TARANTIN INDUSTRIES, INC.
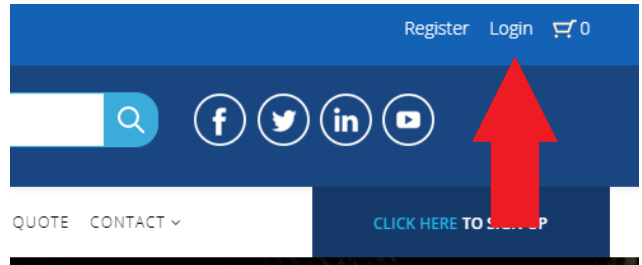
1. Log In to your online ordering account

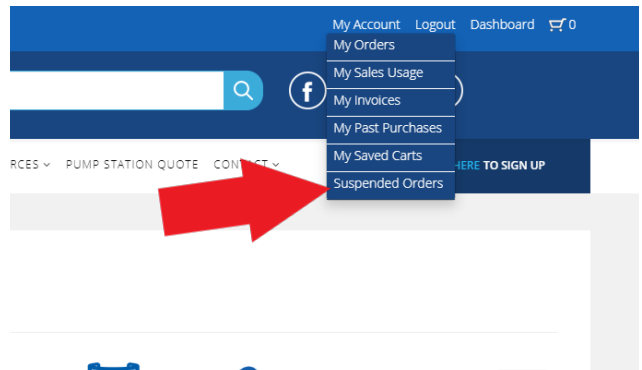If you don't have an account skip to step 1a

1a. If you don't have an account go to our homepage and click *Start Your Online Ordering Account HERE* in the upper left corner.
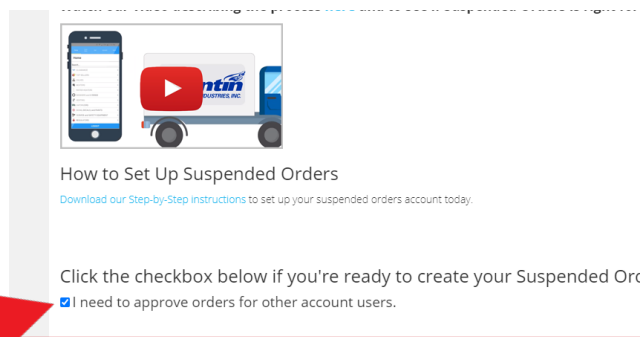
You'll need to wait until you receive the "Account Approved" email before you can proceed

2. Once you're logged in roll your mouse over *My Account* and then click on *Suspended Order*.

3. Click the checkbox for *I need to approve orders for other account users*.

How to Set Up Suspended Orders

Download our Step-by-Step instructions to set up your suspended orders account today.

Click the checkbox below if you're ready to create your Suspended Ord

☑ I need to approve orders for other account users.

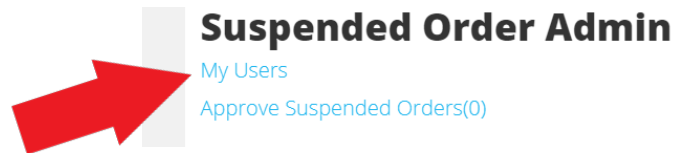GET IT ON Google Play   Get it on iTunes Store

4. Log out and log back in again

5. Now you'll see a link for *Suspend Order Admin* in the "My Account" bullet list and in the Footer. Click on either.

6. Click *My Users*

Suspended Order Admin

My Users

Approve Suspended Orders(0)
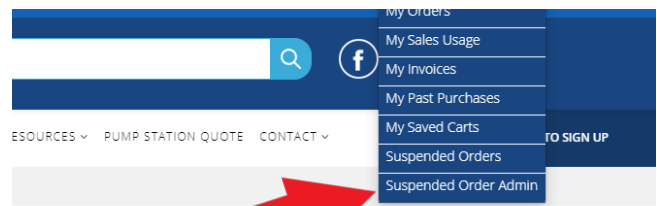
7. This brings you to a page showing all the online account holders assigned to your Customer ID

My Users

Place a checkmark next to the users whose orders should be approved by you.

All checked users will default to a **zero** minimum order amount, which means **all** orders from that user will need to be approved. This can be edited. Example: Joe Buyer can purchase orders of $500 or less without approval, so type 500 in the Minimum Order Amount box.

Uncheck a user's Show Pricing box if you wish them to NOT see item pricing on Tarantin.com.

