

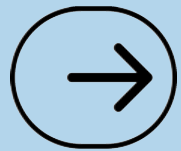


# Add a New Office Location

→ Let's get started



# Do you know your account permissions?

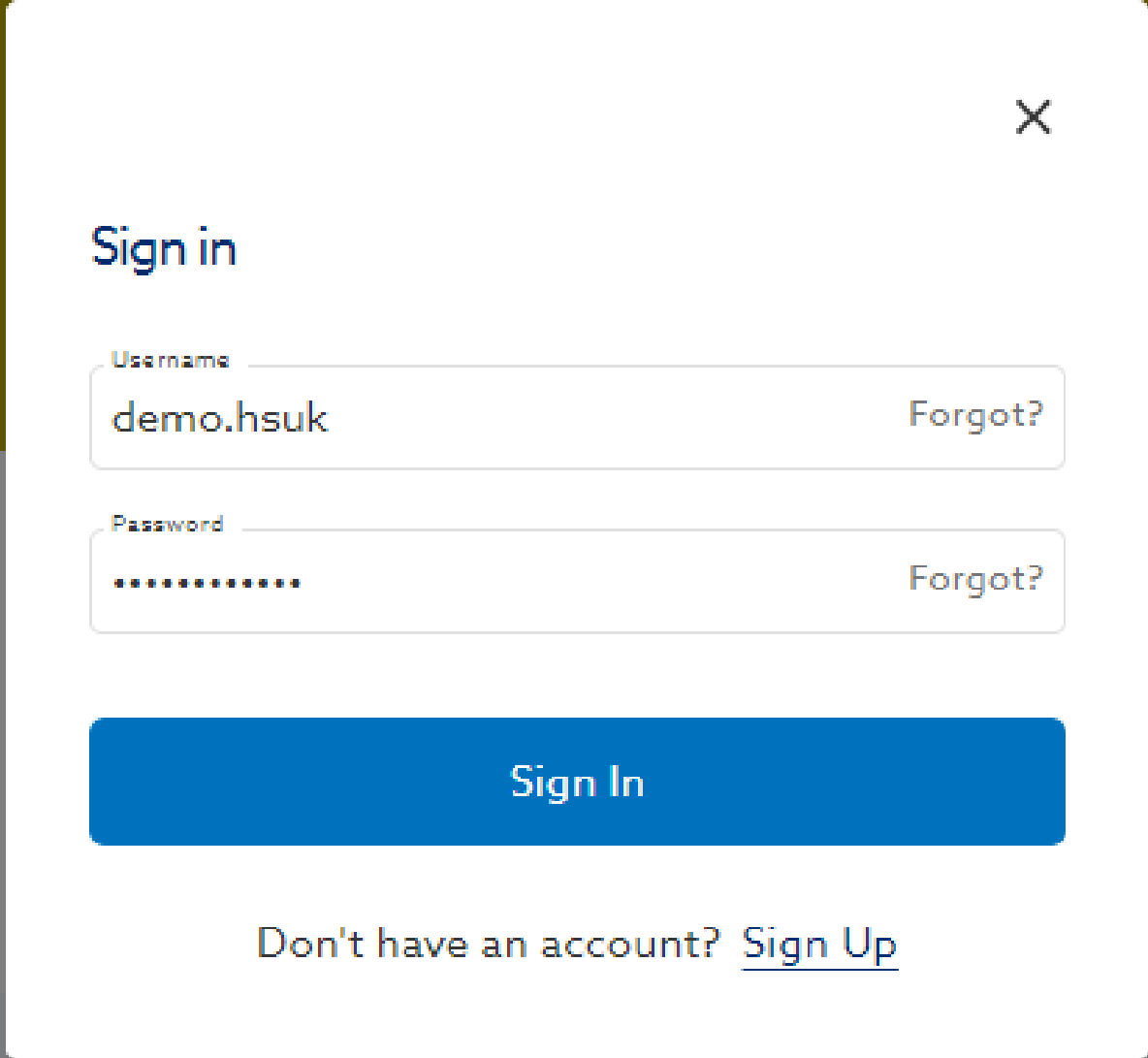


Only users with appropriate permissions can manage location details for their organisation.

If you need to request changes to your User Rights, contact the person in your organisation who administers your Henry Schein account.



