



# Shopping Lists

 Let's get started



# Shopping lists make re-ordering easy!

Shopping lists allow you to create curated lists that can easily be added to your basket. You have the option to share shopping lists with your entire organization, accessible locations or keep them only visible to you!

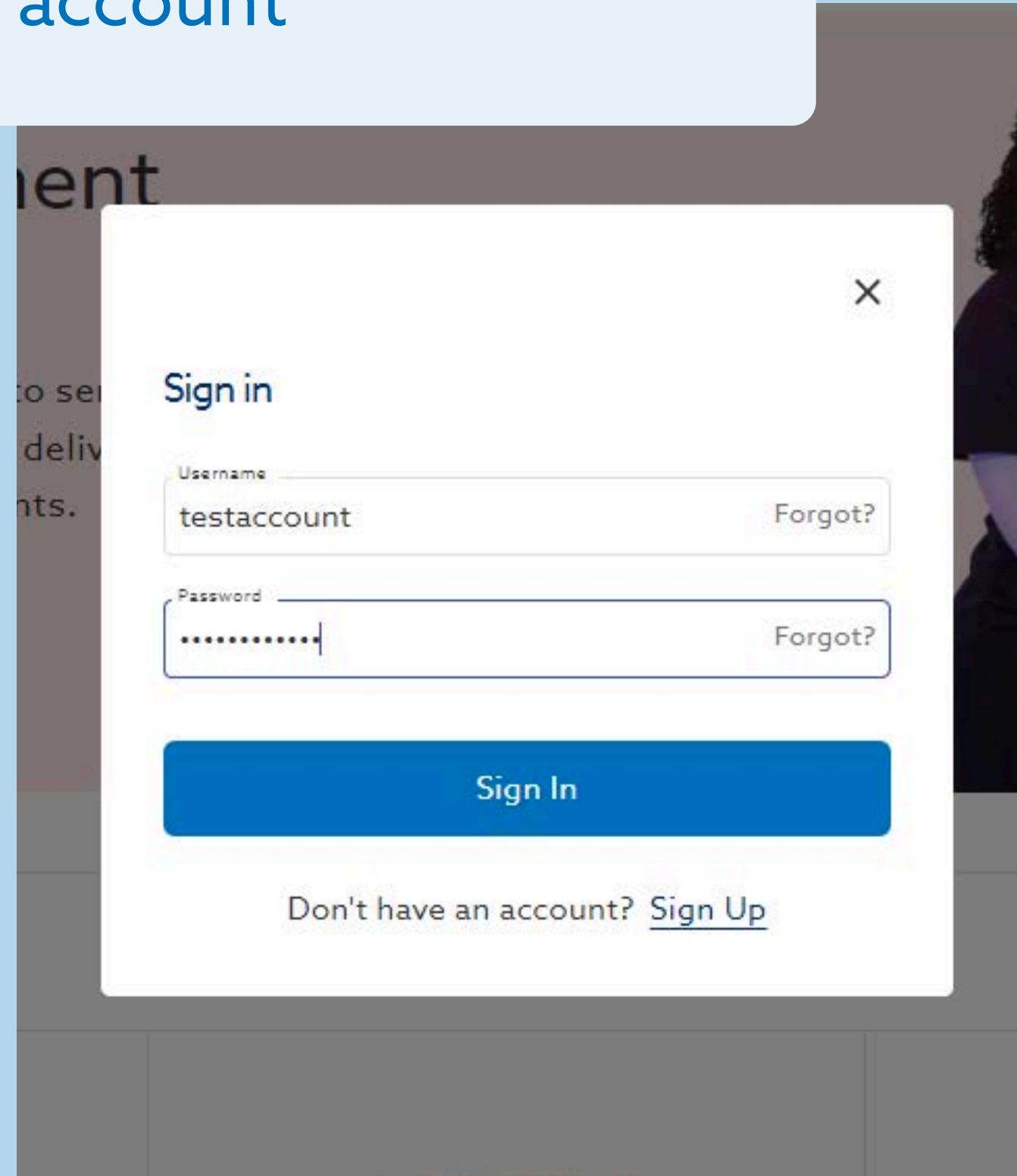
You can create new shopping lists or add to existing lists in the following areas of the website:

- **Account Dashboard**
- **Item History**
- **Basket**
- **Quick View**
- **Product Details Page**

