

Confirm and place orders originally created by an employee that requires approval.

1. You will receive a suspended order email. Click the link in the email to approve the order.

Suspended Order Notification

The following order is suspended and awaiting approval on www.midlandsci.com. This order will expire after 30 days.

The details of the web order are listed below:

Web Reference 1070185

Shopper Name	Manager Name	Order Date	# of Items	Order Value
[Redacted]	[Redacted]	7/29/2016 1:50:57 AM	13	[Redacted]



To approve this order, click on the following link, log on, and follow the instructions on the screen:

<http://www.midlandsci.com/default.aspx?page=My Account Suspended Orders List&By=WebReference&For=>

Thank you for shopping with Midland Scientific

Suspended Order Email Confirmation

Shipping Info:

Shipping Method:Ground

Shipping Address:

[Redacted shipping address]

Billing Info:

Customer Code: [Redacted]

PO Number: [Redacted]

Payment Type:Invoice

Order Detail:

Order Date:7/29/2016 1:50:54 AM

Shopper:[Redacted]

Manager:

Web Reference: [Redacted]

Description	Quantity	Price	Extended Price	Pkg Qty	Unit Size
SW N129405	1	\$140.40/CS	\$140.40	1	10.00
XL NI MedEx AloeForm X6 Gloves 10PK/CS					



2. You will be redirected to your shopping cart with the items already added. You can:
 1. Update the quantities
 2. Remove items
 3. Update the cart based on revisions above
 4. Cancel the order or
 5. Place the order

Note: There is a Checkout button also available. However, this will require you to fill out all checkout details again (shipping/invoice information) whereas the Place Order button pulls the checkout details that the employee already populated.

Product Categories

- Chemicals
- Chromatography
- Consumables and Supplies
- Equipment and Instruments
- Furniture and Fixtures
- Life Science
- Liquid Handling
- MSI Items
- Safety

Shopping Cart Detail

Product Image	Product	Availability	UOM	Price	Quantity	Total	Remove	Add To List
	METROHM SINGL S20306 Bottle Top Dispenser 5-25ml Vari Volume	7 to 14 Days	EA	\$491.11	1	\$491.11	<input type="checkbox"/>	<input type="checkbox"/>
	BEL F37911-1025 Red Pipette Pump II Pipettor 25ml 1/EA	Please Inquire	EA	\$34.51	1	\$34.51	<input type="checkbox"/>	<input type="checkbox"/>
	RICCA R050-1 4L Starch Indicator 1% w/v	16.00 EA	EA	\$34.75	2	\$69.50	<input type="checkbox"/>	<input type="checkbox"/>

Promotional Code

3 Subtotal: \$595.12

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- You can also approve suspended orders directly from your account profile. Login and click Suspended Orders. If there is only one order, it will add the items to your cart as shown above. If there are multiple orders, select the one you want to approve and proceed with step 2.

The screenshot displays the Midland Scientific website's account profile page. At the top, there is a navigation bar with the Midland Scientific logo, a search bar, and links for Products, Suppliers, Promotions, Midland Team, About Us, Contact Us, and RFQ. A 'LIVE CHAT OFFLINE' button and 'Customer Service + 1 800-642-5263 Sign Out' are also visible. The main content area is divided into several sections:

- Product Categories:** A sidebar on the left lists categories such as Chemicals, Chromatography, Consumables and Supplies, Equipment and Instruments, Furniture and Fixtures, Life Science, Liquid Handling, MSI Items, and Safety.
- My Account Profile:** The main content area is titled 'My Account Profile' and contains several sub-sections:
 - Logon Information:** Shows the user's login ID (kkeegan@midlandsci.com) and a masked password, with an 'EDIT' button.
 - Personal Information:** Shows the user's name (Kylie Keegan) and email (kkeegan@midlandsci.com), with an 'EDIT' button.
 - Shopping Information:** Shows the user's customer ID (18865) and minimum purchase (No Minimum).
 - My Shopping Lists:** Includes a dropdown menu for 'Buying History' and a 'Submit' button, along with a 'Create a New List' link.
 - Account Information:** A list of links including Order Status, Invoices, Purchase History, Open Orders, Open Quotes, Open Payables, **Suspended Orders** (highlighted with a red arrow), Shopping Cart Upload, and Backorder Report.