

## Approving Orders in PainlessWeb

If your account is configured with an Approver and you are logged in as an Approver, the number of pending orders will display at the top right of the screen as shown below:

The screenshot shows the Benco Dental PainlessWeb interface. At the top right, the user is logged in as 'DEMO APPROVER' with 6 pending orders indicated by a checkmark icon and the text '(6 orders)'. The main content area features a large advertisement for Orabloc® anesthetic cartridges, priced at \$40.99 per box. Below this, there are sections for 'Featured Products' including Kerr Nexus™ RMGI, Kingguard KC100 Sterilization Wrap, Laschal Surgical Instruments (Bimedix), and BluPrint™ Premium VPS. A 'Previous Purchases on Special' section is also visible. On the left side, there is a 'Quick Order Entry' form and a list of product categories such as Acrylics, Alloy, Anesthetic, and more. The bottom of the page includes the Benco Dental logo and a 'Contact Us' link.

To view the pending orders, click on the orders hyperlink.

A list of all pending orders will display. To view the details of the request, click on the Reference #.

**Painless** Benco Dental WEB

Account | Order History | Shopping Lists | Reports | Returns

Welcome, DEMO APPROVER (log off)  
92255536 - DR SAM PAUL (change account)

Search

**Quick Order Entry**

Product # Qty

Add to Cart

Use Barcode Scanner

Acrylics  
Alloy  
Anesthetic  
Articulating  
Benco Brands  
Burs & Diamonds  
Cements & Liners  
Core Material  
Cosmetic & Whitening  
Crowns  
Dental Dam  
Dental Education  
Disposables  
Endodontics  
Evacuation  
Finishing & Polishing  
Handpieces  
Impression  
Infection Control  
Instruments  
Laboratory  
Latex-Free  
Loupes  
Matrix  
Medicaments  
Novelties  
Office Supplies  
Orthodontics  
OSHA  
Patient Education  
Pharmaceuticals  
Pins & Post  
Preventive  
Prophy  
Retraction  
Surgical

### Orders Pending Approval

The following orders require your approval before they will be fulfilled:

Reference #	Requested By	Account	Submitted	Decline	Approve
23010023	DEMO REQUESTER	95000819	12/30/2013	Decline	Approve
24340252	DEMO REQUESTER	95000819	12/30/2013	Decline	Approve
02863188	DEMO REQUESTER	95000819	12/30/2013	Decline	Approve
36983129	DEMO REQUESTER	95000819	12/30/2013	Decline	Approve
44977371	DEMO REQUESTER	95000819	12/30/2013	Decline	Approve
67982826	DEMO REQUESTER	95000819	12/30/2013	Decline	Approve

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Contact Us

The Order Details screen will display, review the items in the order. Here, you can easily adjust the quantity to be ordered, and add or remove items from the order.

## Adjust the Quantity

To adjust the quantity of an item in the cart, click in the quantity box and type the desired quantity

**Quick Order Entry**

Product #  Qty  [Add to Cart](#)

[Use Barcode Scanner](#)

**Acrylics**  
Alloy  
Anesthetic  
Articulating  
Benco Brands  
Burs & Diamonds  
Cements & Liners  
Core Material  
Cosmetic & Whitening  
Crowns  
Dental Dam  
Dental Education  
Disposables  
Endodontics  
Evacuation  
Finishing & Polishing  
Handpieces  
Impression  
Infection Control  
Instruments  
Laboratory  
Latex-Free  
Loupes  
Matrix  
Medicaments  
Novelties  
Office Supplies  
Orthodontics  
OSHA  
Patient Education  
Pharmaceuticals  
Pins & Post  
Preventive  
Prophy  
Retraction  
Surgical