**Learn How**

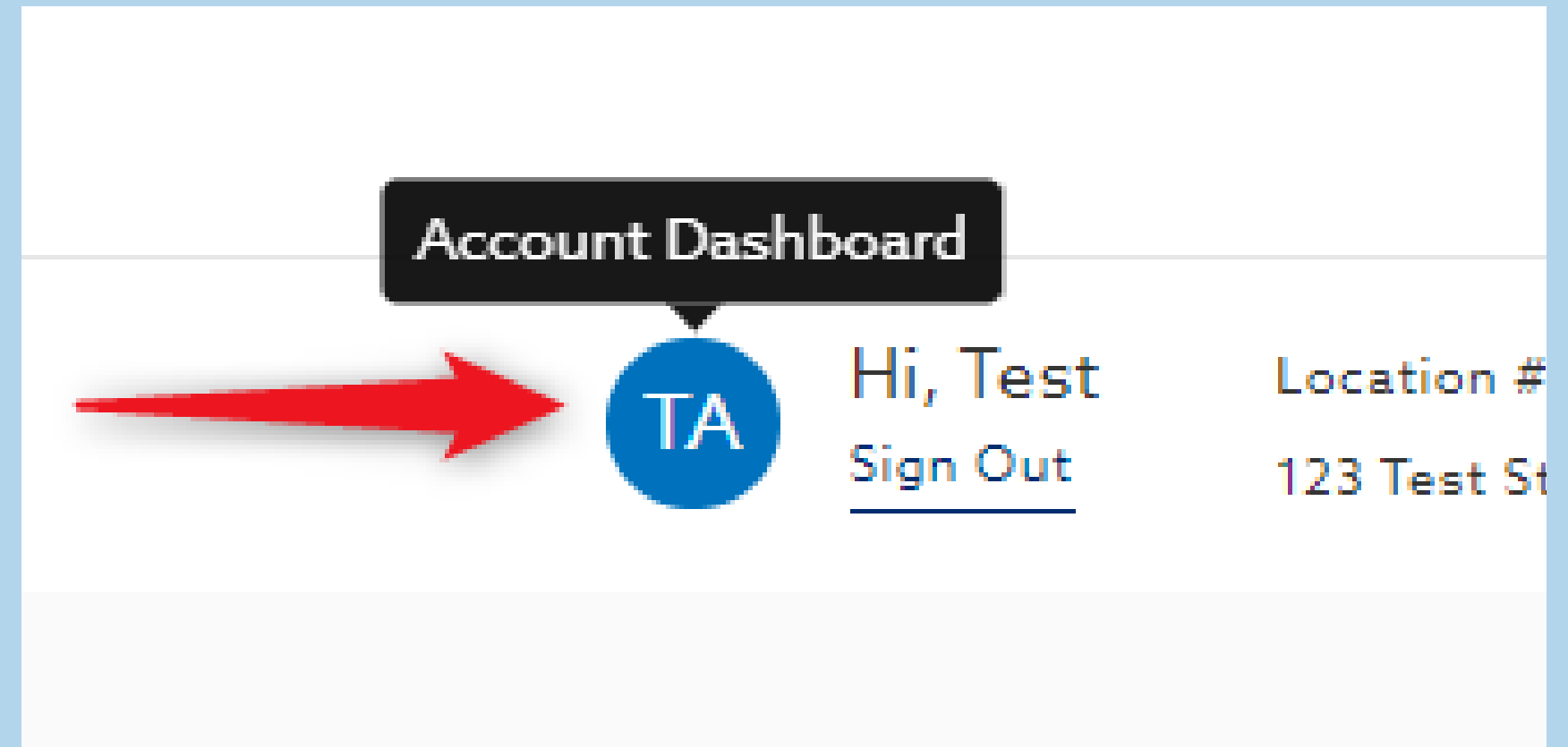


1. **Sign in** to your account



A screenshot of a sign-in modal form. The modal 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, it says "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 "Sign Out" link. Further to the right, the text "Location # 123 Test St" is visible.

Account Dashboard >

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

Account > My Lists & Favourites

## My Lists & Favourites

Shopping Lists & Favourites can help you keep track of items and make re-ordering simple & easy! Manage your own lists or view/reorder from Shopping Lists shared with you.

**Shopping Lists** Favourites

Below is a list of all shopping lists you have created or have access to. Create a new list, edit existing ones or simply add the list you would like to purchase to your shopping basket.

