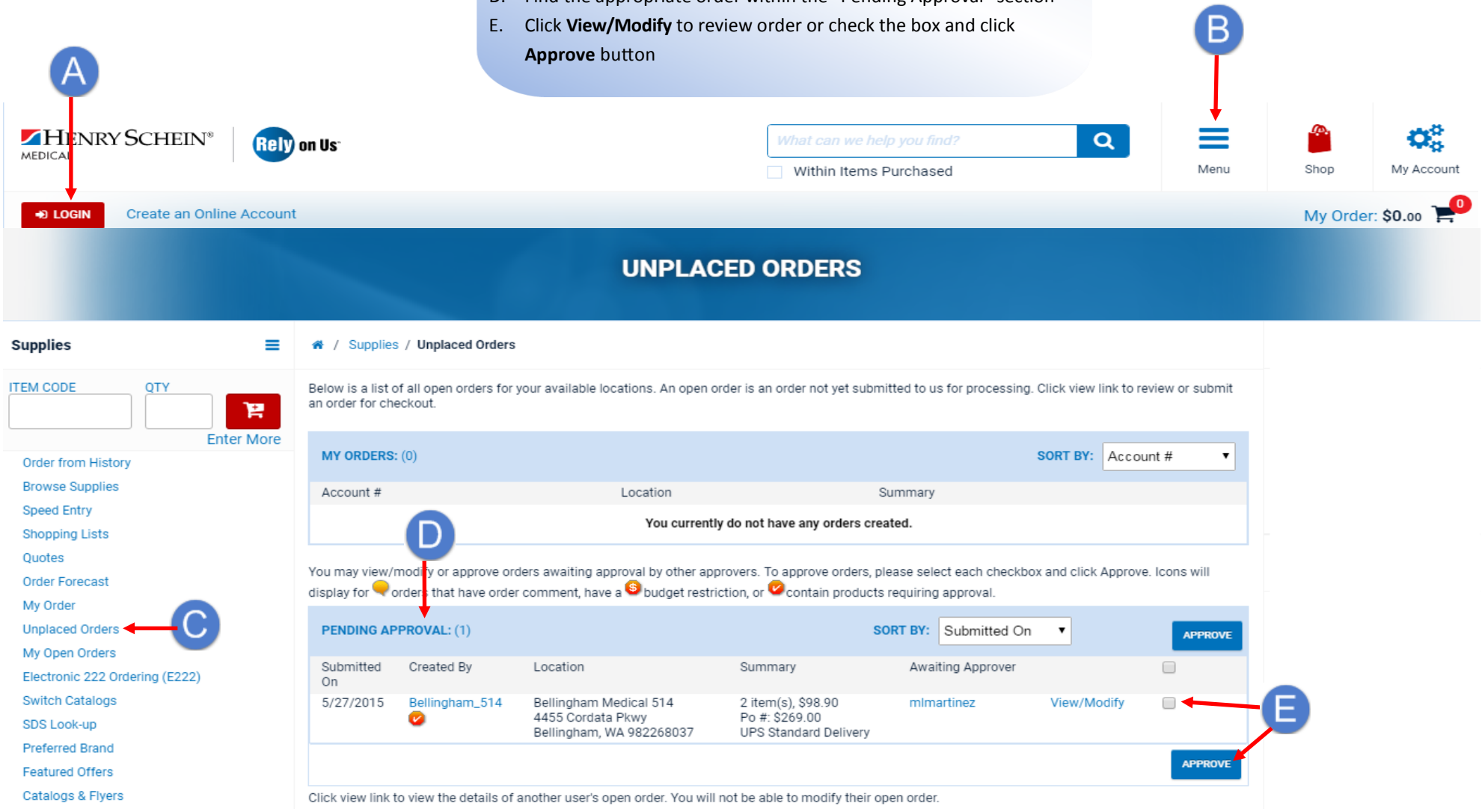
Web Tutorial: How to Approve Orders

HENRY SCHEIN® MEDICAL

1

How to approve orders

A. Login
B. Under Menu, click **Supplies** (+) to expand
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 **Approve** button