



# Pay Your Bill

 Let's get started

# Do you know your account permissions?



Only users with appropriate permissions can view and manage Statements & Payments 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

Sign in

Username  [Forgot?](#)

Password  [Forgot?](#)

[Sign In](#)

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

2. Navigate to your Account Dashboard

Account Dashboard

Hi, Demo [Sign Out](#)

Location: 123 De

### Statements & Payments

Account Dashboard >

Orders & Returns

**Statements & Payments**

Messaging Centre

My Catalogues

My Lists & Favourites

My Organisation

Budget Management

My Reports

Settings & Preferences

Log Out

Billing Account	Account Number	Address
123 Demo Lane	#23098262	123 Demo Lane, London, London, GB, SK15 5TG

Last Payment Date	Last Payment Amount
N/A	£0.00

<b>Direct Debit</b>	<b>Paperless Credits &amp; Invoices</b>	<b>Direct Debit Enrolment: submit completed form to</b>
Off	Not Enrolled	<b>accounts@henryschein.co.uk (Dental) or</b>
		<b>accounts@henryscheinmedical.co.uk (Medical)</b>
		Not Enrolled

[Switch Billing Account](#)

**Direct Debit Enrolment: submit completed form to accounts@henryschein.co.uk (Dental) or accounts@henryscheinmedical.co.uk (Medical)**

[Set Up Direct Debit](#)

**3. Select Statements & Payments**

**4. View the billing/payment information associated with 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

Account > Statements & Payments

## Statements & Payments

Billing Account  
**123 Demo Lane**

Account Number  
#23098262

Address  
123 Demo Lane,  
London, London, GB, SK15 5TG

Last Payment Date  
N/A

Last Payment Amount  
£0.00

**Direct Debit**  
Off

**Paperless Credits & Invoices**  
Not Enrolled

**Direct Debit Enrolment: submit completed form to accounts@henryschein.co.uk (Dental) or accounts@henryscheinmedical.co.uk (Medical)**  
Not Enrolled

[Switch Billing Account](#)

**Direct Debit Enrolment: submit completed form to accounts@henryschein.co.uk (Dental) or accounts@henryscheinmedical.co.uk (Medical)**

[Set Up Direct Debit](#)

5. If you want to enroll in Direct Debit, download the form by selecting **Set Up Direct Debit**

## Account Dashboard &gt;

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

Account &gt; Statements &amp; Payments

## Statements &amp; Payments

Billing Account  
123 Demo LaneAccount Number  
#23098262Address  
123 Demo Lane,  
London, London, GB, SK15 5TGLast Payment Date  
N/ALast Payment Amount  
£0.00Direct Debit  
OffPaperless Credits & Invoices  
Not EnrolledDirect Debit Enrolment: submit  
completed form to  
[accounts@henryschein.co.uk](mailto:accounts@henryschein.co.uk)  
(Dental) or  
[accounts@henryscheinmedical.co.uk](mailto:accounts@henryscheinmedical.co.uk)  
(Medical)

Not Enrolled

**Direct Debit Enrolment: submit completed form to  
[accounts@henryschein.co.uk](mailto:accounts@henryschein.co.uk) (Dental) or  
[accounts@henryscheinmedical.co.uk](mailto:accounts@henryscheinmedical.co.uk) (Medical)**[Set Up Direct Debit](#)[Switch Billing Account](#)

6. Update the billing account for your location by selecting **Switch Billing Account**

- My Organisation
- Budget Management
- My Reports
- Settings & Preferences
- Log Out

### Contact Sales

UK Dental and Special Markets

0800 023 2558

sales@henryschein.co.uk

#### Direct Debit

Off

#### Paperless Credits & Invoices

Not Enrolled

#### Direct Debit Enrolment: submit completed form to

accounts@henryschein.co.uk (Dental) or  
accounts@henryscheinmedical.co.uk (Medical)

Not Enrolled

#### Total Open Balance

£919.75

[Pay Open Balance](#)

#### Last Statement Balance

£919.75

[Pay Last Statement Balance](#)



### Open Transactions

### Statements & Invoices

The open transaction filter represents all invoices not yet paid for the date range selected. You may select invoices across multiple results pages before making payment.