[Create New](#)

[Hide/Delete Lists](#)

**Filter**  Show hidden lists

Search Shopping List

Show 24 Per Page

Total Results: 1 items

Shopping Lists (1) ▲	Products ▲	Created By ▲	Last Modified ▲	Editing Permissions ▲
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### 3. Select My Lists & Favourites

On the **Shopping Lists** tab, view all lists you have created or have access to

Account Dashboard >

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

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Account > My Lists & Favourites

## My Lists & Favourites

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### Shopping Lists

### Favourites

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[Create New](#) [Hide/Delete Lists](#)

**Filter**  Show hidden lists  [Show 24 Per Page](#)

Total Results: 2 items

Shopping Lists (2) ▲	Products ▲	Created By ▲	Last Modified ▲	Editing Permissions ▲	
<a href="#">Shopping List #1</a>	1		15/11/2024	Only Me	<a href="#">View &amp; Edit</a>
<a href="#">Shopping List #2</a>	2		18/11/2024	User with Edit Access	<a href="#">View &amp; Edit</a>

4. Your access to each shopping list is noted under **Editing Permissions**

- Account Dashboard >
  - Orders & Returns
  - 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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Account > My Lists & Favourites

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[Create New](#)

[Hide/Delete Lists](#)

**Filter**  Show hidden lists

[🔍](#)

[Show 24 Per Page](#) ▾

Total Results: 1 items

Shopping Lists (1) ▲	Products ▲	Created By ▲	Last Modified ▲	Editing Permissions ▲
<a href="#">Shopping List #1</a>	1		15/11/2024	Only Me <a href="#">View &amp; Edit</a>

1

**5. Easily locate shopping lists by utilizing the search bar**

Account Dashboard >

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

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Account > My Lists & Favourites

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### Favourites

Below is a list of all shopping lists you have created or have access to. Create a new list, edit existing ones or simply add the list you would like to purchase to your shopping basket.

Create New

Hide/Delete Lists

Filter

Show hidden lists

Search Shopping List

Show 24 Per Page

Total Results: 1 items

Shopping Lists (1) ▲	Products ▲	Created By ▲	Last Modified ▲	Editing Permissions ▲	
<a href="#">Shopping List #1</a>	1		15/11/2024	Only Me	<a href="#">View &amp; Edit</a>

6. Select **Create New** to build a new shopping list

Account Dashboard >

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

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## My Lists & Favourites

Shopping Lists & Favourites can help you keep track of items and make re-ordering simple & easy! Manage your own lists or view/reorder from Shopping Lists shared with you.

Shopping List Information

Enter a List Name

Shopping List #2

Select a Sharing Option

Do not share

Users within my accessible locations  
(ie., everyone at practice locations where I can order)

All users within my organisation  
(ie., everyone in my entire company and related companies)

Cancel Continue

## 7. Enter a list name and select a sharing option



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

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## My Lists & Favourites

Shopping List Title	Total Products	Made Available	Last Modified	Sharing
Shopping List #2	0	15/11/2024	15/11/2024	Do not share

[Edit List Details](#)

[Delete List](#)

### Products

Add by Item Code

Item code goes here

Add to Shopping List

My List: Shopping List #2

Add To Basket

Filter

Search shopping list



Show 24 per page

Total Results: 0 items

[Clear All](#)

[Upload Excel File](#)

[Download Excel File](#)

Product

Price

Preferred

Reorder Quantity

Last Purchased

Availability

8. On the shopping list details page, add products by **item code** or **file upload**

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## Products

Add by Item Code

Add to Shopping List

My List: Shopping List #2

Add To Basket

Filter



Show 24 per page ▾

Total Results: 2 items

[Clear All](#)

[Upload Excel File](#)

[Download Excel File](#)

Product ▲

Price

Preferred ▼

Reorder Quantity ▼

Last Purchased ▼

Availability



ACCLEAN Straight  
Toothbrush 72pk

5702837 EA  
Henry Schein



×

− 1 +

In Stock

[Add To Basket](#)

[Remove](#)



Cyber Gloves Blue  
Nitrile Powder-Free

[Add To Basket](#)

9. Delete products in your list by selecting **Remove** and manage products in your list by updating the **Quantity**

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## Products

Add by Item Code

Add to Shopping List

My List: Shopping List #2

Add To Basket

Filter



Show 24 per page ▾

Total Results: 2 items

[Clear All](#)

