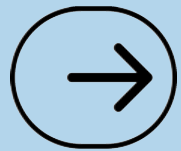




Pay  
Your Bill

→ Let's get started

# Do you know your account permissions?



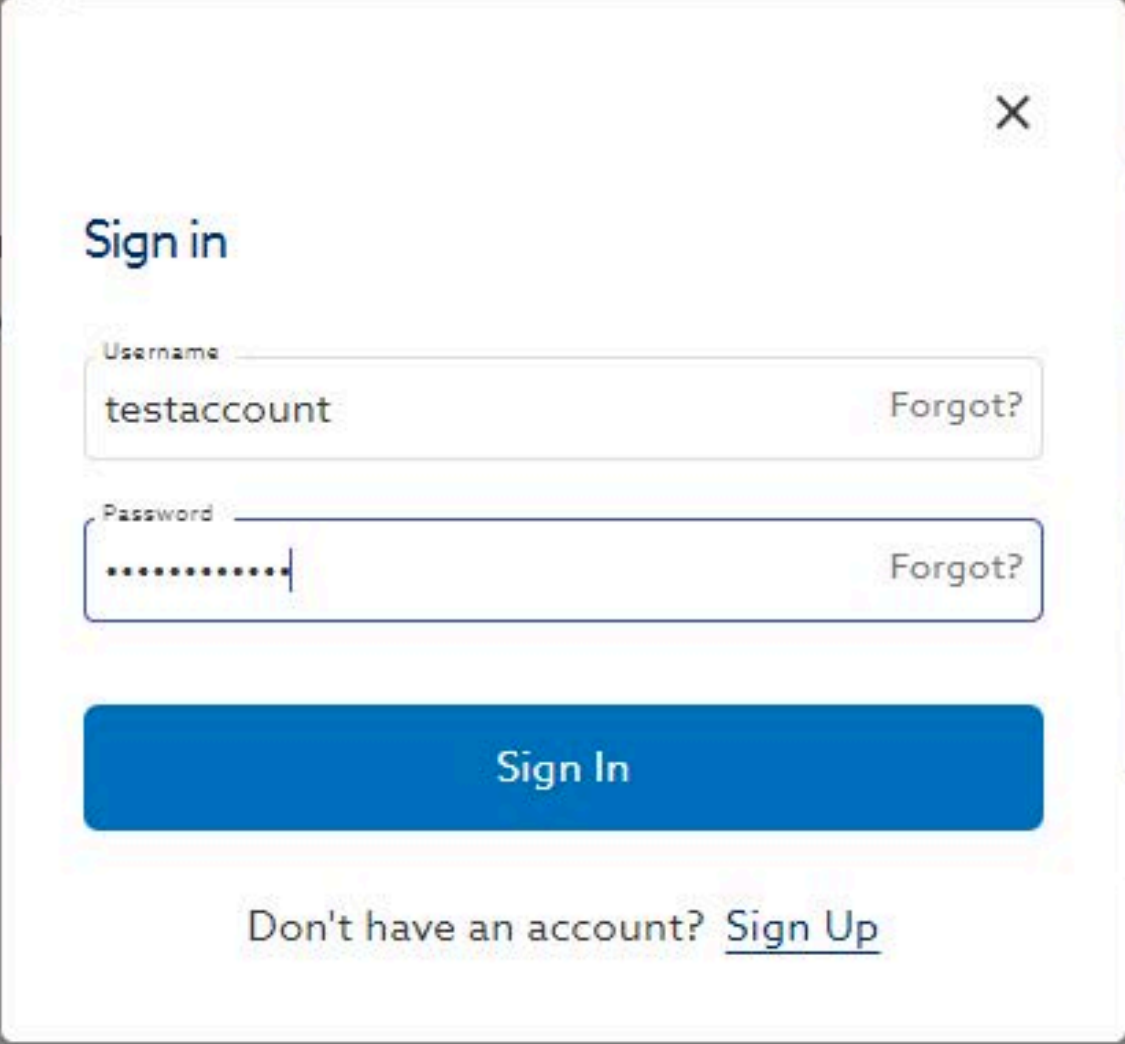
Only users with appropriate permissions can view and manage Statements & Payments for their organisation.

