HENRY SCHEIN®

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

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sei eliv	Sign in	
s.	testaccount	Forgot?
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	Sign I	n
	Don't have an acco	ount? Sign Up

2. Navigate to your Account Dashboard





3. Select My Catalogues

Hi, Test Sign Out	Location #1 123 Test Str 🌒	Account #21010247		€0.00 🗘
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Account • My Catalogues My Catalogues Below is a list of your catalogue or catalogues you have aces ones or simply select the catalogue you would like to browse	s to. Create a new catalogue, edit existing e from and click confirm.		Create A New Ca Find/Replace	atalogue e Items	
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4. Select Create A New Catalogue



HS Criterion Vinyl Gloves Powder-Free X-Large

9008163 Henry Schein- 9008163



Compare



on the product listing page and product details page

5		7			Sign Out 173 Test Str	witch Location
U Previously Pure	chased Item					
Explore All	Shop Supplies Sh	op Sma Manag	je e-Catalogue		×	
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			alogue 2	Preferred	HS Criterion Vinyl Gloves Powder- Free X-Large 9008163 Henry Schein 5.79 CP while stocks last	antity — 1 + at Add to Recurring Order

6. Select Create A New Catalogue from overlay

Hello! Let's se	arch together 🗸 🗸 Produ	ucts Q	ТА
Previously Pure	chased Item		
\equiv Explore All	Shop Supplies Shop Small Equipme	ent Solutions Featured Brands	
	Account Dashboard >Image: Display statements & PaymentsImage: Display statements & Payments & PaymentsImage: Display statements & Payments & Paym	Account + My Catalogues + New Catalogue • New Catalogue Give your new catalogue a name and add products to continue. Total Products (catalogue 1) • • • • • • • • • • • • • • • • • • •	Made Availab

7. Enter desired Catalogue Name and select Save





8. On the catalogue details page: Select Edit Details to modify catalogue name Select Delete to remove catalogue



Contact Sales

Dublin Region

00353 1 456 5288

☑ iesales@henryschein.ie

Account + Edit Catalogue

My Catalogues

Below is a list of your catalogues or catalogues you have acess 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.

K Back to All Catalogues

rītes	Catalogue Name Catalogue 1	Total Products ()	Users 1	Made Available 17/09/2024	Last 1 17/04
nent				,	
ADCAS	Products	Add Item + Exclu	sions		+
ences	Add by Item Code 988373	35			0
	C Enable Automatic Substitutio	ons 🔵 Expand All Sub	ostitutes		
	Filter				Searc
	Total Results: 0 items				

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





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Back to All Catalogues

^{Catalogue Name} Catalogue 1	Total Products 0	Users 1	Made Available 17/09/2024	Last Modified 17/09/2024
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Products	Add Item + Excl	usions		+ Use
Add by Item Code 98	83735			Preferr
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10. Select the checkbox if you want the item to be marked as Preferred



Upload Excel File

Q



Add To Catalogue

Download Excel File

Show 10 per page \checkmark



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Back to All Catalogues

s	Catalogue Name Catalogue 1	Total Products O	Users 1	Made Available 17/09/2024	Last 17/01
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605	Products	Add Item + Exclu	usions		+
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11. Select **Add Item** for other options for building your catalogue







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Back to All Catalogues

es	^{Catalogue Name} Catalogue 1	Total Products 0	Users 1	Made Available 17/09/2024	Last M 17/09
nt					
nces	Add Items to My Catalogue	e Products			
	Add Individual P	Products		Add A Shopping) List
	Add A Manufacture	er Or Brand	Up	oload Excel CSV Te	emplate

12. Select an option to build your catalogue

t Modified	Status	Edit Details
09/2024	Unavailable	Duplicate
		Delete
		Cancel
		Add A Past Order
ate		

Compare

HS Criterion Vinyl Gloves Powder-Free X-Large 9008163 Henry Schein- 9008163 ø ŝ Compare 90 Quantity 1 + _ Add To Shopping List Add To Basket Add to Recurring Order While stocks last. +💬 Chat With An Expert + **13.** Build your catalogue while browsing by selecting the icon on the product listing page and product details page





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

Sign Out 173 Test Str ▲ → s	witch Location	€0.00
	e ☴ 💭 🗠 🕞	
HS Criterion Vinyl Gloves Powder- Free X-Large 008163 Henry Schein .79 CP while stocks last	rantity – 1 + et	
Confirm	Add to Recurring Order	



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

Us	ers		+	
] Prefer	red		Add To Catalogue	
		Upload Excel File	Download Excel File	
rch Produ	cts	٩	Show 10 per page ∨	
referred	Availability 👻	Last Purchase Da	te 🔻	
0	In Stock	N/A	Remove	
		Add Substitute	Show Details +	
	While Stocks I	.ast N/A	Remove	Chat With An Expert



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

Modified	Status		Edit Details		
09/2024	Unavail	able	Duplicate		
			Delete		
Us	ers		+		
) Prefer	red		Add To Catalogue		
		Upload Excel File	Download Excel File		
ch Produ	cts	٩	Show 10 per page 🗸		
r <mark>eferr</mark> ed	Availability	 Last Purchase Da 	te 🔻		
	In Stock	N/A	Remove		



17. Delete items from your catalogue by selecting Remove

t Modified	Status		Edit Details		
09/2024	Unavail	able	Duplicate		
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		Upload Excel File	Download Excel File		
rch Produc	cts	Q	Show 10 per page ∨		
referred	Availability 🛪	Last Purchase Da	te 🕶		
0	In Stock	N/A	Remove		
		Add Substitute	Show Details +		





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



iesales@henryschein.ie

Catalogue Name		Total Products	Users	Made Available	La
Catalogue	1	4	1	17/09/2024	17
Products		+ Exclu	isions		+
All users added to	o this list will have viev	w only access, unles	s granted ed	lit access or having a	ccess r
Filter					Sear
Total Results: 1 it	ems				
User ID 🔺	User Name 🔺	Catalogu	les 🔺	User Rights 🖌	•
testaccount	Test Account	3 View De	tails	⊘ Approver	

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





Catalogue Name	1	Total Products 4	Users 1	Made Available 17/09/2024	La: 17/
Products		+ Exclu	usions		+
All users added to	o this list will have view	w only access, unles	ss granted e	dit access or having a	ccess r
Filter					Searc
Total Results: 1 it	ems				
User ID 🔺	User Name 🔺	Catalog	ues 🔺	User Rights 2	•
testaccount	Test Account	3 View De	etails	⊘ Approver	r

20. Manage catalogue access by selecting Edit Access Rights



Need Help?



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



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