[Upload Excel File](#)

[Download Excel File](#)

Product ▲

Price

Preferred ▼

Reorder Quantity ▼

Last Purchased ▼

Availability



ACCLEAN Straight  
Toothbrush 72pk

5702837 EA  
Henry Schein

×

− 1 +

In Stock

Add To Basket

[Remove](#)



Cyber Gloves Blue  
Nitrile Powder-Free

[Add To Basket](#)

**10. Select **Add to Basket** at the top of the page to add the entire list to your basket or aside each item to add individual products to your basket**

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

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## My Lists & Favourites

Shopping List Title	Total Products	Made Available	Last Modified	Sharing
Shopping List #2	2	15/11/2024	15/11/2024	Do not share

[Edit List Details](#)

[Delete List](#)

### Products

Add by Item Code

Item code goes here

Add to Shopping List

My List: Shopping List #2

Add To Basket

Filter

Search shopping list



Show 24 per page

Total Results: 2 items

[Clear All](#)

[Upload Excel File](#)

[Download Excel File](#)

Product

Price

Preferred

Reorder Quantity

Last Purchased

Availability

## 11. If your permissions allow:

- Select **Edit List Details** to manage list access
- Select **Delete List** to remove shopping list

In other areas of the site,  
you can:

- **Create a new shopping list**

or

- **Add to existing shopping lists**

Save to a Shopping List

Select An Existing Shopping List(s)

Create A New Shopping List

Please enter a Shopping List name .

Sharing Options

Save

These places include →

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

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# Orders

Summary of orders placed for all locations you have been assigned. The orders represented were either created by you or by another user in your organisation with similar shipping location assignment. You can select Submitted orders, Unplaced orders, Approvals, Returns, Item History or Future & Recurring orders by clicking on the headers below.


Submitted Orders   Unplaced Orders   Approvals   Returns   **Item History**   Future & Recurring

[Add to Basket](#)

**Filter**   Date Range  -  [Apply](#)   Search     Show 10 per page

Total Results: 1 items

[Add To Shopping List](#)

Product Description ▲	Last Purchased Price	Preferred	Average Purchased Quantity	Last Purchased ▼	Availability	Quantity
 Criterion Gloves Latex Powder-Free Aloe Vera Green X-Small 100pk <b>9002871</b>		X		12/09/2024 1 EA	In Stock	<input type="text" value="1"/> <a href="#">Add To Basket</a>

## From your Item History

Account Dashboard - Orders & Returns - Item History tab

# Shopping Basket(2):

Created on 30/09/2024

Last modified on 15/11/2024

[Clear This Basket](#)

[Save To Shopping List](#)

[Upload Excel File](#)

[Download Excel File](#)

Item code goes here

- 1 +

Add To Basket

Sort by Most Recently Added

Items (1 Items)



Criterion Gloves Latex Powder-Free  
Aloe Vera Green X-Small 100pk

9002871 Henry Schein

Item Price

In Stock

Quantity

1

€7.49



[Add To Shopping List](#)

## From your **Basket**

# Add your **entire basket** or **individual items** to a shopping list

- Henry Schein Brands & Exclusives
  - Henry Schein Brands
- Category (2)
- Gloves
  - Infection Control
- Sub Category (9)

Showing

**Quick View**

Criterion Gloves Latex Powder-Free Medium 100pk  
506646 Henry Schein-HSC8100M

**In Stock**

★★★★★  Compare

- 1 + **Add To Basket**



### Criterion Gloves Latex Powder-Free Medium 100pk

506646 Henry Schein-HSC8100M



Sterile	Latex	Material	Type	Pack Qty
No	Yes	Latex	Powder-Free	100

Size

X-Small	Small	Medium	Large
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Colour

Natural

In Stock

Quantity - 1 +



Add To Shopping List

Add To Basket

From the product **Quick View**



# Criterion Gloves Latex Powder-Free Medium 100pk

506646 Henry Schein- HSC8100M

★ ★ ★ ★ ★ No Reviews

Compare



Sterile

No

Latex

Yes

Material

Latex

Type

Powder-Free

Pack Qty

100

Size

X-Small

Small

Medium

Large

Colour

Natural

In Stock

Quantity  1

Add To Shopping List

Add To Basket

[Add to Recurring Order](#)

From the **Product Details Page**

# Need Help?



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