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

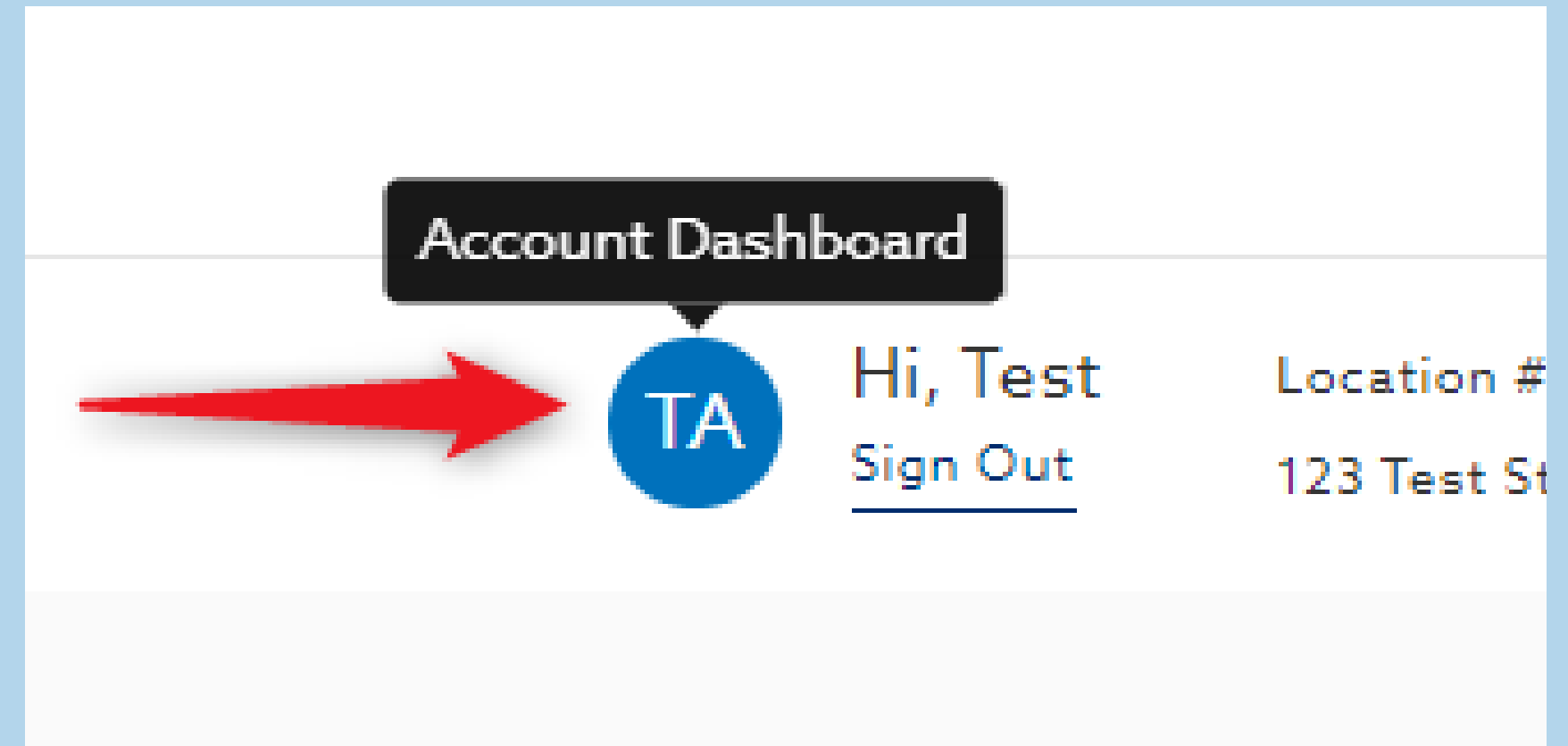


1. Sign in to your account

2. Navigate to your Account Dashboard



A sign-in modal form with a close button (X) in the top right corner. The form is titled "Sign in". 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, it says "Don't have an account? [Sign Up](#)".





Hello! Let's search together...

Products

TA

Hi, Test  
[Sign Out](#)

Location #1  
123 Test Str...

Account #21010247  
[Switch Location](#)

3

€0.00

☐ Previously Purchased Item

Explore All

Shop Supplies

Shop Small Equipment

Solutions

Featured Brands

Account Dashboard >

Orders

Statements & Payments

Messaging Centre

My Catalogues

My Lists & Favourites

My Organisation

Budget Management

My Reports

Settings & Preferences

Log Out

Account > Statements & Payments

## Statements & Payments

The information displayed below represents the Account Summary for the Billing Account # shown below. Up to 2 years of account data is available. To apply a payment towards the balance, click the Make Payment button. Please note: Unapplied Credit notes or payments can be applied to selected Open Invoices and Charges by calling Customer Service. Credit Notes can be applied to all Open Invoices and Charges by clicking the Pay Open Balance.