**Order Detail** [Decline](#) [Approve](#)

**Bill To**  
Account 92255536  
DR SAM PAUL  
295 CENTERPOINT BLVD  
PITTSTON, PA 18640-6136

**Ship To**  
295 CENTERPOINT BLVD  
PITTSTON, PA 18640-6136  
570-825-7781

**Shipping Method**  
Default (UPS)

**Purchase Order Number**  
None Specified

**Customer Contact**  
None Specified

**Order Entry Date**  
12/30/2013

	Qty	Item#	Description	Net Price	Ext Price	Remove
	<input type="text" value="5"/>	2428-311	GALAXY ACRY PWD SHADE-99 SC 1#	\$34.99	\$34.99	<a href="#">✕</a>
	<input type="text" value="1"/>	1010-451	TARTAR & STAIN REMOV GAL	\$20.49	\$20.49	<a href="#">✕</a>

Add new item:   [Add Item To Order](#)

2 lines, 2 items total

	Item Subtotal:	\$55.48
Shipping:	\$1.32	
Handling:	\$9.99	
Sales Tax:	\$3.33	
Shipping Tax:	\$0.08	
Handling Tax:	\$0.60	
<b>Order Total:</b>	<b>\$70.80</b>	

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## Add New Items

To add new items to the order, enter the item number or type a description in the box provided along with the desired quantity.

**Painless WEB** | Account | Order History | Shopping Lists | Reports | Returns | (6 orders) | (0 items)

Welcome, DEMO APPROVER (log off)  
9225536 - DR SAM PAUL (change account)

Search

**Quick Order Entry**  
Product # | Qty | Add to Cart | Use Barcode Scanner

**Order Detail** | Decline | Approve

**Bill To**  
Account 9225536  
DR SAM PAUL  
295 CENTERPOINT BLVD  
PITTSBURGH, PA 15201-6136

**Ship To**  
295 CENTERPOINT BLVD  
PITTSBURGH, PA 15201-6136  
570-825-7781

**Purchase Order Number**  
None Specified

**Customer Contact**  
None Specified

**Shipping Method**  
Default (UPS)

**Order Entry Date**  
12/30/2013

Qty	Item#	Description	Net Price	Ext Price	Remove
5	2428-311	GALAXY ACRY PWD SHADE-99 SC 1#	\$33.99	\$169.95	X
1	1010-451	TARTAR & STAIN REMOV GAL	\$20.49	\$20.49	X

Add new item: 1 gloves Add Item To Order

2 lines, 6 items total

4186-481 - NAT EXT NITR+ FUCHSIA XS BX180	tal:	\$190.44
4186-570 - NAT EXT NITR+ FUCHSIA SM BX180	ng:	\$1.32
2375-048 - GLOVE NAT EXT LATEX PWD LG 100	ng:	\$9.99
3150-556 - GLOVE NAT EXT VINYL PF SM 100	ax:	\$11.43
4186-589 - NAT EXT NITR+ FUCHSIA MEDBX180	ax:	\$0.08
4521-993 - NAT EXT NITR+ FUCHSIA LG BX180	ax:	\$0.60
2202-582 - GLOVE BENCONO LATEX PWD XSM100	tal:	\$213.86
2202-608 - GLOVE BENCONO LATEX PWD SM 100		
2375-030 - GLOVE NAT EXT LATEX PWD SM 100		

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The page will refresh and the item will be added to the current order.

[Account](#) | [Order History](#) | [Shopping Lists](#) | [Reports](#) | [Returns](#)

(6 orders) (0 items)

Welcome, DEMO APPROVER (log off)  
92255536 - DR SAM PAUL ([change account](#))

**Quick Order Entry**

Product #  Qty

[Add to Cart](#)

[Use Barcode Scanner](#)

Acrylics

Alloy

Anesthetic

Articulating

Benco Brands

Burs & Diamonds

Cements & Liners

Core Material

Cosmetic & Whitening

Crowns

Dental Dam

Dental Education

Disposables

Endodontics

Evacuation

Finishing & Polishing

Handpieces

Impression

Infection Control

Instruments

Laboratory

Latex-Free

Loupes

Matrix

Medicaments

Novelties

Office Supplies

Orthodontics

OSHA

Patient Education

Pharmaceuticals

Pins & Post

Preventive

Prophy

Retraction

Surgical

**Order Detail** Decline Approve

**Bill To**

Account 92255536  
DR SAM PAUL  
295 CENTERPOINT BLVD  
PITTSTON, PA 18640-6136

**Ship To**

295 CENTERPOINT BLVD  
PITTSTON, PA 18640-6136  
570-825-7781

**Purchase Order Number**

None Specified

**Customer Contact**

None Specified

**Shipping Method**

Default (UPS)

