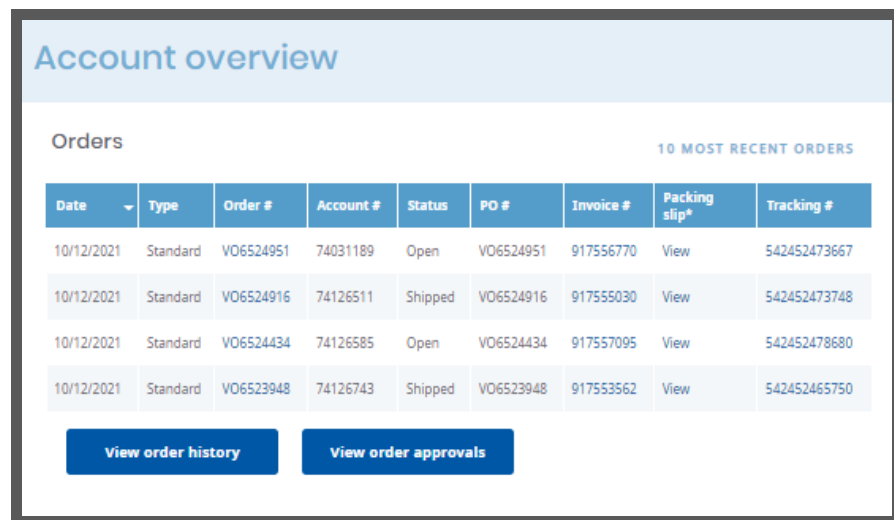


Review and manage orders placed by your organization with ease. To get started, log in to VaccineShoppe.com®.

When an order requires approval, you will be notified via email with instructions and a link. A user placing an order that requires approval will also be notified at checkout.

View recent orders



Account overview

Orders 10 MOST RECENT ORDERS

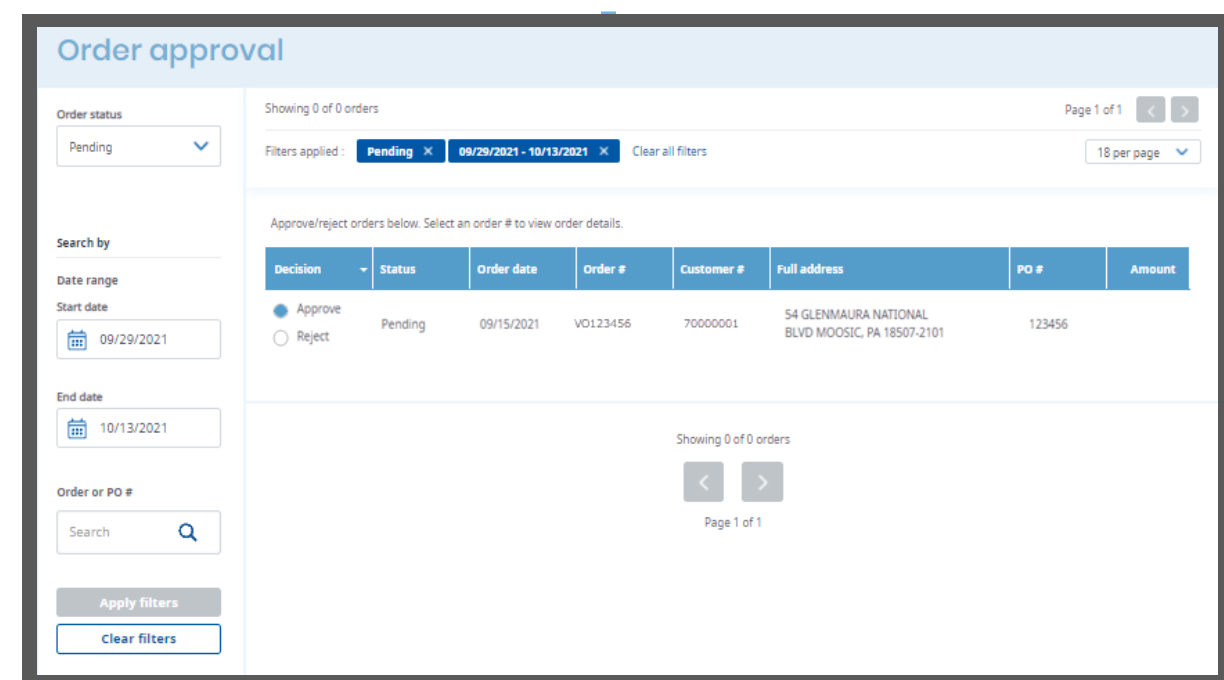
Date	Type	Order #	Account #	Status	PO #	Invoice #	Packing slip	Tracking #
10/12/2021	Standard	VO6524951	74031189	Open	VO6524951	917556770	View	542452473667
10/12/2021	Standard	VO6524916	74126511	Shipped	VO6524916	917555030	View	542452473748
10/12/2021	Standard	VO6524434	74126585	Open	VO6524434	917557095	View	542452478680
10/12/2021	Standard	VO6523948	74126743	Shipped	VO6523948	917553562	View	542452465750

[View order history](#) [View order approvals](#)

Upon logging in, all recent orders will be displayed under Account overview. To access pending orders, click on the *View order approvals* button.

Approve or reject an order

All orders pending your approval will appear on the Order approval page. Orders can be approved or rejected individually or all at once by selecting the appropriate button for each order and clicking *Apply selection*.



