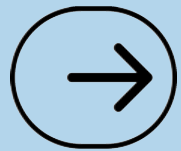




Add an Existing Office Location

 Let's get started

Do you know your account permissions?

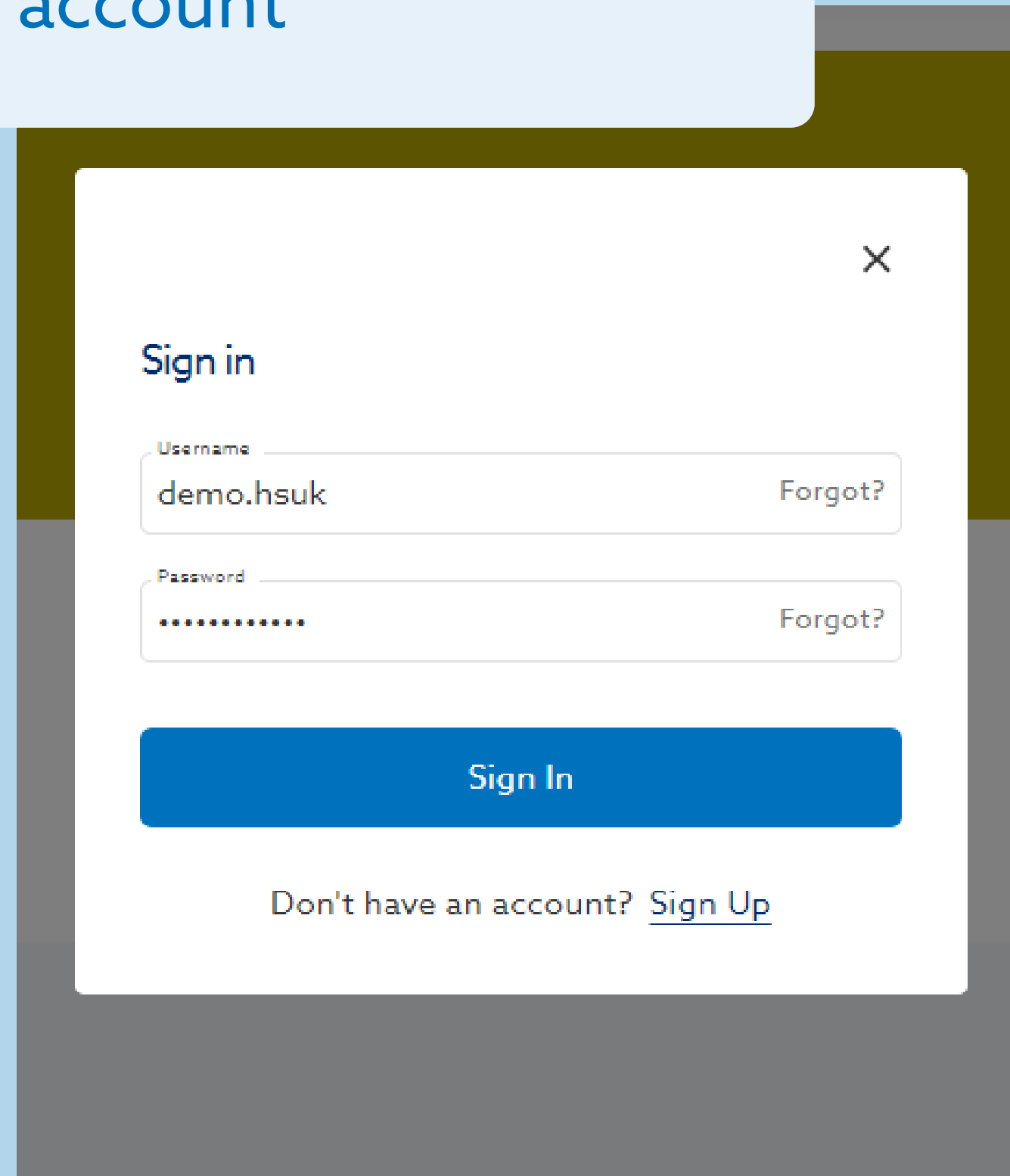


Only users with appropriate permissions can manage location details for their organisation.

