

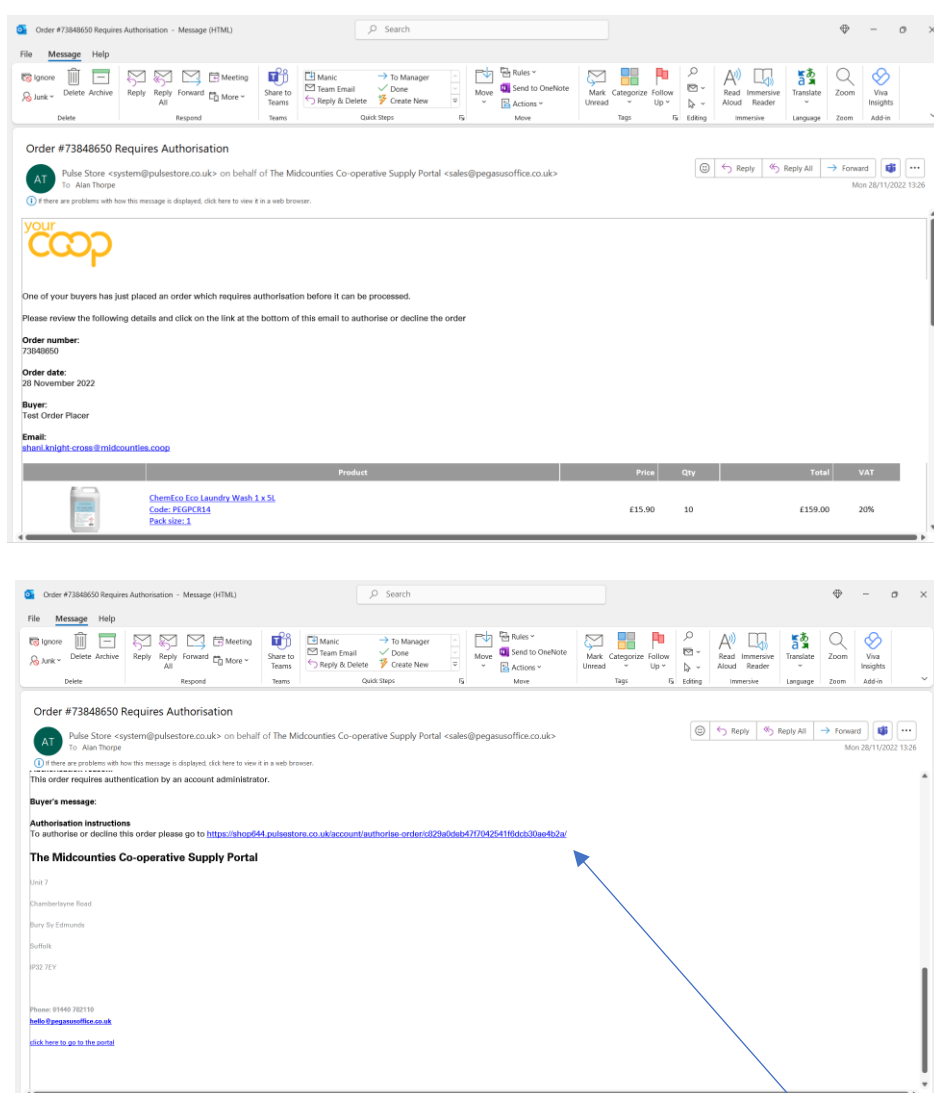
# The Midcounties Co-operative Cleaning Supply Portal

## - Authorisers User Guide

As an authoriser you will be tasked with approving orders for cleaning consumables made by users on the Midcounties portal.

These approvals will reach you in the form of an email from [system@pulsestore.co.uk](mailto:system@pulsestore.co.uk). Please add this address to your safe senders list to avoid any emails going to junk.

The email will look like the below:



To begin the authorisation process, click the link found underneath “Authorisation Instructions”

This will open the log in screen for the portal. if you do not know or have forgotten your login details, please email your account manager [alan.thorpe@pegasusoffice.co.uk](mailto:alan.thorpe@pegasusoffice.co.uk)

You will then see a screen showing your orders for approval. Select the order to view the details:

Home | Orders | Get in touch | Returns

You have successfully logged in

### My Account

- My details
- Order history
- Logout

### My Products

- Favourites
- Contract Items
- Requisition pads

## Authorise order


Please review the following order details and click one of the two options at the bottom of the page.

**Order number:**  
73848650

**Order date:**  
28 November 2022

**Buyer:**  
Test Order Placer

**Email:**  
shani.knight-cross@midcounties.coop

Product	Price	Qty	Total	VAT
 ChemEco Eco Laundry Wash 1 x 5L Code: PEGPCR14 Pack size: 1	£15.90	10	£159.00	20%
Total goods			£159.00	
Carriage			£0.00	20%
Total VAT			£31.80	
<b>Total</b>			<b>£190.80</b>	

As you scroll down the page you will see the options to approve or deny:

### Authorise

If you're happy with the order above

**I APPROVE this order**

### Deny

To cancel the entire order

**I DENY this order**

### Change purchase order

If you need to change this order's purchase order please enter the new code below **before** the order is authorised.

New purchase order:

**Submit**

### Amend then authorise

This order has been recorded in our system with prices correct at the time it was placed. Making changes now will cause it to be recalculated and any recent price changes will be applied.

Enter the lines for your new order then click 'Recalculate order' to see the new order before confirming it.

Item code	Quantity	Remove
PEGPCR14	10	<input type="checkbox"/>

ChemEco Eco Laundry Wash 1 x 5L  
Pack size: 1  
£15.90 (exc VAT)

**Recalculate order** **Add another item**

You may also amend the order, add to the order, recalculate then submit as authorised.

Once any changes have been made and the order submitted the order will be sent to the supplier for processing. The user who placed the order will receive an order confirmation from Pegasus Office Solutions or will be notified if the order was denied.