Users Under Mgmt	Customer Id	User Id	User Name	Email Address	Max Allowed Spend	Show Pricing
☑	104416	atuttle@eastern.com	Alan Tuttle	atuttle@eastern.com	0.00	☑
☑	104416	rtraughber	Rosalou Traughber	rosa@simpleapps.com	250.00	☑
☑	104416	simpleenigma	Stuart Jackson	stuart@simpleapps.com	0.00	☑
☑	104416	simplewebmobile	SimpleWeb Mobile	info@simpleapps.com	500.00	☑
☐	104416	syeaton@eastern.com	Scott Yeaton	syeaton@eastern.com		☑
☑	104416	test-user	test-user	simpleweb@eastern.com	0.00	☑
☑	104416	test3	Test Three	test3@simpleapps.com	0.00	☑

Save Changes

7a. Note: Your employees will need to have an Online Ordering account. If they don't they'll need to follow Step 1a above to create their account. You need to wait until they receive the "Account Approved" email before you can proceed.

7b. In the *Users Under Mgmt* column click the checkbox next to all the users that will need your approval to order.

7c. In the *Max Allowed Spend* column you can control how much an employee can spend without needing your approval. So $250.00 means they can spend up to $250.00 before needing your approval. $0 means all orders will need your approval.

7d. You can also control if they see pricing or not by by checking (can see pricing) or unchecking (can't see pricing) the checkbox in the *Show Pricing* column.
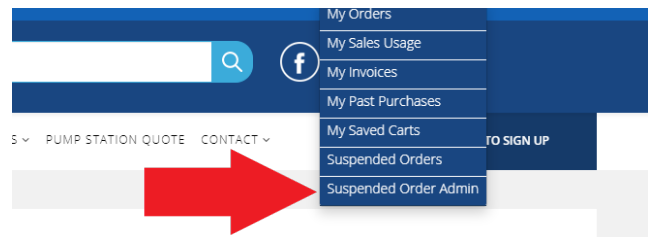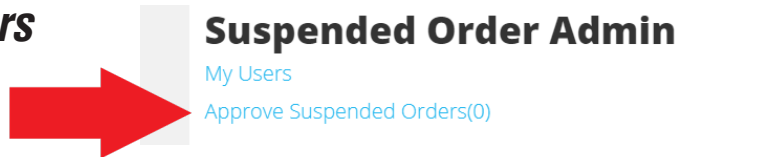
7e. Click the *Save Changes* button and your all set.

TARANTIN INDUSTRIES, INC.

1. If you're not logged in already, do so.

Login 🛒 0

2. Roll your mouse over *My Account* and then click on *Suspended Order Admin*.

My Orders
My Sales Usage
My Invoices
My Past Purchases
My Saved Carts
Suspended Orders
Suspended Order Admin

PUMP STATION QUOTE   CONTACT ∨

3. Click *Approve Suspended Orders*

Suspended Order Admin
My Users
Approve Suspended Orders(0)

4. This will bring you to the page of orders needing your approval

Return To Suspended Order Admin

Approve Suspended Orders

The orders below have been submitted by users assigned to you, and must be approved before they are sent to Tarantin. Click the Pending Order Id to view and approve the order.

Pending Order Id	PO Number	Submitted By	Order Date	Number Of Lines	Order Total
22	!!TEST ORDER DO NOT PROCESS!!	Test Three	2019-04-24	2	$11.37
21	!!TEST ORDER DO NOT PROCESS!!	Test Three	2019-04-24	2	$20.38
15	3435565625	test-user	2019-01-30	2	$14.26
14	3435565625	test-user	2019-01-30	7	$2,293.73
13	TESTORDERDONOTPROCESS	test-user	2019-01-30	2	$5,470.10
9		Test Three	2018-12-28	2	$36.74

    4a. You can reach your orders needing approval by click the link in the email that alerts you of a new order needing approval.

    4b. Click a number in the *Pending Order ID* column.

5. This will bring you to the Pending Order page.

Return To Approve Suspended Orders

Pending Order ID 22

The order below needs approval by you. Please review the order below, make any edits needed, and click the appropriate APPROVE button. If you wish to reject the order entirely, click the REJECT button.
You may also change where the order is shipping to by choosing a new ship to address from the Select An Address dropdown field.

Shipping Information

Select an Address
28 INDUSTRIAL WAY

Company Name (optional) — !!TEST ORDER DO NOT PROCESS!!
Zipcode * — !!TEST OR

Customer PO Number (optional) — !!TEST ORDER DO NOT PROCESS!!
Country (optional)

Name (optional) — !!TEST ORDER DO NOT PRO !!TEST
Phone Number * — !!TEST ORDER D

Address 1 * — !!TEST ORDER DO NOT PROCESS!!
Email Address * — testsimpleweb@gmail.com

Address 2 (optional) — !!TEST ORDER DO NOT PROCESS!!
Shipping Method * — 0100 UPS GROUND

City * — !!TEST ORDER DO NOT PROC
Notes (optional) — THIS IS A TEST ORDER - DO

State *

    5a. Here you can make changes to the shipping address or to the order if needed

    5b. Click *Approve Order As Is* (if your approving without changes) or *Approve Order With Changes* (if your approving with changes) or *Reject Order* (if you want to cancel the order)

6. This will bring you to the Thank You For Ordering page.

Add more items to the suspended order

Item Id	Item Desc	UDM	Availability	Unit Price	Quantity	Total	
42699-20	HOSE 3/8 X 20IN MPT ENDS	EA	Not In Stock - On Order	$4.70	1	$4.70	Remove
42699-25	HOSE 3/8 X 25IN MPT X FPT	EA	Not In Stock - On Order	$6.67	1	$6.67	Remove
Subtotal:		2		$11.37			

Approve Order As Is   Approve Order With Changes   Reject Order

    6a. An email notification will be sent to you as well.

