Hunterdon County Educational Services Commission
Internet Purchasing Site
http://purchasing.hcesc.com

Administrator's/Approver's Area

All Administrators/Approvers must call our office to be set up!

You will be asked for your email address (user name) and a password chosen by you (up to 8 characters). If multi-level approvals are required, email addresses (user name) and passwords will be required for those staff members/employees as well. This information will give you and other approvers the ability to login, approve or decline orders. All approvers will receive email notification when orders are awaiting approval, BUT only the final approver can approve and print out an order.   The final approver can override a first level approver.

If an administrator/approver wants to create an order(s), they must register as a **buyer** as well. Online orders can only be created through the buyer's side of site not approvers side. Approvers will then have two separate logins (same email, but different password – by one character). Buyer's registration can be done on our website without contacting ESC. Instructions to register as a buyer are located on link called "buyer's instructions".

Multi-Level Approval
No more than three levels of approval. The most likely scenario would be department head, principal and business administrator, but is not mandatory. Approval authority would be determined by the final approver, most likely the business administrator. Please call our office to set-up.

Login to System
Enter user name (email address) and password. Be sure to check "**APPROVER**." If you forgot your password, click "I forgot my password." After you supply the requested information, it will be forwarded to your registered email address instantly. Proceed to the login screen.

To Approve or Deny Orders

Once logged in you will be able to approve orders, print them out, and view bid descriptions as well. If there are orders for you to approve you will see: "To review them, please click here."

Awaiting Orders
Orders are in date order. Click "Review" of order you want to process. Click on either the "I approve" or I deny" button. If you deny the order, be sure to list the reason. An email notification will be sent to the requisitioner indicating denial and the reason. The requisitioner will have the ability to modify and resubmit the order for approval, or remove the entire order. If the order is approved, an email will be sent to the requisitioner indicating such. Once order has been approved it is final and no changes can be made.

Print Summary
Once final approval is done, click on the link **"Past Orders."** Select the Bid # and Name you want to print. At the bottom of order summary click print. This print summary can be attached to PO, and faxed or mailed to vendor.
 To assure bid and discount pricing, please type in the body of PO:
- **PRICING PER HUNTERDON COUNTY ESC COOPERATIVE PURCHASING BID # AND NAME OF BID**. *Example -* Bid #154 General School Supply. Bid # and Name are located at top left of order summary print out.
- The **order #** should also be in the body of PO, and this is found on order summary top right.
- **Vendor Bid #** if applicable. Click on **"Bid Descriptions"** located on approver's/buyer's main page to see if vendor has a Bid # (**not all of them have one**).
- **To Exit:** Click the Logout button (top left).

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