**Order Entry Date**

12/30/2013

Qty	Item#	Description	Net Price	Ext Price	Remove
<input type="text" value="5"/>	2428-311	GALAXY ACRY PWD SHADE-99 SC 1#	\$33.99	\$169.95	
<input type="text" value="1"/>	1010-451	TARTAR & STAIN REMOV GAL	\$20.49	\$20.49	
<input type="text" value="5"/>	4186-570	NAT EXT NITR+ FUCHSIA SM BX180	\$15.99	\$79.95	

Add new item:

[Add Item To Order](#)

3 lines, 11 items total

**Item Subtotal:** \$270.39

Shipping: \$1.32

Handling: \$9.99

Sales Tax: \$16.22

Shipping Tax: \$0.08

Handling Tax: \$0.60

**Order Total:** \$298.60

[Contact Us](#)

## Remove Items from the Order

To remove items from the order, click on the X icon in the Remove column next to the item you would like to remove from the order.

**Painless WEB** Account | Order History | Shopping Lists | Reports | Returns (6 orders) (0 items)

Welcome, DEMO APPROVER (log off)  
92255536 - DR SAM PAUL (change account)

Search

**Quick Order Entry**  
Product # Qty  
Add to Cart  
Use Barcode Scanner

**Order Detail** Decline Approve

**Bill To**  
Account 92255536  
DR SAM PAUL  
295 CENTERPOINT BLVD  
PITTSBURGH, PA 15201-1000

**Ship To**  
295 CENTERPOINT BLVD  
PITTSBURGH, PA 15201-1000  
570-825-7781

**Purchase Order Number**  
None Specified

**Customer Contact**  
None Specified

**Shipping Method**  
Default (UPS)

**Order Entry Date**  
12/30/2013

Qty	Item#	Description	Net Price	Ext Price	Remove
5	2428-311	GALAXY ACRY PWD SHADE-99 SC 1#	\$33.99	\$169.95	X
1	1010-451	TARTAR & STAIN REMOV GAL	\$20.49	\$20.49	X
5	4186-570	NAT EXT NITR+ FUCHSIA SM BX180	\$15.99	\$79.95	X

Add new item: 1

3 lines, 11 items total

**Item Subtotal:** \$270.39

Shipping: \$1.32  
Handling: \$9.99  
Sales Tax: \$16.22  
Shipping Tax: \$0.08  
Handling Tax: \$0.60

**Order Total:** \$298.60

**Add Item To Order**

**Contact Us**

## Approve Order

If you click **Approve**, the order will be submitted.

**Painless WEB** | Account | Order History | Shopping Lists | Reports | Returns | (6 orders) | (0 items)

Welcome, DEMO APPROVER (log off)  
92255536 - DR SAM PAUL (change account)

Search

**Quick Order Entry**  
Product # Qty  
Add to Cart  
Use Barcode Scanner

**Order Detail** Decline Approve

**Bill To**  
Account 92255536  
DR SAM PAUL  
295 CENTERPOINT BLVD  
PITTSTON, PA 18640-6136

**Ship To**  
295 CENTERPOINT BLVD  
PITTSTON, PA 18640-6136  
570-825-7781

**Purchase Order Number**  
None Specified

**Customer Contact**  
None Specified

**Shipping Method**  
Default (UPS)

**Order Entry Date**  
12/30/2013

Qty	Item#	Description	Net Price	Ext Price	Remove
5	2428-311	GALAXY ACRY PWD SHADE-99 SC 1#	\$33.99	\$169.95	✕
1	1010-451	TARTAR & STAIN REMOV GAL	\$20.49	\$20.49	✕
5	4186-570	NAT EXT NITR+ FUCHSIA SM BX180	\$15.99	\$79.95	✕