Billing Account  
**123 Test Street**

Account Number  
#21010247

Address  
123 Test Street,  
Artane, Dublin, IE, D05 VK58

Last Payment Date  
N/A

Last Payment Amount  
€0.00

**Direct Debit**  
Off

**Paperless Credits & Invoices**  
Not Enrolled

**SEPA Direct Debit Scheme: submit completed form to ieaccounts@henryschein.com**  
Not Enrolled

[Switch Billing Account](#)

**SEPA Direct Debit Scheme: submit completed form to ieaccounts@henryschein.com**

[Set Up Direct Debit](#)

3. Select **Statements & Payments**

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

Hello! Let's search together...Products

TAHi, TestSign OutLocation #1123 Test Str...Account #21010247Switch Location€0.00

Previously Purchased Item

Explore AllShop SuppliesShop Small EquipmentSolutionsFeatured Brands

Account Dashboard >

OrdersStatements & PaymentsMessaging CentreMy CataloguesMy Lists & FavouritesMy OrganisationBudget ManagementMy ReportsSettings & PreferencesLog Out

Account > Statements & Payments

Statements & Payments

The information displayed below represents the Account Summary for the Billing Account # shown below. Up to 2 years of account data is available. To apply a payment towards the balance, click the Make Payment button. Please note: Unapplied Credit notes or payments can be applied to selected Open Invoices and Charges by calling Customer Service. Credit Notes can be applied to all Open Invoices and Charges by clicking the Pay Open Balance.

Billing Account	Account Number	Address
123 Test Street	#21010247	123 Test Street, Artane, Dublin, IE, D05 VK58
Last Payment Date	Last Payment Amount	
N/A	€0.00	
Direct Debit	Paperless Credits & Invoices	SEPA Direct Debit Scheme: submit completed form to ieaccounts@henryschein.com
Off	Not Enrolled	Not Enrolled

Switch Billing Account

SEPA Direct Debit Scheme: submit completed form to ieaccounts@henryschein.com

Set Up Direct Debit

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

Hello! Let's search together...

Products

TAHi, Test

Sign Out

Location #1123 Test Str...

Switch Location

Account #21010247

3

€0.00

Previously Purchased Item

Explore AllShop SuppliesShop Small EquipmentSolutionsFeatured Brands

Account Dashboard >

Orders

Statements & Payments

Messaging Centre

My Catalogues

My Lists & Favourites

My Organisation

Budget Management

My Reports

Settings & Preferences

Log Out

Account > Statements & Payments

Statements & Payments

The information displayed below represents the Account Summary for the Billing Account # shown below. Up to 2 years of account data is available. To apply a payment towards the balance, click the Make Payment button. Please note: Unapplied Credit notes or payments can be applied to selected Open Invoices and Charges by calling Customer Service. Credit Notes can be applied to all Open Invoices and Charges by clicking the Pay Open Balance.

Billing Account	Account Number	Address
123 Test Street	#21010247	123 Test Street, Artane, Dublin, IE, D05 VK58
Last Payment Date	Last Payment Amount	
N/A	€0.00	
Direct Debit	Paperless Credits & Invoices	SEPA Direct Debit Scheme: submit completed form to ieaccounts@henryschein.com
Off	Not Enrolled	Not Enrolled

Switch Billing Account

SEPA Direct Debit Scheme: submit completed form to ieaccounts@henryschein.com

Set Up Direct Debit

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

### Contact Sales

Dublin Region

00353 1 456 5288

iesales@henryschein.ie

### Contact Sales

Cork Region

00353 21 429 7818

iesales@henryschein.ie

Direct Debit

Off

Paperless Credits & Invoices

Not Enrolled

SEPA Direct Debit Scheme: submit  
completed form to  
ieaccounts@henryschein.com

Not Enrolled

[Switch Billing Account](#)

**Total Open Balance**

€1,114.15

[Pay Open Balance](#)

**Last Statement Balance**

€566.22

[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

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

Off

Not Enrolled

completed form to  
ieaccounts@henryschein.com

Not Enrolled

Switch Billing Account

Total Open Balance  
€1,114.15

Last Statement Balance  
€566.22

Pay Open Balance

Open Transactions

The open transaction fil  
making payment.

