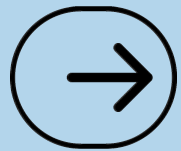# Henry Schein®

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 organization.

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

1. **Sign in** to your account

2. Navigate to your **Account Dashboard**

Account Dashboard ›

Orders

Statements & Payments

Messaging Center

My Catalogs

My Redemption Reminders

My Lists & Favorites

Rewards

My Organization

Verifications Hub

Budget Management

My Reports

Advanced Account Management

Account ▸ My Organization

My Organization

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

Locations   Users   Approval Workflow   Licenses   Settings & Preferences   Order Messages   Item Messages

Office Locations

Add Office Location

Below is a list of all the locations associated to your User Profile. To view or modify an office location, click its view/edit link.

Total Results: 1 items

Search locations 🔍   Show 25 per page ▾

Location Name ▲	Nickname ▲	Address ▲	Shipping Account ▲	Billing Account ▲	Users	
Test Acct Two	526 Congaree Rd	526 Congaree Rd Greenville 29607			11	View/Edit

Feedback

3. Select **My Organization**

Account ▸ My Organization

My Organization

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

Account Dashboard >

- Orders
- Statements & Payments
- Messaging Center
- My Catalogs
- My Redemption Reminders
- My Lists & Favorites
- Rewards
- **My Organization**
- Verifications Hub
- Budget Management
- My Reports
- Advanced Account Management

| Locations | Users | Approval Workflow | Licenses | Settings & Preferences | Order Messages | Item Messages |

Office Locations

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Search locations 🔍   Show 25 per page ▾

Location Name ▲	Nickname ▲	Address ▲	Shipping Account ▲	Billing Account ▲	Users	
Test Acct Two	526 Congaree Rd	526 Congaree Rd Greenville 29607			11	View/Edit

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

Account › My Organization

My Organization

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

Locations   Users   Approval Workflow   Licenses   Settings & Preferences   Order Messages   Item Messages

Account Dashboard

- Orders
- Statements & Payments
- Messaging Center
- My Catalogs
- My Redemption Reminders
- My Lists & Favorites
- Rewards
- **My Organization**
- Verifications Hub
- Budget Management
- My Reports
- Advanced Account Management

Office Locations

Add Office Location

Below is a list of all the locations associated to your User Profile. To view or modify an office location, click its view/edit link.

Total Results: 1 items

Show 25 per page

Add Location

✕

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

○ Yes   ⦿ No

Location Name ▲	Nickname	...	Account ▲	Users
Test Acct Two	52...		...59	11

Back   **Submit**

View/Edit

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

Orders

Statements & Payments

Messaging Center

My Catalogs

My Redemption Reminders

My Lists & Favourites

My Organization

Rewards

Verifications Hub

Budget Management

My Reports

Advanced Account Management

Settings & Preferences

Log Out

Contact Sales

Office Nickname	Shipping Account Number	Total Users	Created	Status
Location #2	-	-	-	-

Feedback

Address

View and manage the shipping and billing address information for the selected location.

Address Business Details

Profession*
Dental Lab

Business Type*
Other

Specialty*
Full Service

Shipping Address

Location Name*
Location #2

City*
Huntsville

Address Line 1*
123 Test Lane

Zipcode*
35613

Address Line 2

Phone Number*
🇺🇸 ▾ +1   (123) 456-7890

Extension

Select Country*
United States

Select State*
Alabama

6. Enter **Office Nickname** and **Address details**

Address Line 2

+1 (123) 456-7890

Extension

Select Country*
United States

Select State*
Alabama

Billing Address

☐ Same as shipping address

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

Select a Billing Address
Location 1

☑ 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

Feedback

7. Scroll down and fill in **Billing Address** and **PO number preferences**

Contact Sales

123 Test Lane

35613

Address Line 2

Phone Number*
🇺🇸 ▾ +1 (123) 456-7890

Extension

Select Country*
United States ▾

Select State*
Alabama ▾

Billing Address

☐ Same as shipping address

☑ Require Purchase Order Numbers for this billing address

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

⬤ Automatically generate purchase order numbers for all orders.

Select a Billing Address
Location 1 ▾

◯ 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

Feedback

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 Center
- My Catalogs
- My Redemption Reminders
- My Lists & Favourites
- **My Organization**
- Rewards
- Verifications Hub
- Budget Management
- My Reports
- Advanced Account Management
- Settings & Preferences
- Log Out

My Organization

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

| Locations | Users | Approval Workflow | Licenses | Settings & Preferences | Order Messages | Item Messages |

Office Locations

Add Office Location

Below is a list of all the locations associated to your User Profile. To view or modify an office location, click its view/edit link.