Order approval

Order status: Pending Page 1 of 1

Filters applied: Pending x 09/29/2021 - 10/13/2021 x Clear all filters 18 per page

Search by:

Date range: Start date: 09/29/2021 End date: 10/13/2021

Order or PO #: Search

[Apply filters](#) [Clear filters](#)

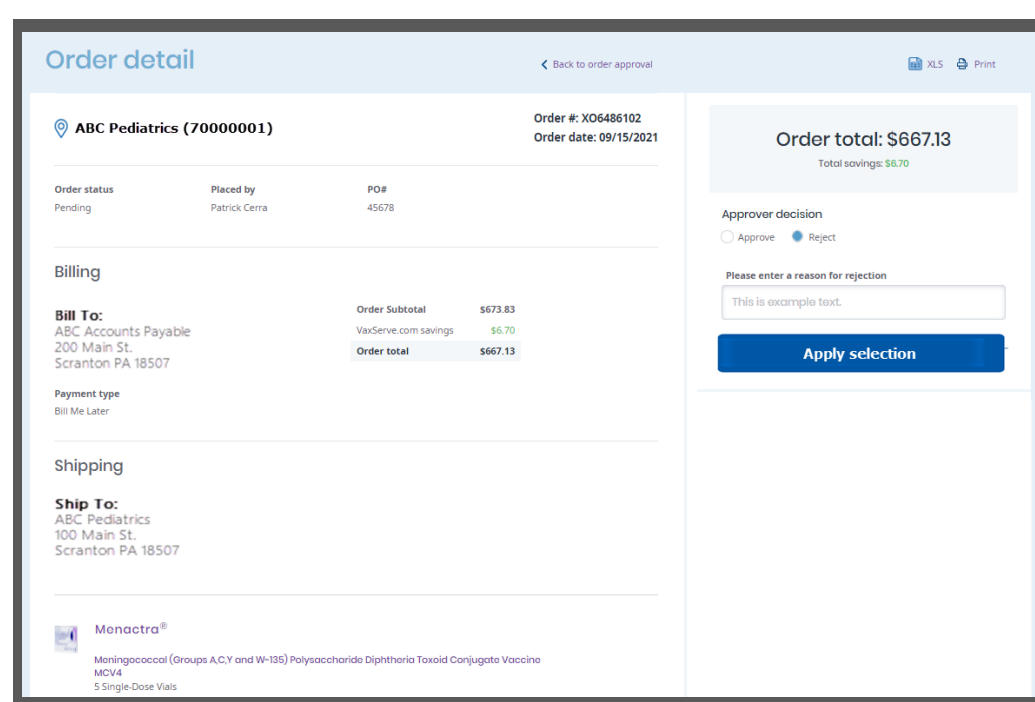
Approve/reject orders below. Select an order # to view order details.

Decision	Status	Order date	Order #	Customer #	Full address	PO #	Amount
<input checked="" type="radio"/> Approve <input type="radio"/> Reject	Pending	09/15/2021	VO123456	70000001	54 GLENMAURA NATIONAL BLVD MOOSIC, PA 18507-2101	123456	

Showing 0 of 0 orders Page 1 of 1

View order details

To view more details for a specific order, click on the order number. Here you can see billing, shipping, product information, and more.



Order detail Back to order approval XLS Print

ABC Pediatrics (70000001) Order #: X06486102

Order status: Pending Placed by: Patrick Cerna PO#: 45678

Order total: \$667.13
Total savings: \$6.70

Approver decision: Approve Reject

Please enter a reason for rejection: [Apply selection](#)

Billing

Bill To: ABC Accounts Payable, 200 Main St, Scranton PA 18507

Order Subtotal: \$673.83
VaxServe.com savings: \$6.70
Order total: \$667.13

Payment type: Bill Me Later

Shipping

Ship To: ABC Pediatrics, 100 Main St, Scranton PA 18507

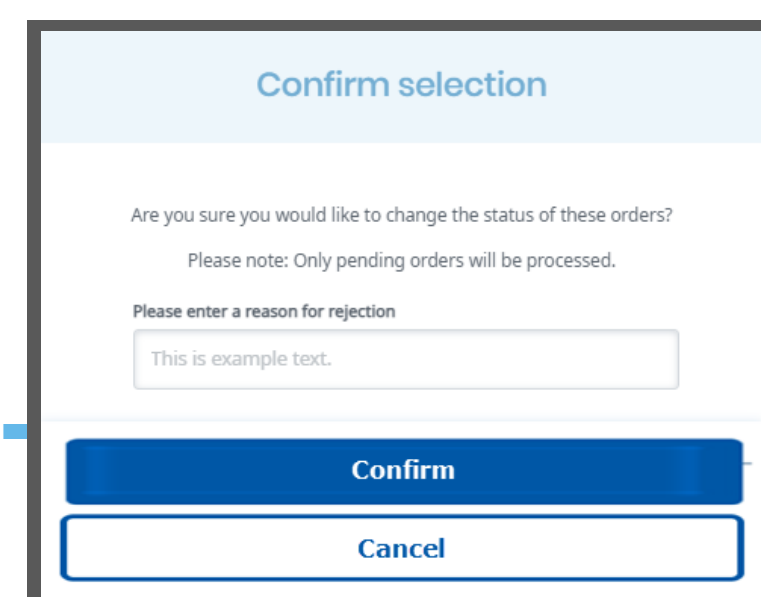
Menoctra®
Meningococcal (Groups A,C,Y and W-135) Polysaccharide Diphtheria Toxoid Conjugate Vaccine
MCV4
5 Single Dose Vials

Individual orders can also be approved or rejected from the order detail page.

Confirm selection

To complete the process, you will need to confirm your selection. For rejected orders, you will need to enter a reason for rejection.

Once the order is approved or rejected, the ordering contact will receive an email notifying them of the decision.



Confirm selection

Are you sure you would like to change the status of these orders?
Please note: Only pending orders will be processed.

Please enter a reason for rejection:

[Confirm](#) [Cancel](#)