## 1. Sign in to your account

A white sign-in form overlay with a close button (X) in the top right corner. It contains fields for Username (demo.hsuk) and Password (masked with dots), each with a 'Forgot?' link. A blue 'Sign In' button is at the bottom, followed by a link to 'Sign Up' for users who don't have an account.

Sign in

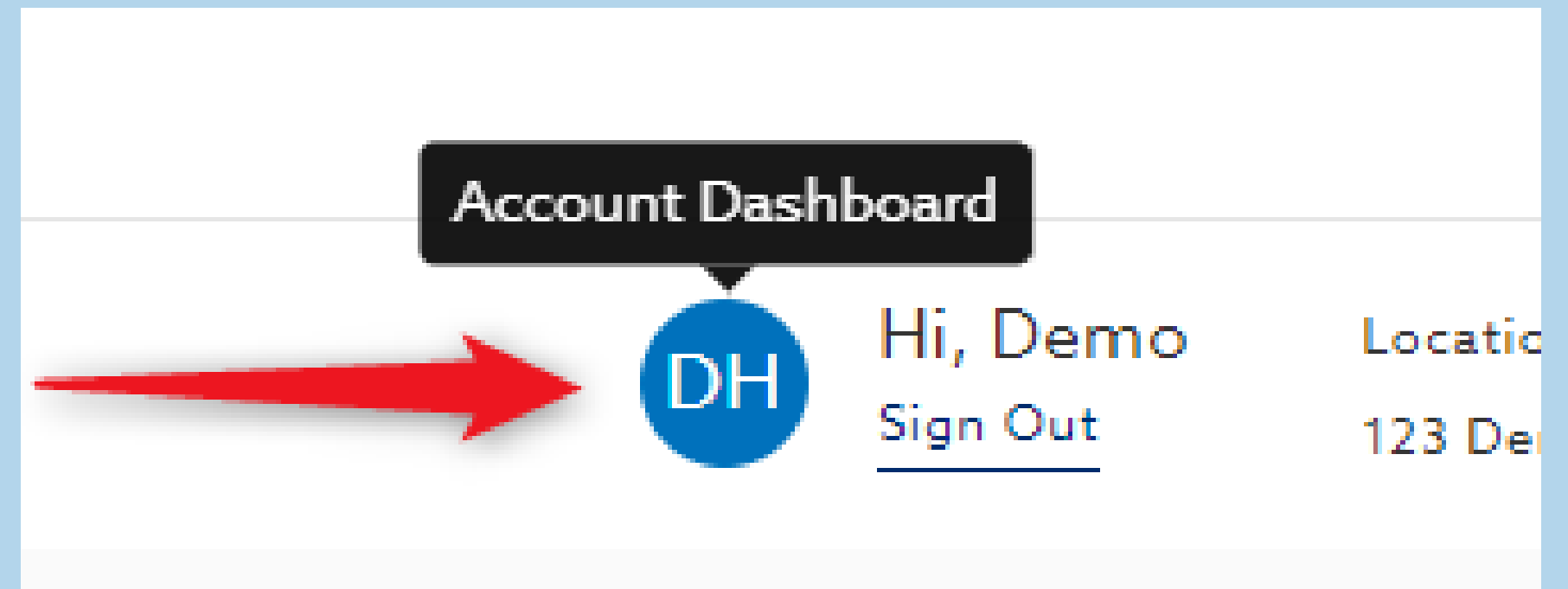
Username  [Forgot?](#)

Password  [Forgot?](#)

[Sign In](#)

Don't have an account? [Sign Up](#)

## 2. Navigate to your Account Dashboard



Account Dashboard >

Orders & Returns

Statements & Payments

Messaging Centre

My Catalogues

My Lists & Favourites

My Organisation

Budget Management

My Reports

Settings & Preferences

Log Out

Account > My Organisation

My Organisation

Shipping Locations, User Profiles, and settings applicable to your overall organisation.

Locations

Users

Approval Workflow

Licences

Settings & Preferences

Office Locations

Add Office Location

Below is a list of all the locations associated to your Website User Profile. To view or modify an office location, click the view/edit link.