To view your Open Transactions, select the criteria of your interest.

Select Filter Criteria

7. Scroll down to view your open balances

8. Select Pay Open Balance or Pay Last Statement Balance to make a payment

- Budget Management
- My Reports
- Settings & Preferences
- Log Out

**Contact Sales**  
UK Dental and Special Markets  
0800 023 2558  
sales@henryschein.co.uk

Direct Debit: Off  
Paperless Credits & Invoices: Not Enrolled  
Direct Debit Enrolment: submit completed form to accounts@henryschein.co.uk (Dental) or accounts@henryscheinmedical.co.uk (Medical)  
Not Enrolled

**Total Open Balance**  
£919.75  
**Last Statement Balance**  
£919.75

Pay Open Balance

Pay Balance:

Confirm the payment to proceed

Pay Balance:

**Confirm**

Contact The Account Team

**Open Transactions**  
The open transaction for making payment.  
**To view your Open Transactions**  
Select Filter Criteria

invoices  
select invoices across multiple results pages before

Feedback

## 9. Confirm the amount to complete payment

Settings & Preferences

Log Out

Contact Sales

UK Dental and Special  
Markets

0800 023 2558

sales@henryschein.co.uk

(Medical)

Not Enrolled

**Total Open Balance**

£919.75

[Pay Open Balance](#)

**Last Statement Balance**

£919.75

[Pay Last Statement Balance](#)

**Open Transactions**

Statements & Invoices

The open transaction filter represents all invoices not yet paid for the date range selected. You may select invoices across multiple results pages before making payment.

**To view your Open Transactions, select the criteria of your interest.**

Select Filter Criteria

**10. Scroll down to view your Open Transactions**

**Click Select Filter Criteria to populate data**

**Filter Data** X

Please be sure to set a date range, type of Transaction (Invoice, Credit Memo, or Unapplied Cash), and at least one Shipping Location before running your query.

**Date Range**

DD/MM/YY... DD/MM/YY...  
01/08/2021 16/10/2024

**Presets**

Select a filter preset

**Type (3)**

- Invoice
- Credit
- Unapplied Cash

**Ship-To Number (1)**

1 of 1 Ship-To Accounts

Save criteria as a preset

Enter preset name

Clear Filters

Apply Filters

- My Reports
- Settings & Preferences
- Log Out

Contact Sales

UK Dental and Special Markets

sales@henryschein.co.uk

# 11. Define filter criteria for all required fields:

- **Date Range**
- **Type**
- **Ship-To Account**

## Ensure all fields are populated before selecting **Apply Filters**

Select Filter Criteria



Contact Us

Henry Schein UK Holdings Limited  
Medcare House  
Centurion Close  
Gillingham Business Park  
Gillingham, Kent, ME8 0SB

Legal Info

Company Information

Terms & Conditions

Privacy Notice

ModernSlavery Act

Orders

My Account

Delivery and Returns

Complaints Procedure

**Filter Data** X

Please be sure to set a date range, type of Transaction (Invoice, Credit Memo, or Unapplied Cash), and at least one Shipping Location before running your query.

**Date Range**

DD/MM/YY... DD/MM/YY...  
01/08/2021 16/10/2024

**Presets**

Select a filter preset

**Type (3)**

Invoice  
 Credit  
 Unapplied Cash

**Ship-To Number (1)**

1 of 1 Ship-To Accounts

Save criteria as a preset

Enter preset name

Clear Filters

Apply Filters

**12.** If you have a **saved preset** for filter criteria, select from this dropdown

**13.** Save your filter criteria as a **preset** by selecting the checkbox and providing a preset name

My Reports

Settings & Preferences

Log Out

Switch Billing Account

accounts@henryscheinmedical.co.uk  
(Medical)  
Not Enrolled

Contact Sales

UK Dental and Special Markets

0800 023 2558

sales@henryschein.co.uk

Open Transactions

Statements & Invoices

The open transaction filter represents all invoices not yet paid for the date range selected. You may select invoices across multiple results pages before making payment.