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

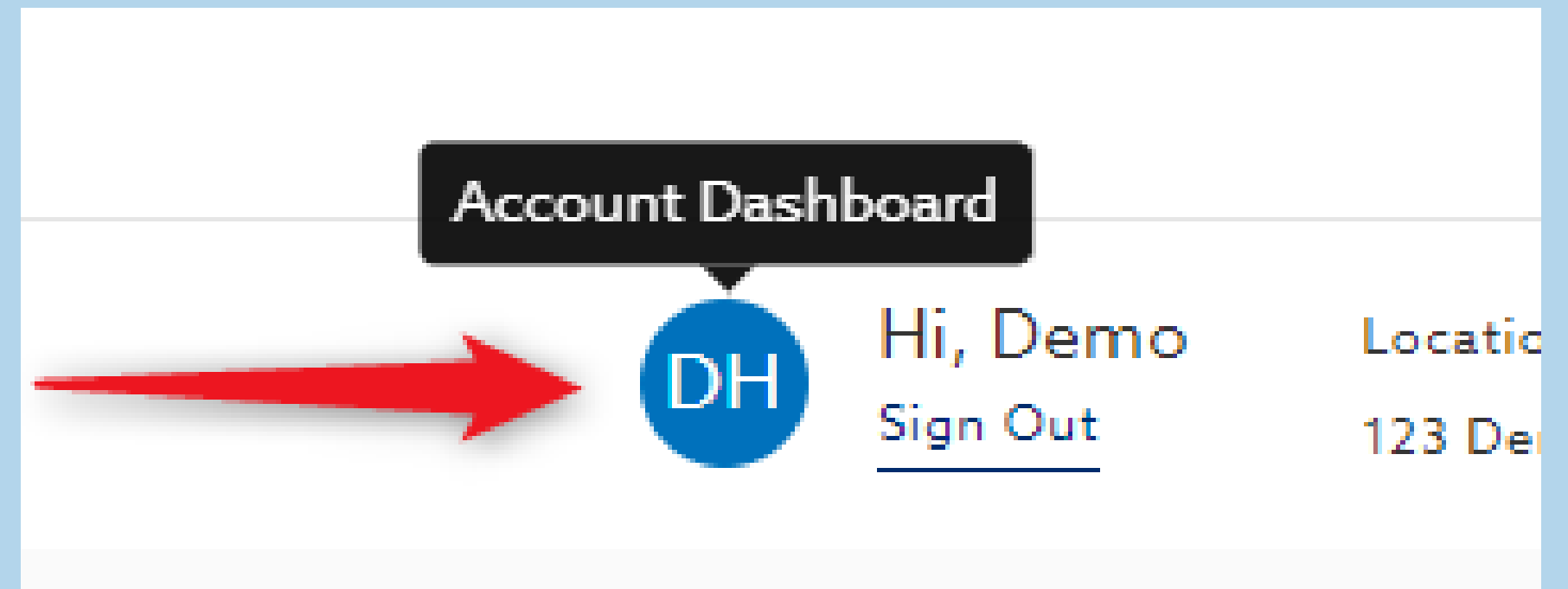


1. Sign in to your account













A sign-in modal form with a close button (X) in the top right corner. The form is titled "Sign in". It contains two input fields: "Username" with the value "demo.hsuk" and "Password" with masked characters "*****". Each input field has a "Forgot?" link to its right. Below the input fields is a blue "Sign In" button. At the bottom, there is a link: "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



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	2	View/Edit
Location #1	123 Demo Lane	123 Demo Lane London SK15 5TG	23098262	23098262	1	View/Edit

3. Select My Organisation

Hello! Let's search together...

Products

DH

Hi, Demo
[Sign Out](#)

Location #1
123 Demo Lan...

Account #23098262
[Switch Location](#)

4

£0.00

Previously Purchased Item

Explore All

Top Categories

Dental Supplies

Equipment & Servicing

Solutions

Featured Brands & Products

Blogs

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

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	2	View/Edit
Location #1	123 Demo Lane	123 Demo Lane London SK15 5TG	23098262	23098262	1	View/Edit

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

Locations

Office Locations

Below is a list of all the locations. To view or edit a location, click the view/edit link.

Total Results: 3 items

Location Name ▲

Location #2

Location #1

Location #3

Add Location

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

☒ Yes ☐ No

Account Number (Required)

0123456789

Please enter one of the following required fields:

Invoice Number

Must be recent (within 90 days)

Practice Phone Number

0123456789

Back

Submit

5. When adding an existing location, check yes and enter the account number & one other unique identifier

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

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

Locations

Office Locations

Below is a list of all the office locations. Click the view/edit link.

Total Results: 3 items

Location Name	NI
Location #2	45
Location #1	12
Location #3	Lo

ences

Settings & Preferences

Add Office Location

office location,

Show 24 Per Page

Account	Users
63	2
62	1
	1

Add Location

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

☒ Yes ☐ No

Account Number (Required)
0123456789

Please enter one of the following required fields:

Invoice Number

Must be recent (within 90 days)

Practice Phone Number
0123456789

Back

Submit

6. Once all required fields are populated, select **Submit**

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 > Office Location

Office Location

< Back To My Organisation

The following account information was found based on the information you provided:

Shipping Address

Billing Address

If this is not the address you are looking for, [click here to create a new office location](#) for your organisation.