Placing an order is the same as it was before with the excepting of them being notified that the "order has been placed into suspense pending approval by your manager."
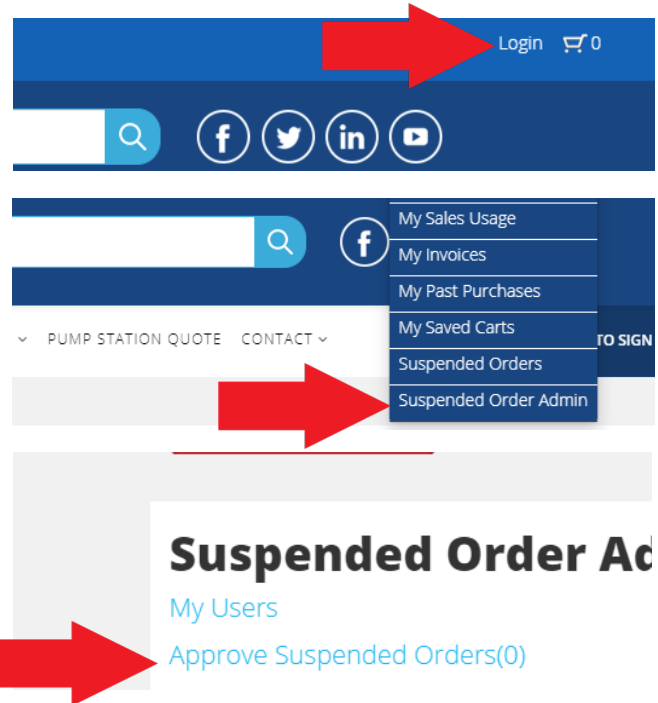
1. Log In

2. Roll your mouse over *My Account* and then click on *Suspended Order Admin*.

3. Click *Approve Suspended Orders*.

Suspended Order Ad

My Users

Approve Suspended Orders(0)

4. This will bring the employee to the "My Pending Suspended Orders" page where they can check on the status.

My Pending Suspended Orders

The orders below have been submitted by you. Click the Pending Order Id to review an order.

☐ Show Approved and Rejected Orders

Pending Order Id	PO Number	Submitted By	Order Date	Number Of Lines	Order Total	Approval Status
15	3435565625	test-user	2019-01-30	3	$14.26	Pending Approval
14	3435565625	test-user	2019-01-30	7	$2,293.73	Pending Approval
13	TESTORDERDONOTPROCESS	test-user	2019-01-30	2	$5,470.10	Pending Approval

5. They can also see the list of past approved of rejected orders by clicking the checkbox for *Show Approved and Rejected Orders*

My Pending Suspended Orders

The orders below have been submitted by you. Click the Pending Order Id to review an order.

☑ Show Approved and Rejected Orders

Pending Order Id	PO Number	Submitted By	Order Date	Number Of Lines	Order Total	Approval Status
24	testdonotproceed	test-user	2019-04-30	4	$0.00	Approved With Changes
19	!!TEST ORDER DO NOT PROCESS!!	test-user	2019-03-19	2	$2.21	Rejected
18	!!TEST ORDER DO NOT PROCESS!!	test-user	2019-03-19	3	$24.99	Rejected
17	!!TEST ORDER - DO NOT PROCESS!!	test-user	2019-03-19	4	$31.99	Rejected
16	!!TEST ORDER DO NOT PROCESS!!	test-user	2019-03-15	2	$23.43	Rejected
15	3435565625	test-user	2019-01-30	3	$14.26	Pending Approval
14	3435565625	test-user	2019-01-30	7	$2,293.73	Pending Approval
13	TESTORDERDONOTPROCESS	test-user	2019-01-30	2	$5,470.10	Pending Approval
12	TESTORDERDONOTPROCESS	test-user	2019-01-28	6	$1,556.62	Rejected
5	testdonotprocess	test-user	2018-12-14	2	$2,331.03	Approved
3	testdonotproceed	test-user	2018-12-13	2	$2,331.03	Approved
4	test do not process	test-user	2018-12-13	2	$2,331.03	Approved
2	788954	test-user	2018-12-13	1	$2,816.52	Approved With Changes
1	TESTORDERDONOTPROCESS	test-user	2018-12-12	2	$338.91	Approved