Add new item: 1

**3 lines, 11 items total**

Item Subtotal:	\$270.39
Shipping:	\$1.32
Handling:	\$9.99
Sales Tax:	\$16.22
Shipping Tax:	\$0.08
Handling Tax:	\$0.60
<b>Order Total:</b>	<b>\$298.60</b>

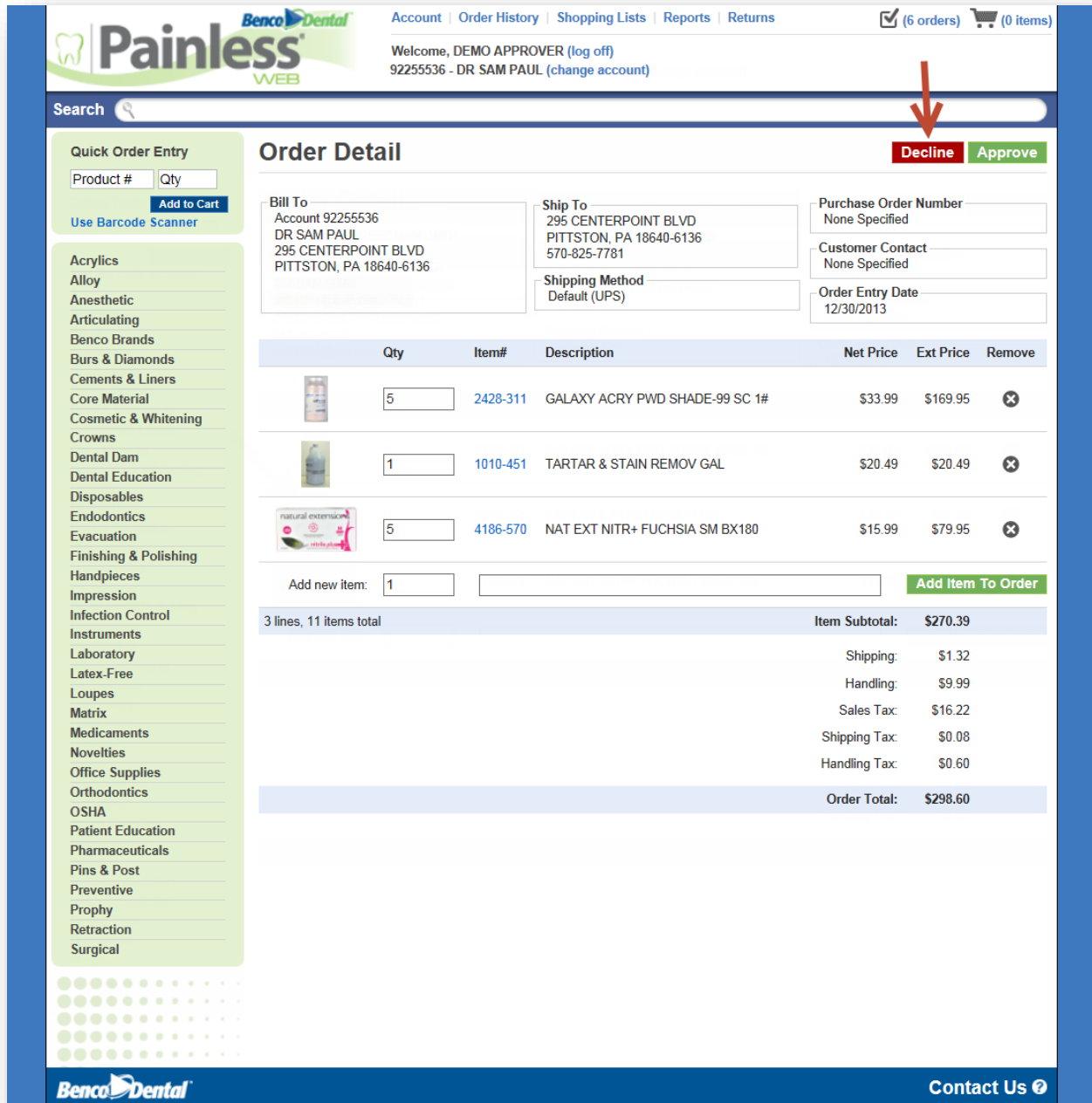
**Add Item To Order**

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Once the order has been approved, it will be removed from the Pending Orders list.

## Decline Order

To decline the order, **Decline**.



**Painless WEB** | Account | Order History | Shopping Lists | Reports | Returns | (6 orders) | (0 items)

Welcome, DEMO APPROVER (log off)  
92255536 - DR SAM PAUL (change account)

Search

**Quick Order Entry**  
Product # Qty  
Add to Cart  
Use Barcode Scanner

**Order Detail**

**Decline** **Approve**

**Bill To**  
Account 92255536  
DR SAM PAUL  
295 CENTERPOINT BLVD  
PITTSTON, PA 18640-6136

**Ship To**  
295 CENTERPOINT BLVD  
PITTSTON, PA 18640-6136  
570-825-7781

**Purchase Order Number**  
None Specified

**Customer Contact**  
None Specified

**Shipping Method**  
Default (UPS)

**Order Entry Date**  
12/30/2013

Qty	Item#	Description	Net Price	Ext Price	Remove
5	2428-311	GALAXY ACRY PWD SHADE-99 SC 1#	\$33.99	\$169.95	✕
1	1010-451	TARTAR & STAIN REMOV GAL	\$20.49	\$20.49	✕
5	4186-570	NAT EXT NITR+ FUCHSIA SM BX180	\$15.99	\$79.95	✕

Add new item: 1

**Add Item To Order**

3 lines, 11 items total

<b>Item Subtotal:</b>	<b>\$270.39</b>
Shipping:	\$1.32
Handling:	\$9.99
Sales Tax:	\$16.22
Shipping Tax:	\$0.08
Handling Tax:	\$0.60
<b>Order Total:</b>	<b>\$298.60</b>

