



# Add a New Office Location

 Let's get started

# Do you know your account permissions?

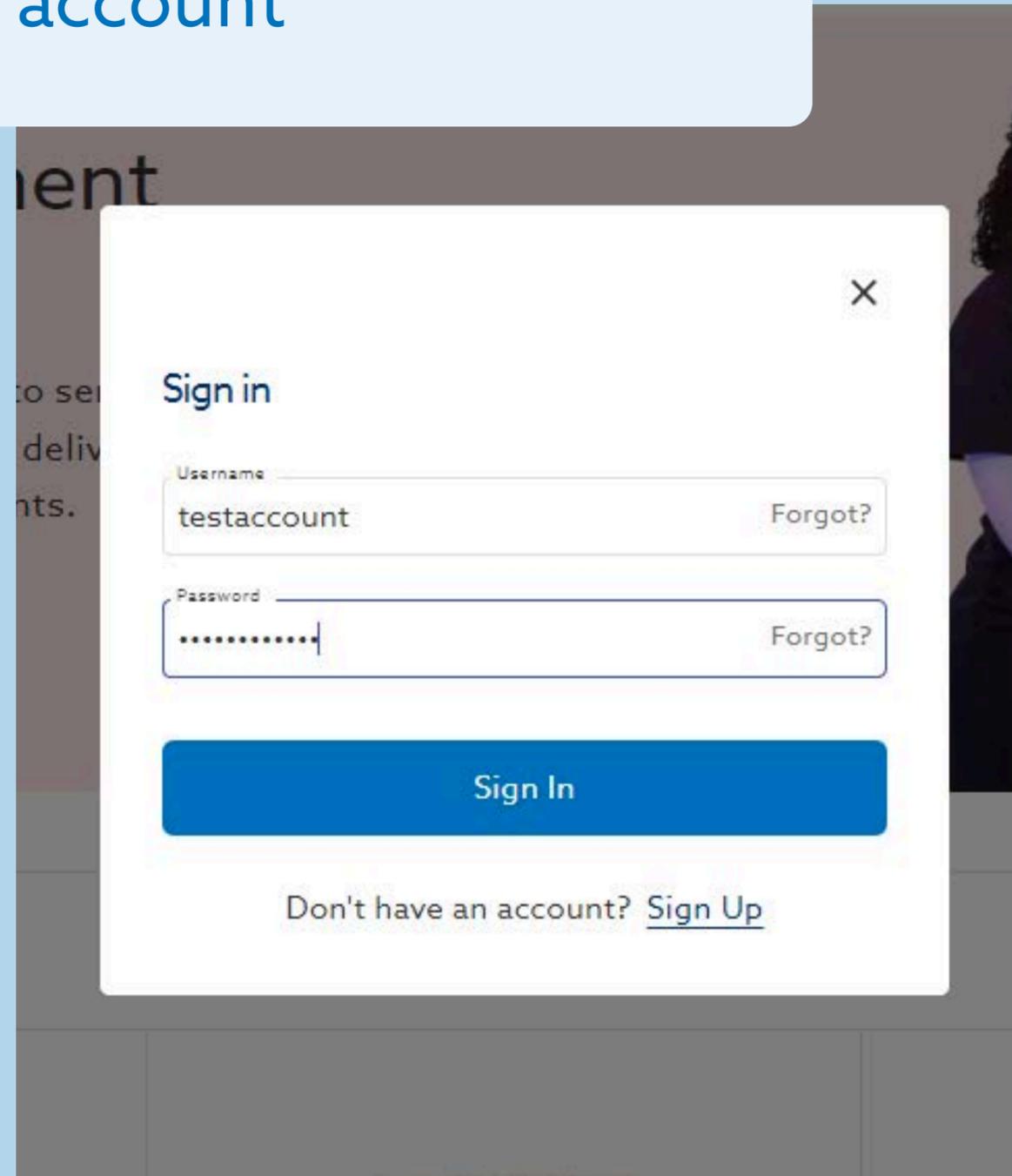


Only users with appropriate permissions can manage location details for their organisation.