Total Results: 2 items

Search Locations

Show 24 Per Page

Location Name ▲	Nickname ▲	Address ▲	Shipping Account ▲	Billing Account ▲	Users	
Location #2	456 Demo Street	456 Demo Street London BB22 2BB	23098263	23098263	1	<a href="#">View/Edit</a>
Location #1	123 Demo Lane	123 Demo Lane London SK15 5TG	23098262	23098262	1	<a href="#">View/Edit</a>

### 3. Select My Organisation



Hello! Let's search together...Products

Hi, DemoSign OutLocation #1123 Demo Lan...Account #23098262Switch Location£0.00

Previously Purchased Item

Explore AllTop CategoriesDental SuppliesEquipment & ServicingSolutionsFeatured Brands & ProductsBlogs

Account Dashboard >

Orders & ReturnsStatements & PaymentsMessaging CentreMy CataloguesMy Lists & FavouritesMy OrganisationBudget ManagementMy ReportsSettings & PreferencesLog Out

Account > My Organisation

My Organisation

Shipping Locations, User Profiles, and settings applicable to your overall organisation.

LocationsUsersApproval WorkflowLicencesSettings & Preferences

Office Locations

Below is a list of all the locations associated to your Website User Profile. To view or modify an office location, click the view/edit link.

Total Results: 2 itemsSearch LocationsShow 24 Per Page

Location Name ▲	Nickname ▲	Address ▲	Shipping Account ▲	Billing Account ▲	Users	
Location #2	456 Demo Street	456 Demo Street London BB22 2BB	23098263	23098263	2	<a href="#">View/Edit</a>
Location #1	123 Demo Lane	123 Demo Lane London SK15 5TG	23098262	23098262	1	<a href="#">View/Edit</a>

4. On the **Locations** tab, select **Add Office Location**

Account ▸ My Organisation

## My Organisation

Shipping Locations, User Profiles, and settings applicable to your overall organisation.

Locations Users Approval Workflow Licences Settings & Preferences

### Office Locations

Below is a list of all the locations associated to your Website User Profile. To view or modify an office location, click the view/edit link.

Total Results: 2 items

Location Name ▲	Nick	Account ▲	Users	
Location #2	456	163	2	<a href="#">View/Edit</a>
Location #1	123	162	1	<a href="#">View/Edit</a>

[Add Office Location](#)

×

#### Add Location

Would you like to search for an existing account to be added to your web organisation?

☐ Yes ☒ No

[Back](#) [Submit](#)

Contact Sales

UK Dental and Special Markets

0800 023 2558

[sales@heavychain.co.uk](mailto:sales@heavychain.co.uk)

Feedback

**5. When adding a new location, check no and select Submit**

Account Dashboard >

Orders & Returns

Statements & Payments

Messaging Centre

My Catalogues

My Lists & Favourites

My Organisation

Budget Management

My Reports

Settings & Preferences

Log Out

Contact Sales

UK Dental and Special Markets

0800 023 2558

sales@henryschein.co.uk

Account > My Organisation > Location Details

< My Organisation

< View All Locations

Office Nickname  
Location #3

Shipping Account Number  
-

Total Users  
-

Created  
-

Status  
-

Address

Users

Licences

Settings & Preferences

Please provide the requested information below to add an office location. Note: Required fields are indicated with an asterisk(\*).

Address Business Details

Business Type\*  
General Practice Group 2-4

Specialty\*  
General Dentist

Shipping Address

Location Name\*  
Location #3

Address Line 1\*  
789 Demo Lane

Address Line 2

Address Line 3

Address Line 4

Select Country\*  
United Kingdom

Select County\*  
London, City of

City\*  
London

Postcode\*  
CC33 3CC

Phone Number\*  
012345678

## 6. Enter Office Nickname and Address details

UK Dental and Special  
Markets

☎ 0800 023 2558

✉ sales@henryschein.co.uk

Address Line 1\*  
789 Demo Lane

Address Line 2

Address Line 3

Address Line 4

Select County\*  
London, City of

City\*  
London

Postcode\*  
CC33 3CC

Phone Number\*  
012345678

### Billing Address

☒ Same as shipping address

Select from one of your existing billing addresses or create a new billing address:

☒ Require Purchase Order Numbers for this billing address

☒ Automatically generate Purchase Order Numbers for all orders.

