∨

- Bulletin Board
- My Profile**
- Order History
- Order Approvals
- My Shopping Lists

3. The approver goes to “order settings” and clicks on **Proxy Approver Info**.



4. You will be shown the screen below:
Manage Your Proxy Approver

Edit Proxy Approver

Please be sure of the following criteria:

- 1) The proxy approver must have permissions to "View All Orders". Contact your super user or account representative to make sure.
- 2) The selected proxy approver does not have a proxy approver assigned to himself.

Your Account: **ODDEMO INT3**

Your Proxy Approver: **MYRA-BELLA**

Status: Active (away from office) Inactive

Search By:

Result 1 - 10 of 115 Page: 1 2 3 4 5 6 | Next ▶ Last

User ID	User Name	Select
ODDEMO IHT3	OFFICE DEPOT	
ODDEMO IHT2	DENNIS HARKS	Select
ODDEMO ACM4	JOCHEN KIRSCHNER	Select
ODDEMO EXT1	OD LEVERANCIERS	Select
ODDEMO ACM1	PETER NIELMLAND	Select
ODDEMO ACM6	MARTIN RASKER	Select
ODDEMO IHT1	ELLEN TOSSERAMS	Select
ODDEMO ACM2	ARCHIVED USER	Select
Myra-Bella	REGULAR USER	Select
ODDEMO ACM3	JUDITH VAN DISSELDORP	Select

[Return to Account Center](#)

If the **Status** is set to **Active (away from office)**, proxy approval has been set up. In the example above orders are forwarded to ODO Myra-Bella.

Inactive: this means that there is no proxy approver set.

5. If the approver wishes to cancel proxy approval, simply check **Inactive** and click **UPDATE**.

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Your Account: **ODDEMO INT3**

Your Proxy Approver: **MYRA-BELLA**

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User ID	User Name	Select
ODDEMO INT3	OFFICE DEPOT	
ODDEMO INT2	DENNIS HARKS	Select
ODDEMO ACM4	JOCHEN KIRSCHNER	Select
ODDEMO EXT1	OD LEVERANCIERS	Select
ODDEMO ACM1	PETER NIEUMLAND	Select
ODDEMO ACM6	MARTIN RASKER	Select
ODDEMO INT1	ELLEN TOSSERAMS	Select
ODDEMO ACM2	ARCHIVED USER	Select
Myra-Bella	REGULAR USER	Select
ODDEMO ACM3	JUDITH VAN DISSELDORP	Select

[Return to Account Center](#)

From that moment on, orders placed will not be sent to the proxy-approver for authorization.

6. In case the approver wants to set a proxy, please check the box next to **Active (away from office)**. Click on **Select** to determine who the orders will be forwarded to and click on **UPDATE**.

The Proxy Approver will now be active.

What E-mails Does the Proxy Approver Receive?

Both the approver and proxy approver receive an e-mail with approval request. They are practically identical with the exception of a few of the buttons.

They look as follows:
E-mail Approver:

Workflow Status		Details:	
Submitted by:	REGULAR USER	on 7/26/13	
Pending approval by:	MEGA USER		
Comments for the order:			
Order number:	3203274519	Username:	REGULAR USER
Order date:	7/26/13	Customer number:	0005641652
		Purchase Order:	
		Contact:	REGULAR USER
Status:	Held for Approval: Autorisatieprofiel: all orders have to be approved by the Superuser		Cost center:
Deliver to:	Comments:		
Office Depot Demo Account E-commerce Columbusweg 33 VENLO, 5928 LA Netherlands 0773238959			

Product number	Product description	Order-Quantity	Unit price	Unit of measure	Extended Price
5468481	PK6 LOWNOISETAPE BRUIN SCOTCH 50MMX66M	1	€	PAK	€

Legend:
Order quantity: Original ordered quantity
UOM: Unit of Measure
Sales Unit: Price per individual unit
Delivery Date: Expected delivery date
 *: Indicates multiple deliveries
Total Price: Ordered Quantity x Unit Price

Subtotal: €
 Additional charges: €
 VAT: €
Total: €

Payment type: Account Billing

E-mail Proxy Approver:

Workflow Status		Details:	
Submitted by:	REGULAR USER	on 7/26/13	
Pending release by:	MEGA USER		
Comments for the order:			
Order number:	3203274519	Username:	REGULAR USER
Order date:	7/26/13	Customer number:	0005641652
		Purchase Order:	
		Contact:	REGULAR USER
Status:	Held for Approval: Autorisatieprofiel: all orders have to be approved by the Superuser		Cost center:
Deliver to:	Comments:		
Office Depot Demo Account E-commerce Columbusweg 33 VENLO, 5928 LA Netherlands 0773238959			

Product number	Product description	Order-Quantity	Unit price	Unit of measure	Extended Price
5468481	PK6 LOWNOISETAPE BRUIN SCOTCH 50MMX66M	1	€	PAK	€

Legend:
Order quantity: Original ordered quantity
UOM: Unit of Measure
Sales Unit: Price per individual unit
Delivery Date: Expected delivery date
 *: Indicates multiple deliveries
Total Price: Ordered Quantity x Unit Price

Subtotal: €
 Additional charges: €
 VAT: €
Total: €

Payment type: Account Billing

Please click the "Release Order" button or the "Disapprove/Modify" button
 You will be asked to enter your user ID and password in order to release the order.

[RELEASE ORDER](#) [Disapprove/Modify](#)

Thank you for your order at Office Depot Online.
 We received the following order number 3203274519 that was placed by REGULAR USER. This order is pending approval.
 To approve this order, please go to the following page: <http://online.officedepot.nl>