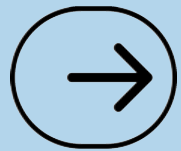




Create a New Catalogue

 [Let's get started](#)

Do you know your account permissions?

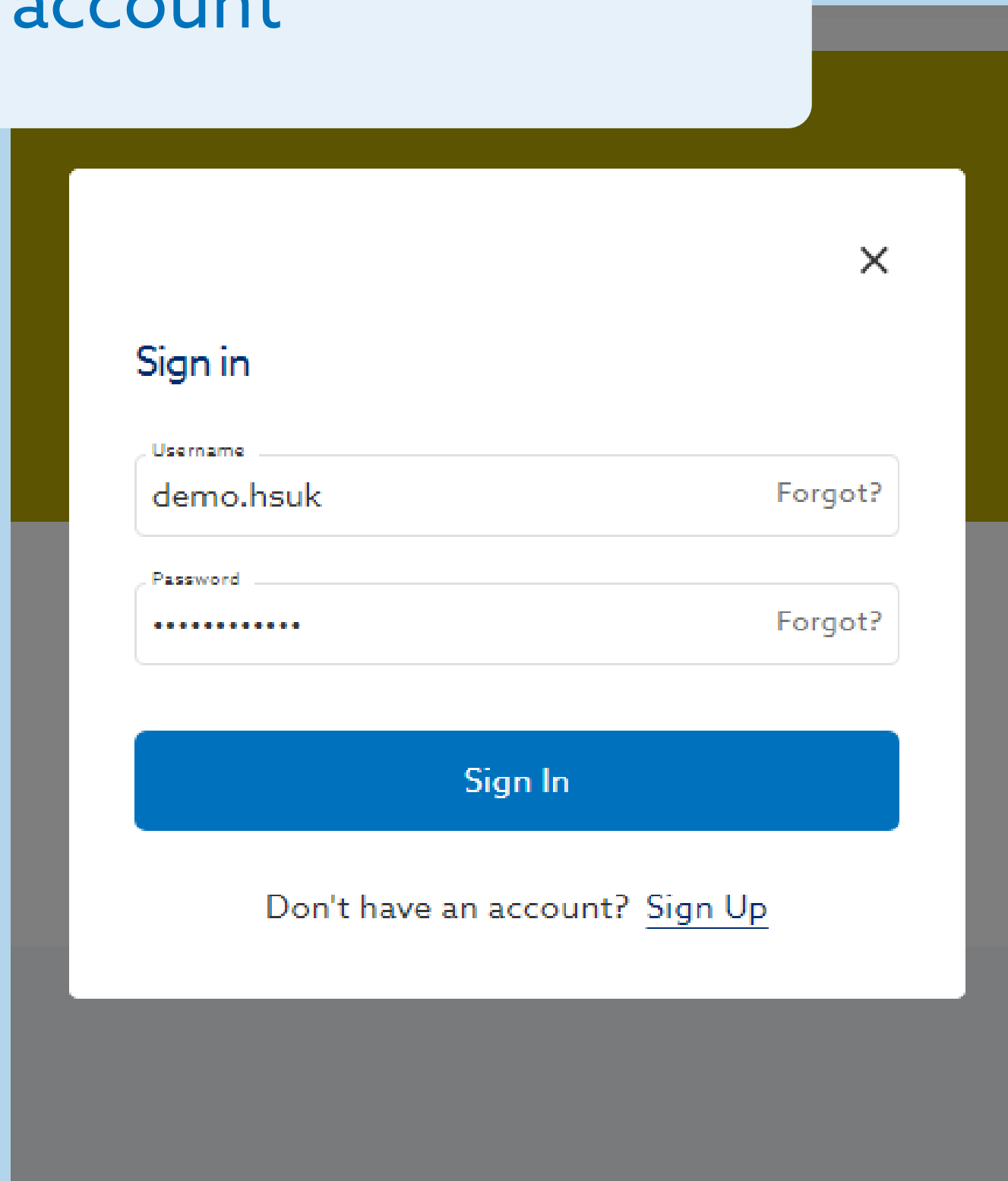


Only users with appropriate permissions can manage catalogue details for their organisation.

