HENRY SCHEIN®

Add an Existing Office Location





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

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testa	iccount	Forgot?
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	••••••	Forgot?
	Sign I	n
	Don't have an acco	ount? Sign Up

2. Navigate to your Account Dashboard





3. Select My Organisation

Hi, Test	Location #
Sign Out	123 Test St



Licences		Settings & Preferences
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Billing Account 🔺	Users	
21010247	2	View/Edit
21010248	1	View/Edit



4. On the Locations tab, select Add Office Location



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

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6. Once all required fields are populated, select Submit

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



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:







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

Location #2 Test Street ... 0 Account #21010248



€0.00





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

Location #2 Test Street ... ① 



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21010247	3	View/Edit
21010248	1	View/Edit

Hello! Let's sea	arch together V Produ	cts Q				ТА
Previously Purc	hased Item					
≡ Explore All	Shop Supplies Shop Small Equipme	nt Solutions Feat	ured Brands			
	Account Dashboard >	Account > My Organis My Organisat Shipping Locations, Us	ation ion ser Profiles, and setting	gs applicable to your overa	II organisation.	
	(i) Statements & Payments	Locations	Users	Approval	Workflow	
	 Messaging Centre My Catalogues My Lists & Favourites 	Office Locations Below is a list of all its modify link.	the locations associat	ed to your Website User P	rofile. To view or	modif
	My Organisation	Total Results: 3 items				Se
	Budget Management	Location Name 🔺	Nickname 🔺	Address 🔺	Shipping Account	
	(C) My Reports (Settings & Preferences	Location #1	123 Test Street	123 Test Street Artane D05 VK58	21010247	
	🕞 Log Out	Location #2	Location #2	Test Street 456 Artane D05 VK58	21010248	
		Location #3	Location #3	678 Test Street Beaumont A23 D456		

11. Select View/Edit to manage location details



Location #2 Test Street ... ① 

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Settings & Preferences Licences Add Office Location ify an office location, click Q Show 24 Per Page 🗸 earch Locations Billing Account 🔺 Users View/Edit 21010247 3 21010248 1 View/Edit View/Edit 1



M iesales@henryschein.ie

Contact Sales

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

Address Users	Licences
nt	
Billing and Shipping Address	
Shipping Address	Billing Addres
Account Number #21010247	Account Number
Location #1	Location #1
123 Test Street	123 Test Street
D IE D05 VK58	D IE D05 VK58
Phone: 012345678	Phone: 0123456
Edit	Edit

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

Edit Details Created Status 10/09/2024 ACTIVE Delete

Settings and Preferences

r #21010247

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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

tes	Office Nickname 123 Test Street	Shipping Account Number #21010247	Total Users 3
ent	Address	Users	Licences
	Billing and Shipping Addre	SS	
nces			
	Shipping Address		Billing Address
	Account Number #21010247		Account Number
	Location #1		Location #1
	123 Test Street		123 Test Street
	D IE D05 VK58		D IE D05 VK58
	Phone: 012345678		Phone: 0123456
	Edit		Edit

13. Select Delete to remove location from your organisation

	Created	Status	Edit Details	
	10/09/2024	ACTIVE	Delete	
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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



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

Edit Details Created Status 10/09/2024 ACTIVE Delete Settings and Preferences Account Number #21010247 💬 Chat With An Expert



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



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

Shipping Account Number	Total Users
#21010247	3
Users	Licence
	#21010247 Users

Site Preferences

Recommendations

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



Need Help?



- Call Us (8.30am-5.30pm GMT):
 +44 (0) 8700 102 199
- Chat with us online



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