Total Results: 2 items

Search locations 🔍

Show 25 per page

Location Name ▲	Nickname ▲	Address ▲	Shipping Account ▲	Billing Account ▲	Users	
Location 1	123 Test Ln	123 Test Ln Decatur 30033			2	View/Edit
Location #2	Location #2	123 Test Lane Huntsville 35613			1	View/Edit

Feedback

9. View your newly created location on the **Locations** tab & select **View/Edit** to manage location details

Account Dashboard ›

- Orders
- Statements & Payments
- Messaging Center
- My Catalogs
- My Redemption Reminders
- My Lists & Favourites
- My Organization
- Rewards
- Verifications Hub
- Budget Management
- My Reports
- Advanced Account Management
- Settings & Preferences
- Log Out

My Organization

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	Edit Details
Location #2		1	08/07/2025	PENDING	Delete

Address	Users	Licenses	Settings and Preferences	Order Messages	Item Messages

Shipping and Billing Addresses

View and manage the shipping and billing address information for the selected location.

Shipping Address

Account Number:

Location #2

123 Test Lane
Huntsville, AL 35613
US

Phone: +1 (123) 456-7890

Ext.

Billing Address

Account Number:

Location #2

123 Test Lane
Huntsville, AL 35613
US

Phone: +1 (123) 456-7890

Ext.

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

Account Dashboard ›

- Orders
- Statements & Payments
- Messaging Center
- My Catalogs
- My Redemption Reminders
- My Lists & Favourites
- My Organization
- Rewards
- Verifications Hub
- Budget Management
- My Reports
- Advanced Account Management
- Settings & Preferences
- Log Out

My Organization

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	Edit Details
Location #2		1	08/07/2025	PENDING	Delete

| **Address** | **Users** | **Licenses** | **Settings and Preferences** | **Order Messages** | **Item Messages** |

Shipping and Billing Addresses

View and manage the shipping and billing address information for the selected location.

Shipping Address

Account Number:

Location #2

123 Test Lane
Huntsville, AL 35613
US

Phone: +1 (123) 456-7890

Ext.

Billing Address

Account Number:

Location #2

123 Test Lane
Huntsville, AL 35613
US

Phone: +1 (123) 456-7890

Ext.

Feedback

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

My Organization

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	Edit Details
Location #2		1	08/07/2025	PENDING	Delete

Account Dashboard ›

- Orders
- Statements & Payments
- Messaging Center
- My Catalogs
- My Redemption Reminders
- My Lists & Favourites
- My Organization
- Rewards
- Verifications Hub
- Budget Management
- My Reports
- Advanced Account Management
- Settings & Preferences
- Log Out

Address   Users   Licenses   Settings and Preferences   Order Messages   Item Messages

Shipping and Billing Addresses

View and manage the shipping and billing address information for the selected location.

Shipping Address

Account Number:

Location #2

123 Test Lane
Huntsville, AL 35613
US

Phone: +1 (123) 456-7890

Ext.

Edit

Billing Address

Account Number:

Location #2

123 Test Lane
Huntsville, AL 35613
US

Phone: +1 (123) 456-7890

Ext.

Edit

Feedback

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

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

Account Dashboard ›

- Orders
- Statements & Payments
- Messaging Center
- My Catalogs
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- Settings & Preferences
- Log Out

My Organization

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	Edit Details
Location #2		1	08/07/2025	PENDING	Delete

Address	Users	Licenses	**Settings and Preferences**	Order Messages	Item Messages

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.

Edit Settings

Default Shipping & Payment Methods

Edit

Default Shipping

Shipping Method
Standard Delivery

Express Checkout
Off

Default Payment Method

Payment Method
Bill On Account

Tax Exempt Status

Not Tax Exempt

This location is not exempt from taxes. Please contact Henry Schein to change your tax status.

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

My Organization

Please modify the location information below as needed and submit any changes. Changes to your address may take 1 business day to be appr... 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 #2		1	08/07/2025	PENDING

Address **Users** **Licenses** **Settings and Preferences** **Order Messages** Iten

Shipping and Billing Addresses

View and manage the shipping and billing address information for the selected location.

Shipping Address

Account Number:

Location #2

123 Test Lane
Huntsville, AL 35613
US

Phone: +1 (123) 456-7890

Ext.

Edit

Billing Address

Account Number:

Location #2

123 Test Lane
Huntsville, AL 35613
US

Phone: +1 (123) 456-7890

Ext.

Edit

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?

- **Contact the Customer Support Team**
- **Chat with us online**