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 on a dark background. It has 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 fields is a blue "Sign In" button. At the bottom, it says "Don't have an account? [Sign Up](#)".

Sign in

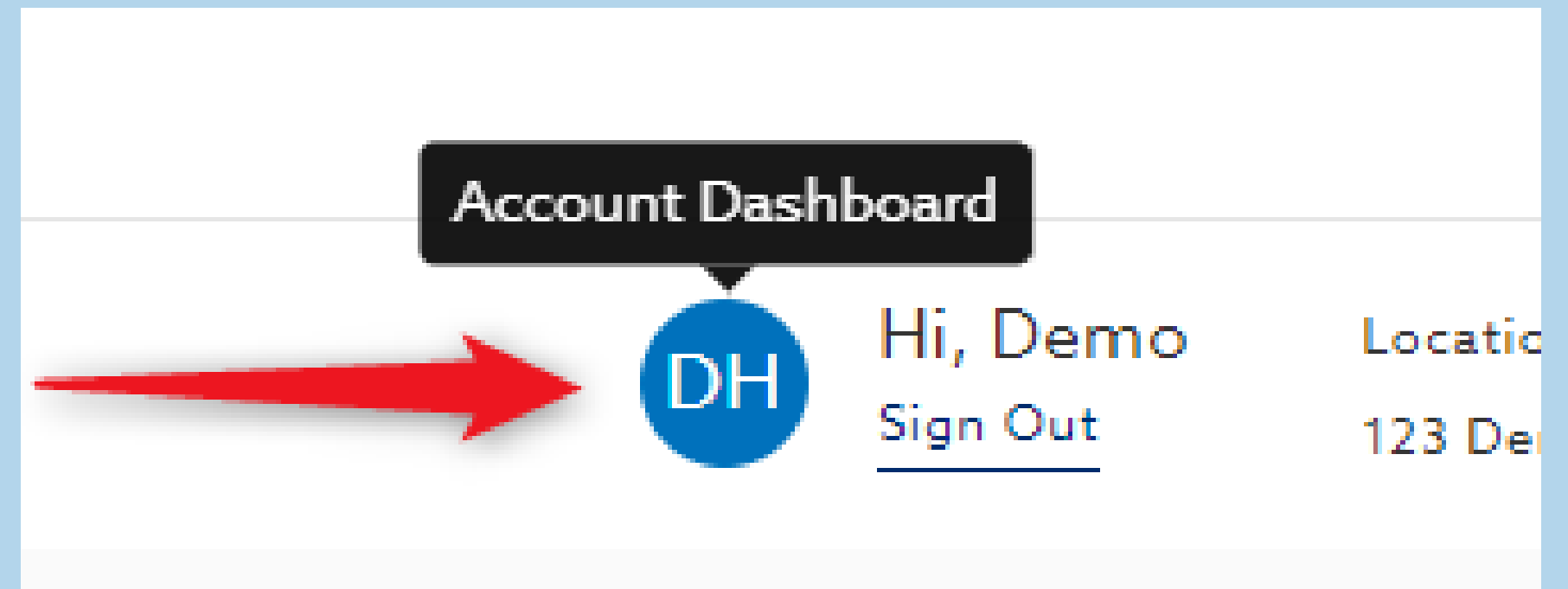
Username [Forgot?](#)

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 Catalogues

My Catalogues

Below is a list of your catalogues or catalogues you have access to. Create a new catalogue, edit existing ones or simply select the catalogue you would like to browse from and click confirm.

Create A New Catalogue

Find/Replace Items

Your Catalogue Preferences

Your default catalogue will allow you to search & browse products offered in the selected catalogue each time you login.

Default Catalogue ✓
HSUK

Currently Searching
HSUK

Catalogues

Below is a list of your assigned catalogues. Click a catalog to view and edit details.

Edit Default

Enable All Catalogue Search

While searching & browsing for products, display relevant results found across all your available

☐ Search All Catalogues

3. Select My Catalogues

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 Catalogues

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Default Catalogue
HSUK

Currently Searching
HSUK

Catalogues

Edit Default

Below is a list of your assigned catalogues. Click a catalog to view and edit details.

