

# PINfinity Online Ordering Approver User Manual

When you login to PINfinity, click the link for Orders Pending Approval

Home Quick Order Ink And Toner Favorites My Accounts

Saved Orders: 0 **Orders Pending Approval: 1**

Enter keywords or item #   0 items : \$0.00

**Pending Approval** Approval History

**Pending Approval**

<input type="checkbox"/>	Status	Edit	View	SubmittedBy	Department	Total	Order Date	Short PO / Long PO
<input type="checkbox"/> +				Bob Shulman	(STATE OF CT)	\$32.00	10/20/2015	

**Order not processed -Exceeds maximum authorized order amount of \$0.01**

Quick View Items on the order by clicking the + sign

**Pending Approval**

<input type="checkbox"/>	Status	Edit	View	SubmittedBy	Department	Total	Order Date	Short PO / Long PO
<input type="checkbox"/> -				Bob Shulman	(STATE OF CT)	\$32.00	10/20/2015	
<input type="checkbox"/>								
	Status	Item #	Description	Quantity	Sell Price	Ext Price	Decline Reason	
<input type="checkbox"/>		XPXCT2096	Copy Paper, 8.5X11, 20#, 96 Bright	1	\$32.00	\$32.00		

**Order not processed -Exceeds maximum authorized order amount of \$0.01**

**Pending Approval**

<input type="checkbox"/>	Status	Edit	View
<input type="checkbox"/> +			

To approve or deny the order directly from here, click the check box then click Approve.

To edit the order, deny item(s), or change the payment method, click the Edit icon.



## Order Status

Order Status: AwaitingApproval ⓘ  
Order Date: 9/30/2015 1:03:42 PM  
Submitted By: Bob Shulman

If ordering through the website,  
and using a CORE assigned  
Purchase Order, enter the PO #  
here

### Specify Purchase Orders

Short PO:

### Additional Instructions

Shipping Instructions

Special Instructions

## Order Summary

Item Total: \$32.00  
Shipping: \$0.00  
Subtotal: \$32.00  
Tax: \$0.00  
**Total: \$32.00**

The default payment method is the default setting  
of the user submitting the order.

You can change the method of payment by selecting the **Override**  
button, then changing the payment method below.

### Payment Method Override

- Use the payment method selected on the order (Charged to account)  
 Override the order's payment method with the following

### Payment Method

- Charge to Account  
 Enter credit card information.

Card Type: AmericanExpress ▼

Number:

Expiration Date: 1 ▼ / 2015 ▼

You can adjust the quantity, add or delete items here

## Order Items

Deny Items

Select	Item #	Your Price	Quantity	Pack	Ext Price
<input type="checkbox"/>	 XPXCT2096 Copy Paper, 8.5X11, 20#, 96 Bright Comments: <input type="text"/>	 \$32.00 / Carton	1 <input type="text"/>	10-Ream/Carton	\$32.00

Adjust the Quantity

Add New Items

Deny Items

Print

Return to Pending Orders

Approve Order

Deny Order

**TIP:** To Change an item (delete an item and add a new one), click **Add New Item** first. Enter the item number and the quantity, and then click Continue/Update. Once added, then Deny the individual item by selecting the check box, and click **Deny Items**.

Once finished, click Approve Order

The State's Connection  
For All Things Office