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

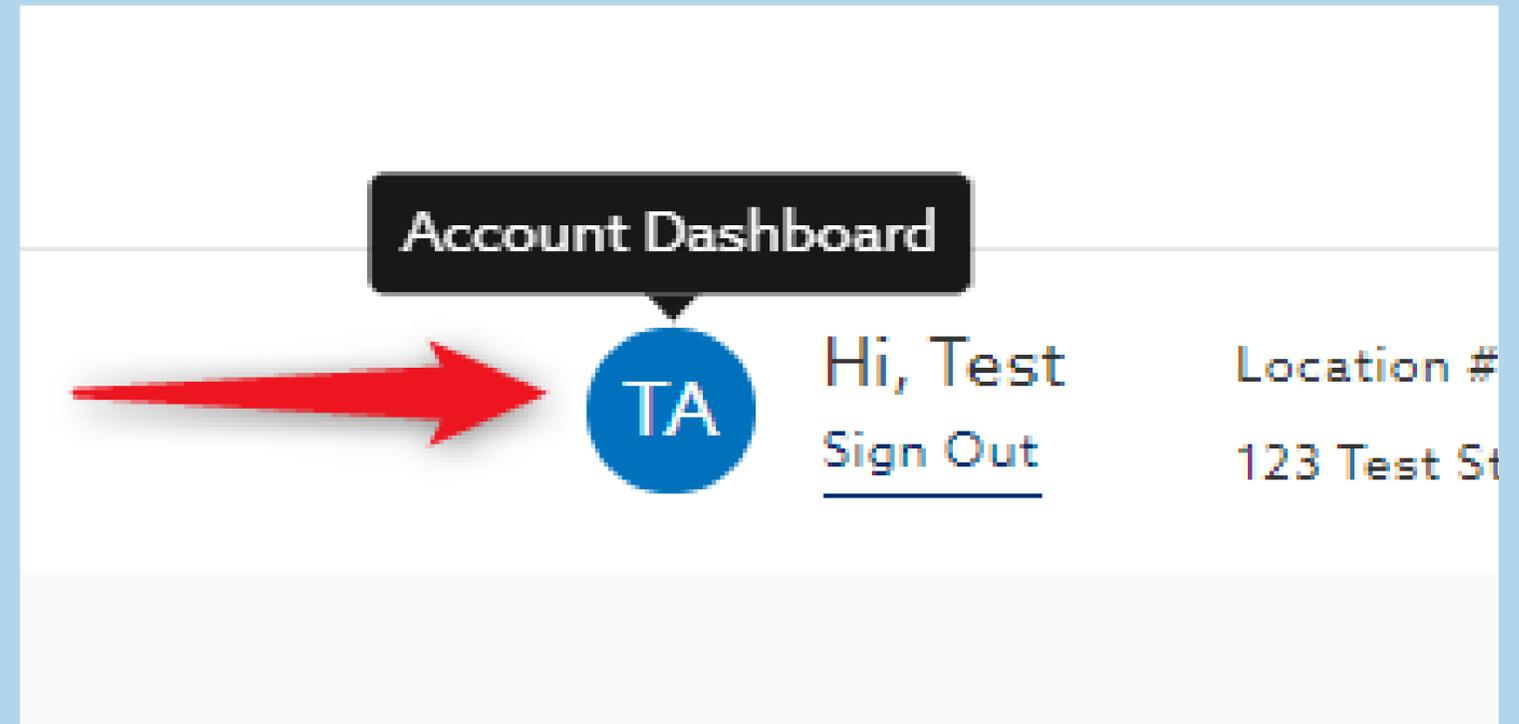


1. Sign in to your account



A screenshot of a sign-in modal form. The form is titled "Sign in" and has a close button (X) in the top right corner. It contains two input fields: "Username" with the value "testaccount" 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 of the modal, there is a link: "Don't have an account? [Sign Up](#)".

2. Navigate to your Account Dashboard



A screenshot of an account dashboard. At the top, there is a dark blue header with the text "Account Dashboard". Below the header, there is a red arrow pointing to a blue circular profile picture containing the letters "TA". To the right of the profile picture, the text "Hi, Test" is displayed, followed by a link "Sign Out" with a red underline. Further to the right, the text "Location # 123 Test St" is visible.

Account Dashboard >

- Orders
- 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 its modify link.