Enable All Catalogue Search

While searching & browsing for products, display relevant results found across all your available

☐ Search All Catalogues

4. Select Create A New Catalogue



HS Criterion Vinyl Gloves Powder-Free X-Large

9008163 Henry Schein- 9008163

★★★★★ No Reviews

☐ Compare



Pack Qty

90

£3.99

Quantity

−

1

+

Add To Shopping List

Add To Basket

[Add to Recurring Order](#)



While stocks last.

Description

+

HS Criterion Vinyl Gloves Powder-Free X-Large

9008163 Henry Schein-9008163

£3.99

★★★★★

☐ Compare

5. To create a new catalogue while browsing products, select the **icon** found on the product listing page and product details page

Manage e-Catalogue


Add this item to the following e-Catalogues and let your team know if this item is preferred:

To remove any items, please navigate to [Catalogue Management](#)

☐ Select All Catalogue

☐ Select All Preferred

Create A New Catalogue



HS Criterion Vinyl Gloves Powder-Free X-Large

9008163 Henry Schein

3.99 CP

while stocks last

Confirm

6. Select **Create A New Catalogue** from overlay

Hello! Let's search together...

Products

Previously Purchased Item

Explore AllTop CategoriesDental SuppliesEquipment & ServicingSolutionsFeatured Brands & ProductsBlogs

Hi, DemoSign Out

Location #1123 Demo Lan...

Account #23098262Switch Location

£0.00

Account Dashboard >

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

Account > My Catalogues > New Catalogue











< New Catalogue

Give your new catalogue a name and add products to continue.

Catalogue Name	Total Products	Made Available	Last Modified	Status	
<div>Catalogue 1</div>		-	16/10/2024	Processing	<div>SaveCancel</div>

7. Enter desired **Catalogue Name** and select **Save**

Account Dashboard >

-  [Orders & Returns](#)
-  [Statements & Payments](#)
-  [Messaging Centre](#)
-  [My Catalogues](#)
-  [My Lists & Favourites](#)
-  [My Organisation](#)
-  [Budget Management](#)
-  [My Reports](#)
-  [Settings & Preferences](#)
-  [Log Out](#)

[Account](#) > [Edit Catalogue](#)

My Catalogues

Below is a list of your catalogues or catalogues you have access to. Create a new catalogue, edit existing ones or simply select the catalogue you would like to browse or purchase items from and click confirm.

[Back to All Catalogues](#)

Catalogue Name	Total Products	Users	Made Available	Last Modified	Status
Catalogue 1	0	1	16/10/2024	16/10/2024	Unavailable

[Edit Details](#)[Duplicate](#)[Delete](#)**Products**[Add Item +](#)[Exclusions](#)

+

[Users](#)

+

Add by Item Code☐ **Preferred**[Add To Catalogue](#)☐ **Enable Automatic Substitutions**☐ **Expand All Substitutes**[Upload Excel File](#)[Download Excel File](#)

- On the catalogue details page:
 - Select **Edit Details** to modify catalogue name
 - Select **Delete** to remove catalogue

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

Account > Edit Catalogue

< My Catalogues

Below is a list of your catalogues or catalogues you have access to. Create a new catalogue, edit existing ones or simply select the catalogue you would like to browse or purchase items from and click confirm.

< Back to All Catalogues

Catalogue Name	Total Products	Users	Made Available	Last Modified	Status	
Catalogue 1	0	1	16/10/2024	16/10/2024	Unavailable	<div>Edit Details</div> <div>Duplicate</div> <div>Delete</div>

Products

Add Item +

Exclusions

+ Users

+

Add by Item Code

9008163

☐ Preferred

Add To Catalogue

☐ Enable Automatic Substitutions

☐ Expand All Substitutes

Upload Excel File

Download Excel File

Filter

Search Products

Q

Show 10 per page

Total Results: 0 items

9. Quick-Add items to your catalogue by entering the item code and selecting **Add to Catalogue**

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

Account > Edit Catalogue

My Catalogues

Below is a list of your catalogues or catalogues you have access to. Create a new catalogue, edit existing ones or simply select the catalogue you would like to browse or purchase items from and click confirm.

