

## APPROVING OFFICER INSTRUCTIONS

1	Go to <a href="http://www.ordermax.com.au">www.ordermax.com.au</a> or click on the link within the email advising of an order to approve
2	Enter username (your email address) and password
3	Click on 'log in' this will take you to the next page
4	Place cursor over the 'orders' tab at the top of page then scroll in the drop down menu to 'approve orders' and click
5	The order(s) for approval will be sitting in the approval tray. Click on the 'view' button to see and confirm that the correct products and quantities have been ordered. Scroll to the bottom of this page and you can print out a copy of the order if you wish. Once the approving officer is happy with the order they can then click on the 'approve' button.
6	There is also a 'reject' button if the order is to be sent back to the ordering officer and also an 'update' button where the 'approving officer' can amend the order themselves, changing products and/or quantities.
7	Once items are received, check the delivery and fax the delivery docket to 1800 674 310.

NB - If you need to change or amend details for the ordering or approving officers, please email [M&PS-WA@finance.gov.au](mailto:M&PS-WA@finance.gov.au)