



# Orders approve/reject

## Why approve/reject orders?

Approving or rejecting orders is an option you can use if your employees are permitted to order their own NS-Business Card with any additional subscription, but where this requires your approval (this option is agreed at contract level). Any order that you make for multiple cardholders must also always be approved.

Please check your Mijn NS Zakelijk account regularly to see if an order is ready. You will not receive an automatic notification of this.

**Step 1:** Select the order(s)

**Step 2:** Approve or reject



## Step 1: Select the order(s)

In the left hand menu in Mijn NS Zakelijk click on the 'Approve orders' option. A screen opens displaying all the orders than require approval. Two types of orders are shown in this overview:

### Order by a cardholder

You will see the name of the employee, the department and which additional subscription has been ordered by the employee. Where 'BC' is stated, this refers to an NS-Business Card without additional subscription.

### Bulk order for multiple cardholders made by you

When you requested this bulk order you will have received an e-mail with the relevant reference number and an attachment with more detailed specifications of the requested products.

Select an order by selecting the checkbox on the left. You can recognise the orders you have selected from the ticks. By filtering on department and then selecting the checkboxes on the left, you can also select the orders for an entire department.

The screenshot shows the 'Approve orders' page in the Mijn NS Zakelijk portal. The page layout includes a top navigation bar with the NS logo, a 'Menu' button, a search bar, and user information ('Mijn NS' and 'Nederlands'). Below the navigation bar, there is a welcome message for 'Mr B. Maas' and a 'Log out' link. The left-hand menu contains various options, with 'Approve orders' highlighted in yellow. The main content area is titled 'Approve orders' and features a yellow filter section with dropdown menus for 'Department' (set to 'all departments') and 'Cards' (set to 'all cards'). Below the filter, it indicates '2 orders' and provides a link to 'Detailed instructions on how to confirm an order'. The orders are displayed in a table with the following columns: Name, Department, Order date, Starting date, and Subscription. Each row includes a checkbox for selection and 'Reject order' and 'Approve' buttons. The first order has a bulk reference number of 2583630, department 0005, and is for a '1st class' subscription. The second order has a bulk reference number of 2583635, department 0006, and is for a '2nd class' subscription. Both orders are marked as 'new card'. At the bottom left, there is a yellow 'Advanced view' button.

<input type="checkbox"/>	Name	Department	Order date	Starting date	Subscription	
<input type="checkbox"/>	Bulkbestelling refnr: 2583630	0005	13-02-2020	13-02-2020	Dal subscription	1st class new card Reject order → Approve →
<input type="checkbox"/>	Bulkbestelling refnr: 2583635	0006	13-02-2020	13-02-2020	Dal subscription	2nd class new card Reject order → Approve →

## Step 2: Approve or reject

You can approve or reject individual orders by clicking on the respective buttons on the right.

You can approve or reject multiple orders simultaneously by selecting the relevant order on the 'Approve' or 'Reject' link in the top right of the page.

Company: A.B.C Testbedrijf

Home screen →

Manage cards and cardholders →

Order NS-Business Card →

My orders →

Approve orders →

Invoice overview →

My downloads →

Company details →

Personal information →

NS notifications →

Management reports →

Advanced view

Welcome Mr B. Maas → Log out

### Approve orders

Refresh list

filter: Department

all departments

Cards

all cards

2 selected orders: [Approve](#) | [Reject](#)

2 orders → Detailed instructions on how to confirm an order

<input checked="" type="checkbox"/>	Name	Department	Order date	Starting date	Subscription	
<input checked="" type="checkbox"/>	Bulkbestelling refnr: 2583630	0005	13-02-2020	13-02-2020	Dal subscription	1st class
		new card				<a href="#">Reject order</a> → <a href="#">Approve</a> →
<input checked="" type="checkbox"/>	Bulkbestelling refnr: 2583635	0006	13-02-2020	13-02-2020	Dal subscription	2nd class
		new card				<a href="#">Reject order</a> → <a href="#">Approve</a> →

## Step 2: Approve or reject

When you approve an order the requester will receive a confirmation email and the request will start being processed.

If you reject a bulk order or simultaneously reject individual orders, you can add an explanation. The requester will receive an e-mail stating the reasons for the rejection

The screenshot shows a web application interface with a navigation menu on the left and a main content area on the right. The navigation menu includes options like 'Home screen', 'Manage cards and cardholders', 'Order NS-Business Card', 'My orders', 'Approve orders' (highlighted), 'Invoice overview', 'My downloads', 'Company details', 'Personal information', 'NS notifications', and 'Management reports'. The main content area displays a 'Confirmation of rejection' form with a text area for 'Toelichtingen' (explanations) and a 'Reject order' button.

Company: A.B.C Testbedrijf

Home screen →

Manage cards and cardholders →

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Approve orders →

Invoice overview →

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NS notifications →

Management reports →

Welcome Mr B. Mass → Log out

### Confirmation of rejection

In this field, you can explain why you rejected the order. The cardholder will automatically receive an e-mail specifying the reason for the rejection.

#### Toelichtingen

Recently used explanations

\*If you wish, you can specify the reason why the order was rejected here (max. 254 characters)

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Reject order →