< Back to All Catalogues

Catalogue Name	Total Products	Users	Made Available	Last Modified	Status	Edit Details
Catalogue 1	0	1	16/10/2024	16/10/2024	Unavailable	Duplicate Delete

Products

Add Item +

Exclusions

+ Users +

Add by Item Code

9008163

☒ Preferred

Add To Catalogue

☐ Enable Automatic Substitutions

☐ Expand All Substitutes

[Upload Excel File](#)

[Download Excel File](#)

Filter

Search Products

Show 10 per page

Total Results: 0 items

10. Select the checkbox if you want the item to be marked as Preferred

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

Account > Edit Catalogue

My Catalogues

Below is a list of your catalogues or catalogues you have access to. Create a new catalogue, edit existing ones or simply select the catalogue you would like to browse or purchase items from and click confirm.

< Back to All Catalogues

Catalogue Name	Total Products	Users	Made Available	Last Modified	Status	Edit Details
Catalogue 1	0	1	16/10/2024	16/10/2024	Unavailable	Duplicate Delete



Products

Add Item +

Exclusions

+

Users

+

Add by Item Code

9008163

☒ Preferred

Add To Catalogue

☐ Enable Automatic Substitutions

☐ Expand All Substitutes

[Upload Excel File](#)

[Download Excel File](#)

Filter

Search Products

Q

Show 10 per page

▼

Total Results: 0 items

Feedback

11. Select **Add Item** for other options for building your catalogue

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

Account > Edit Catalogue

< My Catalogues

Below is a list of your catalogues or catalogues you have access to. Create a new catalogue, edit existing ones or simply select the catalogue you would like to browse or purchase items from and click confirm.

< Back to All Catalogues

Catalogue Name	Total Products	Users	Made Available	Last Modified	Status	
Catalogue 1	0	1	16/10/2024	16/10/2024	Unavailable	<div>Edit Details</div> <div>Duplicate</div> <div>Delete</div>

Add Items to My Catalogue Products

Cancel

Add Individual Products

Add A Shopping List

Add A Past Order

Add A Manufacturer Or Brand

Upload Excel CSV Template

12. Select an option to build your catalogue

Home ▸ Gloves ▸ HS Criterion Vinyl Gloves Powder-Free X-Large

HS Criterion Vinyl Gloves Powder-Free X-Large

9008163 Henry Schein- 9008163

★★★★★ No Reviews

☐ Compare    



Pack Qty

90

£3.99

Quantity

Add To Shopping List

Add To Basket

[Add to Recurring Order](#)

 While stocks last.

HS Criterion Vinyl Gloves Powder-Free X-Large

9008163 Henry Schein-9008163

£3.99

★★★★★ ☐ Compare

13. Build your catalogue while browsing by selecting the **icon** on the product listing page and product details page

Manage e-Catalogue

Add this item to the following e-Catalogues and let your team know if this item is preferred:

To remove any items, please navigate to [Catalogue Management](#)

☐ Select All Catalogue

☐ Select All Preferred

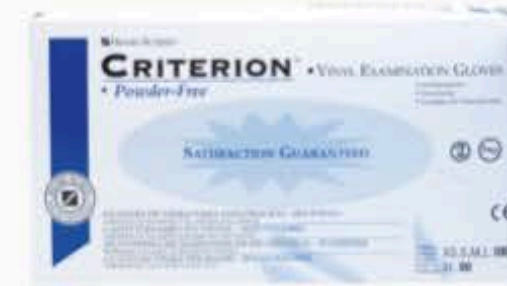
☒ Catalogue 1

☒ Preferred

☐ Catalogue 2

☐ Preferred

[Create A New Catalogue](#)



HS Criterion Vinyl Gloves Powder-Free X-Large

9008163 Henry Schein

3.99 CP

while stocks last


Confirm

14. Select catalogue, indicate whether you want the product marked preferred and select **Confirm**



Products Add Item + Exclusions + Users +

Add by Item Code ☐ Preferred Add To Catalogue

☐ Enable Automatic Substitutions ☐ Expand All Substitutes [Upload Excel File](#) [Download Excel File](#)

