Web Tutorial: How to Approve Orders

HENRY SCHEIN®
DENTAL

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How to approve orders

A. Login
B. Under Menu, click **Supplies & Small Equipment**(+) to expand, then (+) **Ordering Tools**
C. Click **Unplaced** Orders
D. Find the appropriate order within the "**Pending Approval**" section
E. Click **View/Modify** to review order or check the box and click

(A)

(B)

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What can we help you find? 🔍

☐ Within Items Purchased

☰ Menu   🛍 Shop   ⚙ My Account

🔒 LOGIN   Create an Online Account

My Order: **$0.00** 🛒 0

Supplies & Small Equipment ☰

Item Code | Qty

🛒 Enter More

Browse Supplies
Order from History
My Order   24 Items / $1,137.40
Sale   +
Featured Suppliers   +
Ordering Tools   −
  Shopping Lists
  Speed Entry
  Order Forecast
  Unplaced Orders   (C)
  My Open Orders
  Electronic 222 Ordering (e222)

UNPLACED ORDERS

🏠 / Supplies / Unplaced Orders

Below is a list of all open orders for your available locations. An open order is an order not yet submitted to us for processing. Click view link to review or submit an order for checkout.

MY ORDERS: (0)   SORT BY: Account # ▾

Account #	(D)	Location	Summary
		You currently do not have any orders created.	

You may view/modify or approve orders awaiting approval by other approvers. To approve orders, please select each checkbox and click Approve. Icons will display for 💬 orders that have order comment, have a 💲budget restriction, or 🔴 contain products requiring approval.

PENDING APPROVAL: (1)   SORT BY: Submitted On ▾   **APPROVE**

Submitted On	Created By	Location	Summary	Awaiting Approver		☐
5/27/2015 🔴	Bellingham_514	Bellingham Medical 514 4455 Cordata Pkwy Bellingham, WA 982268037	2 item(s), $98.90 Po #: $269.00 UPS Standard Delivery	mlmartinez	View/Modify	☐

(E)

APPROVE

Click view link to view the details of another user's open order. You will not be able to modify their open order.