Total Results: 2 items

Search Locations



Show 24 Per Page

Location Name ▲	Nickname ▲	Address ▲	Shipping Account ▲	Billing Account ▲	Users	
Location #1	123 Test Street	123 Test Street Artane D05 VK58	21010247	21010247	2	<a href="#">View/Edit</a>
Location #2	Location #2	Test Street 456 Artane D05 VK58	21010248	21010248	1	<a href="#">View/Edit</a>

## 3. Select My Organisation

## Account Dashboard &gt;

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

Account &gt; My Organisation

## My Organisation

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

## Locations

Users

Approval Workflow

Licences

Settings &amp; Preferences

## Office Locations

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Location #1	123 Test Street	123 Test Street Artane D05 VK58	21010247	21010247	2	<a href="#">View/Edit</a>
Location #2	Location #2	Test Street 456 Artane D05 VK58	21010248	21010248	1	<a href="#">View/Edit</a>

[Add Office Location](#)

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

Account Dashboard >

- Orders
- 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

Office Locations

Below is a list of all the loca  
its modify link.

Total Results: 2 items

Location Name	Nick	Account	Users			
Location #1	123 Test Street	123 Test Street Artane D05 VK58	21010247	21010247	2	<a href="#">View/Edit</a>
Location #2	Location #2	Test Street 456 Artane D05 VK58	21010248	21010248	1	<a href="#">View/Edit</a>

Add Location

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

Yes  No

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

## My Organisation

< View All Locations

Office Nickname	Shipping Account Number	Total Users	Created	Status
Location #3	-	-	-	-

### Address

### Users

### Licences

### Settings and 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

Select Country\*  
Ireland

Address Line 1\*  
678 Test Street

Select County\*  
Dublin

Address Line 2

City\*  
Beaumont

Address Line 3

Postcode\*  
A23 D456

Address Line 4

Phone Number\*  
0123456789

### Account Dashboard >

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

### Contact Sales

Dublin Region

00353 1 456 5288

iesales@henryschein.ie

### Contact Sales

Cork Region

00353 21 429 7818

iesales@henryschein.ie

## 6. Enter Office Nickname and Address details

Dublin Region  
00353 1 456 5288  
iesales@henryschein.ie

Contact Sales

Cork Region  
00353 21 429 7818  
iesales@henryschein.ie

Address Line 1\*  
678 Test Street

Address Line 2

Address Line 3

Address Line 4

Select County\*  
Dublin

City\*  
Beaumont

Postcode\*  
A23 D456

Phone Number\*  
0123456789

**Billing Address**

Same as shipping address

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

Select a Billing Address

Add 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**

Chat with an Expert

Feedback

iesales@henryschein.ie

### Contact Sales

Cork Region

00353 21 429 7818

iesales@henryschein.ie

Address Line 2

Address Line 3

Address Line 4

City\*

Beaumont

Postcode\*

A23 D456

Phone Number\*

0123456789

### 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

End Date

Start 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

Chat with an Expert

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

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

- Account Dashboard >
- Orders
- 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 its modify link.

Total Results: 3 items      Search Locations      Show 24 Per Page

Location Name ▲	Nickname ▲	Address ▲	Shipping Account ▲	Billing Account ▲	Users	
Location #1	123 Test Street	123 Test Street Artane D05 VK58	21010247	21010247	3	<a href="#">View/Edit</a>
Location #2	Location #2	Test Street 456 Artane D05 VK58	21010248	21010248	1	<a href="#">View/Edit</a>
Location #3	Location #3	678 Test Street Beaumont A23 D456			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
- Statements & Payments
- Messaging Centre
- My Catalogues
- My Lists & Favourites
- My Organisation
- Budget Management
- My Reports
- Settings & Preferences
- Log Out

Contact Sales  
Dublin Region  
00353 1 456 5288  
iesales@henryschein.ie

## 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	
Location #3	#	1	17/09/2024	PENDING	<a href="#">Edit Details</a> <a href="#">Delete</a>

[Edit Details](#)  
[Delete](#)

**Address**      **Users**      **Licences**      **Settings and Preferences**

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Billing and Shipping Address

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<b>Shipping Address</b>	<b>Billing Address</b>
<b>Account Number</b>	<b>Account Number</b>
<b>Location #3</b>	<b>Location #3</b>
678 Test Street	678 Test Street
D IE A23 D456	D IE A23 D456
<b>Phone:</b> 0123456789	<b>Phone:</b> 0123456789
<a href="#">Edit</a>	<a href="#">Edit</a>