☐ Standing

☐ Auto-Fill PO Prefix and Initial Sequence.

☐ Select Date Range

Start Date

Start Date

End Date

End Date

Please be advised that due to regulatory policies, all edits to shipping and billing addresses made online may delay order processing until the verification is complete.

Cancel

Confirm

**7. Scroll down and fill in Billing Address and PO number preferences**

Feedback



Address Line 2

Address Line 3

Address Line 4

City\*  
London

Postcode\*  
CC33 3CC

Phone Number\*  
012345678

### Billing Address

☒ Same as shipping address

Select from one of your existing billing addresses or create a new billing address:

☒ Require Purchase Order Numbers for this billing address

☒ Automatically generate Purchase Order Numbers for all orders.

☐ Standing

☐ Auto-Fill PO Prefix and Initial Sequence.

☐ Select Date Range

Start Date

Start Date

End Date

End Date

Please be advised that due to regulatory policies, all edits to shipping and billing addresses made online may delay order processing until the verification is complete.

Cancel

Confirm

## 8. Create your location by selecting **Confirm**

The confirm button will not be clickable unless  
**all required fields are populated**

Hello! Let's search together...Products

Hi, DemoSign OutLocation #1123 Demo Lan...Account #23098262Switch Location£0.00

Previously Purchased Item

Explore AllTop CategoriesDental SuppliesEquipment & ServicingSolutionsFeatured Brands & ProductsBlogs

Account Dashboard >

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Budget Management

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Settings & Preferences

Log Out

Contact Sales

UK Dental and Special Markets

Account > My Organisation

My Organisation

Shipping Locations, User Profiles, and settings applicable to your overall organisation.

LocationsUsersApproval WorkflowLicencesSettings & Preferences

Office Locations

Add Office Location

Below is a list of all the locations associated to your Website User Profile. To view or modify an office location, click the view/edit link.

Total Results: 3 itemsSearch LocationsShow 24 Per Page

Location Name ▲	Nickname ▲	Address ▲	Shipping Account ▲	Billing Account ▲	Users	
Location #2	456 Demo Street	456 Demo Street London BB22 2BB	23098263	23098263	2	<a href="#">View/Edit</a>
Location #1	123 Demo Lane	123 Demo Lane London SK15 5TG	23098262	23098262	1	<a href="#">View/Edit</a>
Location #3	Location #3	789 Demo Lane London CC33 3CC			1	<a href="#">View/Edit</a>

9. View your newly created location on the **Locations** tab & select **View/Edit** to manage location details

Account Dashboard >

Orders & Returns

Statements & Payments

Messaging Centre

My Catalogues

My Lists & Favourites

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Budget Management

My Reports

Settings & Preferences

Log Out

Contact Sales

UK Dental and Special Markets

0800 023 2558

sales@henryschein.co.uk

## My Organisation

Please modify the location information below as needed and submit any changes. Changes to your address may take 1 business day to be approved. Your next statement or invoice may be delivered to the billing location on the file prior to making the changes.

< View All Locations

Office Nickname	Shipping Account Number	Total Users	Created	Status	<div>Edit Details</div> <div>Delete</div>
Location #3	#	1	15/10/2024	PENDING	

Address

Users

Licences

Settings & Preferences

Billing and Shipping Address

Shipping Address

Account Number:

Location #3

789 Demo Lane

LND GB CC33 3CC

Phone: 012345678

Edit

Billing Address

Account Number:

Location #3

789 Demo Lane

LND GB CC33 3CC

Phone: 012345678

Edit

10. On the location details page, select **Edit Details** to modify your Office Nickname

Account Dashboard >

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Statements & Payments

Messaging Centre

My Catalogues

My Lists & Favourites

My Organisation

Budget Management

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Settings & Preferences

Log Out

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## My Organisation

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< View All Locations

Office Nickname	Shipping Account Number	Total Users	Created	Status	<a href="#">Edit Details</a>
Location #3	#	1	15/10/2024	PENDING	<a href="#">Delete</a>

Address

Users

Licences

Settings & Preferences

Billing and Shipping Address

Shipping Address

Account Number:

Location #3

789 Demo Lane

LND GB CC33 3CC

Phone: 012345678

[Edit](#)

Billing Address

Account Number:

