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

Quick View Items on the order by clicking the + sign

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

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.

You can adjust the quantity, add or delete items here.

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.