First, you must login to your account by choosing the correct branch and clicking “Login”

1. Mouse over “Shop by Location”
2. Select your Branch
3. Click “Login”
4. Enter Login ID and Password. Then click “Sign In”
Regional Manager: Order Approval

You should receive an e-mail alert when one of your users creates an order which requires approval.

1. Review your ‘On-Hold’ by clicking on the Order ID to see the details.

2. Proceed with order checkout by clicking “Place Order”
3. Verify the shipping address and proceed to checkout.

4. Review the totals and estimated tax. Then add any PO# or shipping notes.

5. Click “Place Order” to approve the order and receive a confirmation.