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

- Account Dashboard >
- Orders
- Statements & Payments
- Messaging Centre
- My Catalogues
- My Lists & Favourites
- My Organisation
- Budget Management
- My Reports
- Settings & Preferences
- Log Out

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Contact Sales

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< View All Locations

Office Nickname	Shipping Account Number	Total Users	Created	Status	<a href="#">Edit Details</a>
Location #3	#	1	17/09/2024	PENDING	<a href="#">Delete</a>

[Delete](#)



**Address**      **Users**      **Licences**      **Settings and Preferences**

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Billing and Shipping Address

---

<b>Shipping Address</b>	<b>Billing Address</b>
<b>Account Number</b>	<b>Account Number</b>
Location #3	Location #3
678 Test Street	678 Test Street
D IE A23 D456	D IE A23 D456
<b>Phone:</b> 0123456789	<b>Phone:</b> 0123456789
<a href="#">Edit</a>	<a href="#">Edit</a>

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

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

Contact Sales  
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iesales@henryschein.ie

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Cork Region  
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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	17/09/2024	PENDING	<a href="#">Delete</a>

**Address**      Users      Licences      Settings and Preferences

Billing and Shipping Address

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<b>Shipping Address</b>	<b>Billing Address</b>
<b>Account Number</b>	<b>Account Number</b>
<b>Location #3</b>	<b>Location #3</b>
678 Test Street	678 Test Street
D IE A23 D456	D IE A23 D456
<b>Phone:</b> 0123456789	<b>Phone:</b> 0123456789
<a href="#">Edit</a>	<a href="#">Edit</a>

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

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

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Contact Sales

Cork Region

# 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 17/09/2024	Status PENDING	<a href="#">Edit Details</a> <a href="#">Delete</a>
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Address

**Users**

Licences

Settings and Preferences

Users currently assigned to this location.

Add/Remove Users

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="#">testaccount</a>	Test Account	[Redacted]	3 <a href="#">View Details</a>	Approver	16/09/2024	<a href="#">View user profile</a>

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

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

Contact Sales  
Dublin Region  
00353 1 456 5288  
iesales@henryschein.ie

Contact Sales  
Cork Region  
00353 21 438 7810

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 17/09/2024	Status PENDING	<a href="#">Edit Details</a> <a href="#">Delete</a>
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Address      Users      Licences      **Settings and Preferences**

Site Preferences

Recommendations  
On

[Edit](#)

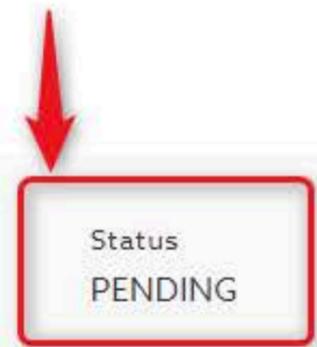
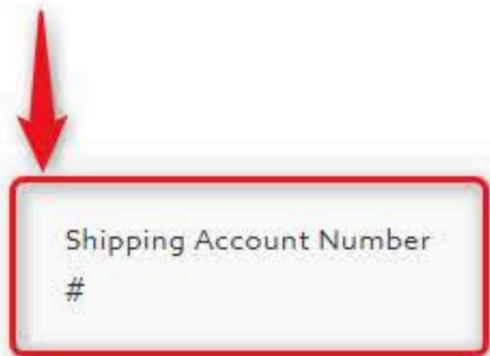
**14. On the Settings & Preferences tab, manage site preferences at the location level**

# My Organisation

Please modify the location information below as needed and submit any changes. Changes to your address may take 1 business day to be approved. Your 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 17/09/2024	Status PENDING	Edit
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**Address**      **Users**      **Licences**      **Settings and Pref**

Billing and Shipping Address

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<b>Shipping Address</b>	<b>Billing Address</b>
<b>Account Number</b>	<b>Account Number</b>
<b>Location #3</b>	<b>Location #3</b>
678 Test Street	678 Test Street
D IE A23 D456	D IE A23 D456
<b>Phone:</b> 0123456789	<b>Phone:</b> 0123456789
<a href="#">Edit</a>	<a href="#">Edit</a>

**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):**
  - +44 (0) 8700 102 199
- **Chat with us online**