Location #3

789 Demo Lane

LND GB CC33 3CC

Phone: 012345678

[Edit](#)

11. Select **Delete** to remove location from your organisation



**Account Dashboard >**

- Orders & Returns
- Statements & Payments
- Messaging Centre
- My Catalogues
- My Lists & Favourites
- My Organisation**
- Budget Management
- My Reports
- Settings & Preferences
- Log Out

**Contact Sales**

UK Dental and Special Markets

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sales@henryschein.co.uk

Account > My Organisation > Location Details

## My Organisation

Please modify the location information below as needed and submit any changes. Changes to your address may take 1 business day to be approved. Your next statement or invoice may be delivered to the billing location on the file prior to making the changes.

< View All Locations

Office Nickname <b>Location #3</b>	Shipping Account Number #	Total Users 1	Created 15/10/2024	Status PENDING	<a href="#">Edit Details</a> <a href="#">Delete</a>
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**Address**

Users

Licences

Settings & Preferences

Billing and Shipping Address

**Shipping Address**

**Billing Address**

**Account Number:**

**Account Number:**

**Location #3**

**Location #3**

789 Demo Lane

789 Demo Lane

LND GB CC33 3CC

LND GB CC33 3CC

**Phone:** 012345678

**Phone:** 012345678

[Edit](#)

[Edit](#)

**12. On the Address tab, edit the Billing & Shipping address for your location**



Account Dashboard >

Orders & Returns

Statements & Payments

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My Catalogues

My Lists & Favourites

My Organisation

Budget Management

My Reports

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Log Out

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Account > My Organisation > Location Details

< My Organisation

Please modify the location information below as needed and submit any changes. Changes to your address may take 1 business day to be approved. Your next statement or invoice may be delivered to the billing location on the file prior to making the changes.

< View All Locations

Office Nickname

Location #3

Shipping Account Number

#

Total Users

1

Created

15/10/2024

Status

PENDING

Edit Details

Delete

Address

Users

Licences

Settings & Preferences

Users currently assigned to this location.

Filter



Active Users Only

Search Users

Show 24 per page

Total Results: 1 items

Clear All

User ID ▲	Name ▲	Email ▲	Locations ▲	Approval	Last Login ▲	
<a href="#">demo.hsuk</a> 	Demo HSUK		3 <a href="#">View Details</a>	 Approver	15/10/2024	<a href="#">View user profile</a>

Add/Remove Users

13. On the Users tab, **Add/Remove users** from your location

Account Dashboard >

Orders & Returns

Statements & Payments

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My Catalogues

My Lists & Favourites

My Organisation

Budget Management

My Reports

Settings & Preferences

Log Out

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0800 023 2558

sales@henryschein.co.uk

< My Organisation

Please modify the location information below as needed and submit any changes. Changes to your address may take 1 business day to be approved. Your next statement or invoice may be delivered to the billing location on the file prior to making the changes.

< View All Locations

Office Nickname	Shipping Account Number	Total Users	Created	Status	<div>Edit Details</div>
Location #3	#	1	15/10/2024	PENDING	<div>Delete</div>

Address

Users

Licences

Settings & Preferences

Site Preferences

Recommendations

On

Edit

Feedback

14. On the Settings & Preferences tab, manage site preferences at the location level

## My Organisation

Please modify the location information below as needed and submit any changes. Changes to your address may take 1 business day to statement or invoice may be delivered to the billing location on the file prior to making the changes.

< View All Locations

Office Nickname  
Location #3

Shipping Account Number  
#

Total Users  
1

Created  
15/10/2024

Status  
PENDING

### Address

### Users

### Licences

### Settings

#### Billing and Shipping Address

#### Shipping Address

Account Number:

Location #3

789 Demo Lane

LND GB CC33 3CC

Phone: 012345678

[Edit](#)

#### Billing Address

Account Number:

Location #3

789 Demo Lane

LND GB CC33 3CC

Phone: 012345678

[Edit](#)

**15.** Your location will remain in **PENDING** status until approved

Once approved, your **shipping account number** will populate and status will change to **ACTIVE**



# Need Help?



- **Call Us (8.30am-5.30pm GMT):**
  - **Dental:** 0800 028 1533
  - **Medical:** 0800 028 7228
- **Chat with us online**

