

LOOP | Special Order Approval or Rejection

Log in to your LOOP account, and you will first arrive at the *Dashboard*. You will start here each time you sign in to LOOP.



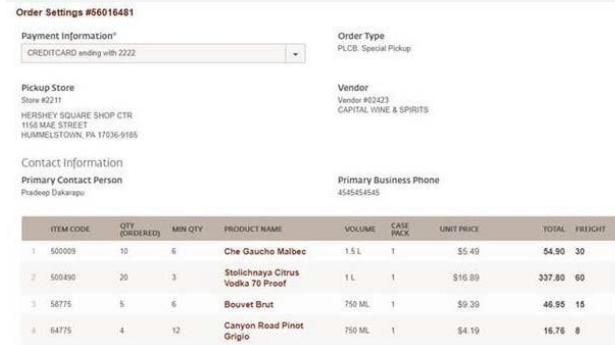
You will see Special Orders that are *Pending Approval*.



Click on *Review Order*.



*Order Settings* will display all order details.



Please verify that the Pickup Store is correct; if not reject the order.

An order requiring modification must be rejected by the licensee, then resubmitted by the supplier.

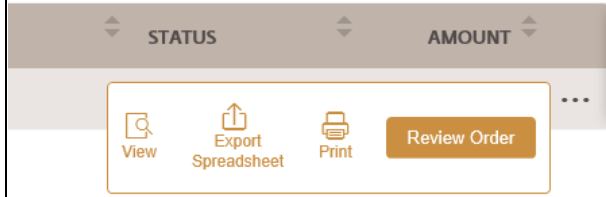
To accept the order, select a payment type from the *Payment Information* drop-down menu, and click "Accept Order Request."



To reject the order, simply click *Reject Order Request*.



If your Payment Method is not showing when you review the order through the Dashboard, go to the My Orders tab. Click the ellipsis at the end of the row. You will see the Review Order tab. Follow the same process to Approve or Reject.



An email will be sent to the licensee when the order has been prepared for shipment, and another email will be sent when the order is ready for pickup.