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

Web Tutorial: How to Approve Orders

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

E-Commerce Technical Support—P: 1-800-711-6032 E: ECS@henryschein.com