

# **Proxy Approver**



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

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



Version 2013 ebusiness@officedepot.nl 3. The approver goes to "order settings" and clicks on **Proxy** Approver Info.

#### Order Setting

- My Account Overview
- Select Deliver to
- Select Contacts
- Select Purchase Order No.:
- Select Cost Center:
- Proxy Approver Info

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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 themself. Your Account: ODDEMO INT3 Your Proxy Approver: MYRA-BELLA Status:						
	Result 1 - 10 of 115	Page: 1 2 3 4 5 6   Next - Last				
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 NIEUWLAND	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				
UPDATE CANCEL Return to Account Ce	inter					

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**.

	wing criteria: /e permissions to "View All Orders". Contact your super user does not have a proxy approver assigned to themself.	r or account representative to make sure.
Your Account: ODDER	NO INT3	
Your Proxy Approver: MYRA: Status: O Act	BELLA Ive (away from office)  • Inactive	
Search By: User Id 💌	SEARCH	
	Result 1 - 10 of 115	Page: 1 2 3 4 5 6   Next - La
User ID	User Name	Select
ODDEMO INT3	OFFICE DEPOT	
ODDEMO INT2	DENNIS HARKS	Select
	DENNIS HARKS JOCHEN KIRSCHNER	Select Select
DDDEMO ACM4		
DDDEMO ACM4 DDDEMO EXT1	JOCHEN KIRSCHNER	Select
DDDEMO ACM4 DDDEMO EXT1 DDDEMO ACM1	JOCHEN KIRSCHNER OD LEVERANCIERS	Select
DDDEMO ACM4 DDDEMO EXT1 DDDEMO ACM1 DDDEMO ACM6	JOCHEN KIRSCHNER OD LEVERANCIERS PETER NIEUMLAND	Select Select Select
DDDEMO ACM4 DDDEMO EXT1 DDDEMO ACM1 DDDEMO ACM6 DDDEMO INT1	JOCHEN KIRSCHNER OD LEVERANCIERS PETER NIEU/ALAND MARTIN RASKER	Select Select Select Select Select
ODDEMO INT2 ODDEMO ACM4 ODDEMO EXT1 ODDEMO ACM1 ODDEMO ACM6 ODDEMO INT1 ODDEMO ACM2 Myra-Bella	JOCHEN KIRSCHNER OD LEVERANCIERS PETER NIEU/MLAND MARTIN RASKER ELLEN TOSSERAMS	Select Select Select Select Select Select

From that moment on, orders placed will not be sent to the proxyapprover 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.



Office



#### They look as follows: E-mail Approver:

			Details:		
ubmitted by:	REGULAR USER on 7/26/1	3			
ending approval by: comments for the or					
omments for the of	rder:				
rder number:	3203274519		Username:	REGULAR USER	
rder date:	7/26/13		Customer number:	0005641652	
			Purchase Order:		
			Contact:	REGULAR USER	
tatus:	Held for Approval: Autorisatieprofiel: all orders have to be approved by the Superuse		Cost center:		
eliver to:			Comments:		
iffice Depot					
emo Account					
-commerce olumbusweg 33					
ENLO,5928 LA					
etherlands 773238959					
//3230333					
Product		Order-		11.14 - 6	Extended
	Product description	Order- Quantity	Unit price	Unit of measure	Extended Price
Product	Product description PK6 LOWNOISETAPE BRUIN SCOTCH 50MMX66M		Unit price €	Unit of measure PAK	
Product number		Quantity			Price
Product number 5468481		Quantity		РАК	Price
Product number 5468481	PK6 LOWNOISETAPE BRUIN SCOTCH 50MMX66M	Quantity		PAK Subtotal: € Additional c	Price
Product number 5468481 .egend: order quantityOrigin	PK6 LOWNOISETAPE BRUIN SCOTCH 50MMX66M	Quantity		PAK Subtotal: € Additional € charges: €	Price
Product number 5468481 Order quantityOrigin JOM:Unit of Measure alsels Unit?Price per i	PK6 LOWNOISETAPE BRUIN SCOTCH 50MMX66M al ordered quantity ndividual unit	Quantity		PAK Subtotal: € Additional c	Price
Product number 5468481 Drder quantityOrigin JOM:Unit of Measure Sales Unit:Price per i BeliveryDate:Expect	PK6 LOWNOISETAPE BRUIN SCOTCH 50MMX66M	Quantity		PAK Subtotal: € Additional € charges: €	Price
Product number 5468481 egend: Order quantityOrigin JOM:Unit of Measure	PK6 LOWNOISETAPE BRUIN SCOTCH 50MMX66M al ordered quantity individual unit ed delivery date seliveries	Quantity	£	PAK Subtotal: ¢ Additional ¢ charges: ¢ VAT: ¢	Price

## E-mail Proxy Approver:

Workflow Status Submitted by: Pending release by: Comments for the or	MEGA USER	SER on 7/26/13		Details:			
Order number: Order date: Status: Deliver to: Office Depot Demo Account E-commerce Columbusweg 33 VENLO,5928 LA Vetherlands	3203274519 7/26/13 Held for Approval: Autorisatieprofiel: all order	s have to be approve	d by the Superuser	Username: Customer number: Purchase Order: Contact: Cost center: Comments:	REGULAR L 00056416: REGULAR L	52	
Product number	Product description		Order- Quantity	Unit price	Unit of	measure	Extended Price
5468481	PK6 LOWNOISETAPE BRUIN SCOT	CH 50MMX66M	1	€		РАК	€
Legend: Order quantityOrigin UOM:Unit of Measure Sales Unit:Price per i DeliveryDate:Expect *:Indicates multiple d TotalPrice:Ordered Q	ndividual unit ed delivery date leliveries			Pavm	Subtotal: Additional charges: VAT: Total: ent type:Accoun	$\varepsilon$ $\varepsilon$ $\varepsilon$ t Billing	
"Disapprove/Modif You will be asked t order to release th (RELEASE ORDER) (Disa Thank you for your ord We received the follow	o enter your user ID and passw	was placed by REGUL	_AR USERThis order <u>lt.nl/</u>			-	

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