Filter  Show 10 per page ▾

Total Results: 2 items

Product ▾	Price ▾	Preferred	Availability ▾	Last Purchased ▾
 HS Gloves Nitrile Accelerator Free Powder-Free Blue Extra Large 100pk 9883073 EA Henry Schein #PFNF-BF-LD-1.5 XL	£5.99	<input type="checkbox"/>	N/A	Remove
Suggested Substitutes				
 HS Criterion Vinyl Gloves Powder-Free X-Large 9008163 EA Henry Schein #9008163	£3.99	<input checked="" type="checkbox"/>	N/A	Remove

[Add Substitute](#) [Show Details +](#)

15. On the catalogue details page, manage your preferred items

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

Catalogue Name	Total Products	Users	Made Available	Last Modified	Status	
Catalogue 1	2	1	16/10/2024	16/10/2024	Unavailable	<div>Edit Details</div> <div>Duplicate</div> <div>Delete</div>

Products

Add Item +

Exclusions

+ Users

+

Add by Item Code

Item code goes here

☐ Preferred

Add To Catalogue

☐ Enable Automatic Substitutions

☐ Expand All Substitutes

Upload Excel File


Download Excel File

Filter

Search Products

Show 10 per page

Total Results: 2 items

Product	Price	Preferred	Availability	Last Purchased	
<div></div> <div>HS Gloves Nitrile Accelerator Free Powder-Free Blue Extra Large 100pk 9883073 EA Henry Schein #PFNF-BF-LD-1.5 XL</div>	£5.99	<input type="checkbox"/>	N/A		<div>Remove</div>

Suggested Substitutes

Add Substitute

Show Details +

16. Utilize the **search bar** to find items in your catalogue

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

Catalogue Name	Total Products	Users	Made Available	Last Modified	Status	
Catalogue 1	2	1	16/10/2024	16/10/2024	Unavailable	<div>Edit Details</div> <div>Duplicate</div> <div>Delete</div>

Products

Add Item +

Exclusions

+

Users

+

Add by Item Code

Item code goes here

☐ Preferred

Add To Catalogue

☐ Enable Automatic Substitutions

☐ Expand All Substitutes

Upload Excel File

Download Excel File


Filter

Search Products

Search

Show 10 per page

Total Results: 2 items









Product	Price	Preferred	Availability	Last Purchased	
<div></div> <div>HS Gloves Nitrile Accelerator Free Powder-Free Blue Extra Large 100pk</div> <div>9883073 EA</div> <div>Henry Schein #PFNF-BF-LD-1.5 XL</div>	£5.99	<input type="checkbox"/>	N/A		<div>Remove</div>

Suggested Substitutes









Add Substitute

Show Details +









17. Delete items from your catalogue by selecting **Remove**

-  Messaging Centre
-  My Catalogues
-  My Lists & Favourites
-  My Organisation
-  Budget Management
-  My Reports
-  Settings & Preferences
-  Log Out

18. On the Users tab, view who has **access** to your catalogue

-  Messaging Centre
-  My Catalogues
-  My Lists & Favourites
-  My Organisation
-  Budget Management
-  My Reports
-  Settings & Preferences
-  Log Out

19. Share your catalogue with users in your organization by selecting **Add Users**

-  Messaging Centre
-  My Catalogues
-  My Lists & Favourites
-  My Organisation
-  Budget Management
-  My Reports
-  Settings & Preferences
-  Log Out

[← Back to All Catalogues](#)

Catalogue Name	Total Products	Users	Made Available	Last Modified	Status	Edit Details
Catalogue 1	2	1	16/10/2024	16/10/2024	Unavailable	Duplicate Delete

Products

+

Exclusions

+

Users

Add Users +

All users added to this list will have view only access, unless granted edit access or having access removed.

Edit Access Rights

Filter

Search

Show 10 per page

Total Results: 1 items

Upload Excel File

Download Excel File

User ID ▲	User Name ▲	Catalogues ▲	User Rights ▲	Catalogue Rights ▲
demo.hsuk	Demo HSUK	3 View Details	✓ Approver	View User Profile

20. Manage catalogue access by selecting **Edit Access Rights**

Need Help?



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