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A pop up message will display asking you to confirm that you want to decline the order. Click **OK**.

The screenshot shows the Benco Dental website interface. At the top, there's a navigation bar with links: Account, Order History, Shopping Lists, Reports, Returns. A user is logged in as 'DEMO APPROVER' with account number 92255536. The main header features the 'Painless WEB' logo and a search bar. On the left is a 'Quick Order Entry' section with a 'Product #' and 'Qty' input, an 'Add to Cart' button, and a 'Use Barcode Scanner' link. Below this is a vertical menu of dental categories like Acrylics, Alloy, Anesthetic, etc. The main content area is titled 'Order Detail' and includes a 'Decline' button (highlighted in red) and an 'Approve' button. The order details are organized into three columns: 'Bill To' (Account 92255536, DR SAM PAUL, 295 CENTERPOINT BLVD, PITTSTON, PA 18640-6136), 'Ship To' (295 CENTERPOINT BLVD, PITTSTON, PA 18640-6136, 570-825-7781), and 'Purchase Order Number' (None Specified). A 'Shipping Method' dropdown is set to 'Default (UPS)'. A 'Message from webpage' dialog box is centered on the screen, asking: 'Are you sure you want to decline this order? Once declined, an order cannot be recovered.' with 'OK' and 'Cancel' buttons. Below the dialog, a table lists order items with columns for 'Net Price', 'Ext Price', and 'Remove'. The items are: 1) \$33.99 / \$169.95, 2) \$20.49 / \$20.49, and 3) \$15.99 / \$79.95. At the bottom, a summary shows '3 lines, 11 items total', 'Item Subtotal: \$270.39', and 'Order Total: \$298.60'.

Once the order has been declined, it will be removed from the Pending Orders list.