Materials Distribution
Online Ordering System
Approval
To approve an order, login into Materials Distribution's Online Ordering System at http://mdoos.syr.edu/, by typing your User ID (the part of your email address that is before the "@syr.edu") and the password "orange". You will be prompted to change your password and verify your email address.

Select “Approve Orders” from the menu.
The system will display the accounts you are authorized to approve and the number of orders awaiting approval. Click on an account number to display the list of orders.

To view an order click on “View/Edit” and the system will display the order. You can approve or reject an order without viewing it by clicking on the appropriate button.
The system will display the order awaiting approval. You can add stock or non-inventory items, update quantities, delete stock or non-inventory items, approve, reject or re-assign the order to another approver.

If the order has been edited you must click “Update” for the system to accept the changes. You may then select the appropriate action. If an order is rejected, the system displays a screen to type the rejection reason and finalize. The system will send an email message to the requester indicating that the order has been rejected.
If you choose to re-assign the order to another approver, the system will prompt you to choose the new approver. The system will send an email message to the requester indicating that the order has been re-assigned. If you decide not to re-assign the order, select cancel and the system will take you back to the list of orders awaiting an action.

After an action is taken the system will bring you back to Approve Orders. You may also view any past orders you have taken action on by selecting the "past orders" tab.
If you select past orders, the system displays a list of orders for you to view.