HENRY SCHEIN

Contact Us

Henry Schein UK Holdings Limited  
Medcare House  
Centurion Close  
Gillingham Business Park  
Gillingham, Kent, ME8 0SB

Legal Info

Company Information

Terms & Conditions

Privacy Notice

ModernSlavery Act

Orders

My Account

Delivery and Returns

Complaints Procedure

Contact Sales  
UK Dental and Special  
Markets  
0800 023 2558  
sales@henryschein.co.uk

£919.75  
Last Statement Balance  
£919.75  
[Pay Last Statement Balance](#)

**Open Transactions** Statements & Invoices

The open transaction filter represents all invoices not yet paid for the date range selected. You may select invoices across multiple results pages before making payment.

To view your Open Transactions, select the criteria of your interest.

[Select Filter Criteria](#)

Total Results: 1-4 of 4

[Download PDF](#)

<input type="checkbox"/> All	Date Posted	Type	Invoice Number	Shipping Account	PO Number	Due Date	Gross	Open	
<input checked="" type="checkbox"/>	03/05/2024	Invoice				20/06/2024 118 Days Past Due	£73.25	£73.25	<a href="#">Track</a>
<input checked="" type="checkbox"/>	24/04/2024	Invoice				20/05/2024 149 Days Past Due	£326.39	£326.39	<a href="#">Track</a>
<input type="checkbox"/>	18/04/2024	Invoice				20/05/2024 149 Days Past Due	£433.45	£433.45	<a href="#">Track</a>

Items 2  
Open Balance £399.64  
Invoice Selection £399.64  
Applied Credit £0.00  
Payment £399.64

[Deselect All](#) [Select All](#)

[Proceed To Review Invoices](#)

**14. Once filter criteria is applied, select checkboxes to Download PDF or Make a Payment**

Open Transactions

Below is a list of the statements and invoices for the last 2 years.

Total Results: 4 Items [Download PDF File](#)

<input type="checkbox"/> All	Statement Number ▲	Date ▼	Statement Balance ▲	
<input type="checkbox"/>		20/09/2024	£73.25	<a href="#">View Statement</a> <a href="#">View Invoices</a>
<input type="checkbox"/>		30/04/2024	£846.50	<a href="#">View Statement</a> <a href="#">View Invoices</a>
<input type="checkbox"/>		31/03/2024	£38.63	<a href="#">View Statement</a> <a href="#">View Invoices</a>
<input type="checkbox"/>		29/02/2024	£39.26	<a href="#">View Statement</a> <a href="#">View Invoices</a>

Statements & Invoices

Search Statements & Invoices

Feedback

- 15. Select the **Statements & Invoices** tab to:**
- Search for statements & invoices
  - View statement & invoice details

Open Transactions

**Statements & Invoices**

Below is a list of the statements and invoices for the last 2 years.

Search Statements & Invoices

Total Results: 4 Items

All

Statement Number ▲	Date ▼	Statement Balance ▲	
<input checked="" type="checkbox"/>	20/09/2024	£73.25	<a href="#">View Statement</a> <a href="#">View Invoices</a>
<input checked="" type="checkbox"/>	30/04/2024	£846.50	<a href="#">View Statement</a> <a href="#">View Invoices</a>
<input type="checkbox"/>	31/03/2024	£38.63	<a href="#">View Statement</a> <a href="#">View Invoices</a>
<input type="checkbox"/>	29/02/2024	£39.26	<a href="#">View Statement</a> <a href="#">View Invoices</a>

[Download PDF File](#)

## 16. Select checkboxes to Download PDF file

# Need Help?



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