Confirm

Feedback

7. Verify the **Shipping and Billing Address** associated with this location

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 > Office Location

Office Location

< Back To My Organisation

The following account information was found based on the information you provided:

Shipping Address

Billing Address

If this is not the address you are looking for, [click here to create a new office location](#) for your organisation.

Confirm

8. If the address is not what you're looking for, create a new office location

For more on **Adding a New Location**,
view our additional guide:



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 > Office Location

Office Location

< Back To My Organisation

The following account information was found based on the information you provided:

Shipping Address

Billing Address

If this is not the address you are looking for, [click here to create a new office location](#) for your organisation.

Confirm

9. To add this existing location to your organisation, select **Confirm**

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	2	View/Edit
Location #1	123 Demo Lane	123 Demo Lane London SK15 5TG	23098262	23098262	1	View/Edit

10. Added locations will be reflected immediately in the **Locations** tab of **My Organisation**

Hello! Let's search together...Products

DH

Hi, Demo
Sign Out

Location #1
123 Demo Lan...

Account #23098262
Switch Location

£0.00

Previously Purchased Item

Explore AllTop CategoriesDental SuppliesEquipment & ServicingSolutionsFeatured Brands & ProductsBlogs

Account Dashboard

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Messaging Centre

My Catalogues

My Lists & Favourites

My Organisation

Budget Management

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Log Out

Contact Sales

AccountMy 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 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	2	<div>View/Edit</div>
Location #1	123 Demo Lane	123 Demo Lane London SK15 5TG	23098262	23098262	1	<div>View/Edit</div>

11. Select **View/Edit** to manage location details

Account Dashboard >

Orders & Returns

Statements & Payments

Messaging Centre

My Catalogues

My Lists & Favourites

My Organisation

Budget Management

My Reports

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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 456 Demo Street	Shipping Account Number #23098263	Total Users 2	Created 10/10/2024	Status ACTIVE	<div>Edit Details</div> <div>Delete</div>
------------------------------------	--------------------------------------	------------------	-----------------------	------------------	---

Address

Users

Licences

Settings & Preferences

Billing and Shipping Address

Shipping Address

Account Number: #23098263

Location #2

456 Demo Street

LND GB BB22 2BB

Phone: 012345678

Edit

Billing Address

Account Number: #23098263

Location #2

456 Demo Street

LND GB BB22 2BB

Phone: 012345678

Edit

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

Account Dashboard >

Orders & Returns

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My Lists & Favourites

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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	Shipping Account Number	Total Users	Created	Status	<div>Edit Details</div> <div>Delete</div>
456 Demo Street	#23098263	2	10/10/2024	ACTIVE	

Address

Users

Licences

Settings & Preferences

Billing and Shipping Address

Shipping Address

Account Number: #23098263

Location #2

456 Demo Street

LND GB BB22 2BB

Phone: 012345678

Edit

Billing Address

Account Number: #23098263

Location #2

456 Demo Street

LND GB BB22 2BB

Phone: 012345678

Edit

Feedback

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

Account Dashboard >

Orders & Returns

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My Lists & Favourites

My Organisation

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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

456 Demo Street

Shipping Account Number

#23098263

Total Users

2

Created

10/10/2024

Status

ACTIVE

Edit Details

Delete

Address

Users

Licences

Settings & Preferences

Billing and Shipping Address

Shipping Address

Account Number: #23098263

Location #2

456 Demo Street

LND GB BB22 2BB

Phone: 012345678

Edit

Billing Address

Account Number: #23098263

Location #2

456 Demo Street

LND GB BB22 2BB

Phone: 012345678

Edit

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

Account Dashboard >

Orders & Returns

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My Lists & Favourites

My Organisation

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My Reports

Settings & Preferences

Log Out

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< 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

456 Demo Street

Shipping Account Number

#23098263

Total Users

2

Created

10/10/2024

Status

ACTIVE

Edit Details

Delete

Address

Users

Licences

Settings & Preferences

Users currently assigned to this location.

Filter

Active Users Only

Search Users

Show 24 per page

Clear All

Total Results: 2 items

User ID	Name	Email	Locations	Approval	Last Login	
demo.hsuk	Demo HSUK		2 View Details	✓ Approver	14/10/2024	View user profile

Add/Remove Users

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

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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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

Shipping Account Number

Total Users

Created

Status

Edit Details

Delete

456 Demo Street

#23098263

2

10/10/2024

ACTIVE

Address

Users

Licences

Settings & Preferences

Site Preferences

Recommendations

On

Edit

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

Need Help?



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