To view your Open Tran

Select Filter Criteria

Pay Balance:

Confirm the payment to proceed

Pay Balance:

€1,114.15

Confirm

Contact The Account Team

voices

Select invoices across multiple results pages before

Feedback

## 9. Confirm the amount to complete payment



## Contact Sales

Dublin Region

☎ 00353 1 456 5288

✉ [iesales@henryschein.ie](mailto:iesales@henryschein.ie)

## Contact Sales

Cork Region

☎ 00353 21 429 7818

✉ [iesales@henryschein.ie](mailto:iesales@henryschein.ie)

**Total Open Balance**

€1,114.15

[Pay Open Balance](#)

**Last Statement Balance**

€566.22

[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** ✕

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...  
01/08/2023

DD/MM/YY...  
17/09/2024

**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

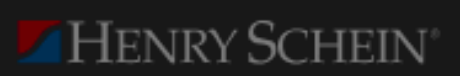
Dublin Region  
 01 456 5288  
 iesales@henryschein.ie

# 11. Define filter criteria for all required fields:

- Date Range
- Type
- Ship-To Account



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



## Corporate Headquarters

61a Longmile Centre  
Longmile Road  
Dublin 12  
Dublin D12 EYH2

Dublin office: + 353 (0) 1 456 5288  
Email: iesales@henryschein.ie

### Henry Schein Ireland

About Henry Schein Ireland  
Contact Us  
Our Current Flyers

### Services

Equipment Financing  
Dental Practice Loans  
ProRepair  
ProService

### Orders

My Account

### Legal Info

Company Information  
Legal Terms  
Privacy Notice  
Manage Cookies Settings

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...  
01/08/2023

DD/MM/YY...  
17/09/2024

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

Dublin Region  
01 456 5288  
iesales@henryschein.ie

Total Open Balance

Pay Open Balance

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

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

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

HENRY SCHEIN  
Corporate Headquarters  
61a Longmile Centre  
Longmile Road  
Dublin 15  
Dublin D12 EYH2  
Dublin office: + 353 (0) 1 456 5288  
Email: iesales@henryschein.ie

- About Henry Schein Ireland  
Contact Us  
Our Current Flyers
- Equipment Financing  
Dental Practice Loans  
ProRepair  
ProService  
Orders  
My Account
- Company Information  
Legal Terms  
Privacy Notice  
Manage Cookies Settings

## 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: 1-2 of 2

Download PDF

<input type="checkbox"/> All	Date Posted	Type	Invoice Number	Shipping Account	PO Number	Due Date	Gross	Open	
<input checked="" type="checkbox"/>	03/07/2024	Invoice				20/08/2024 29 Days Past Due	€63.95	€63.95	<a href="#">Track</a>
<input type="checkbox"/>	09/04/2024	Invoice				20/05/2024 121 Days Past Due	€658.00	€658.00	<a href="#">Track</a>

HENRY SCHEIN

Corporate Headquarters

61a Lonsdale Centre

Henry Schein Ireland

About Henry Schein Ireland

Services

Equipment Financing

Legal Info

Company Information

Items	Open Balance	Invoice Selection	Applied Credit	Payment
1	€63.95	€63.95	€0.00	€63.95

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 past 2 years of Statements and the related invoices per statement.

Total Results: 12 Items [Download PDF File](#)

☐ All **Statement Number ▲** **Date ▼** **Statement Balance ▲**

<input type="checkbox"/>		29/02/2024	€566.22	<a href="#">View Statement</a> <a href="#">View Invoices</a>
<input type="checkbox"/>		31/01/2024	€364.24	<a href="#">View Statement</a> <a href="#">View Invoices</a>
<input type="checkbox"/>		31/12/2023	€767.99	<a href="#">View Statement</a> <a href="#">View Invoices</a>
<input type="checkbox"/>		30/11/2023	€1,040.27	<a href="#">View Statement</a> <a href="#">View Invoices</a>
<input type="checkbox"/>				<a href="#">View Statement</a>

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

## Open Transactions

## Statements &amp; Invoices

Below is a list of the past 2 years of Statements and the related invoices per statement.



Total Results: 12 Items

[Download PDF File](#)

<input type="checkbox"/> All	Statement Number ▲	Date ▼	Statement Balance ▲	
<input checked="" type="checkbox"/>		29/02/2024	€566.22	<a href="#">View Statement</a> <a href="#">View Invoices</a>
<input checked="" type="checkbox"/>		31/01/2024	€364.24	<a href="#">View Statement</a> <a href="#">View Invoices</a>
<input type="checkbox"/>		31/12/2023	€767.99	<a href="#">View Statement</a> <a href="#">View Invoices</a>
<input type="checkbox"/>		30/11/2023	€1,040.27	<a href="#">View Statement</a> <a href="#">View Invoices</a>
<input type="checkbox"/>		30/10/2023	€566.22	<a href="#">View Statement</a>

**16. Select checkboxes to Download PDF file**

# Need Help?



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

