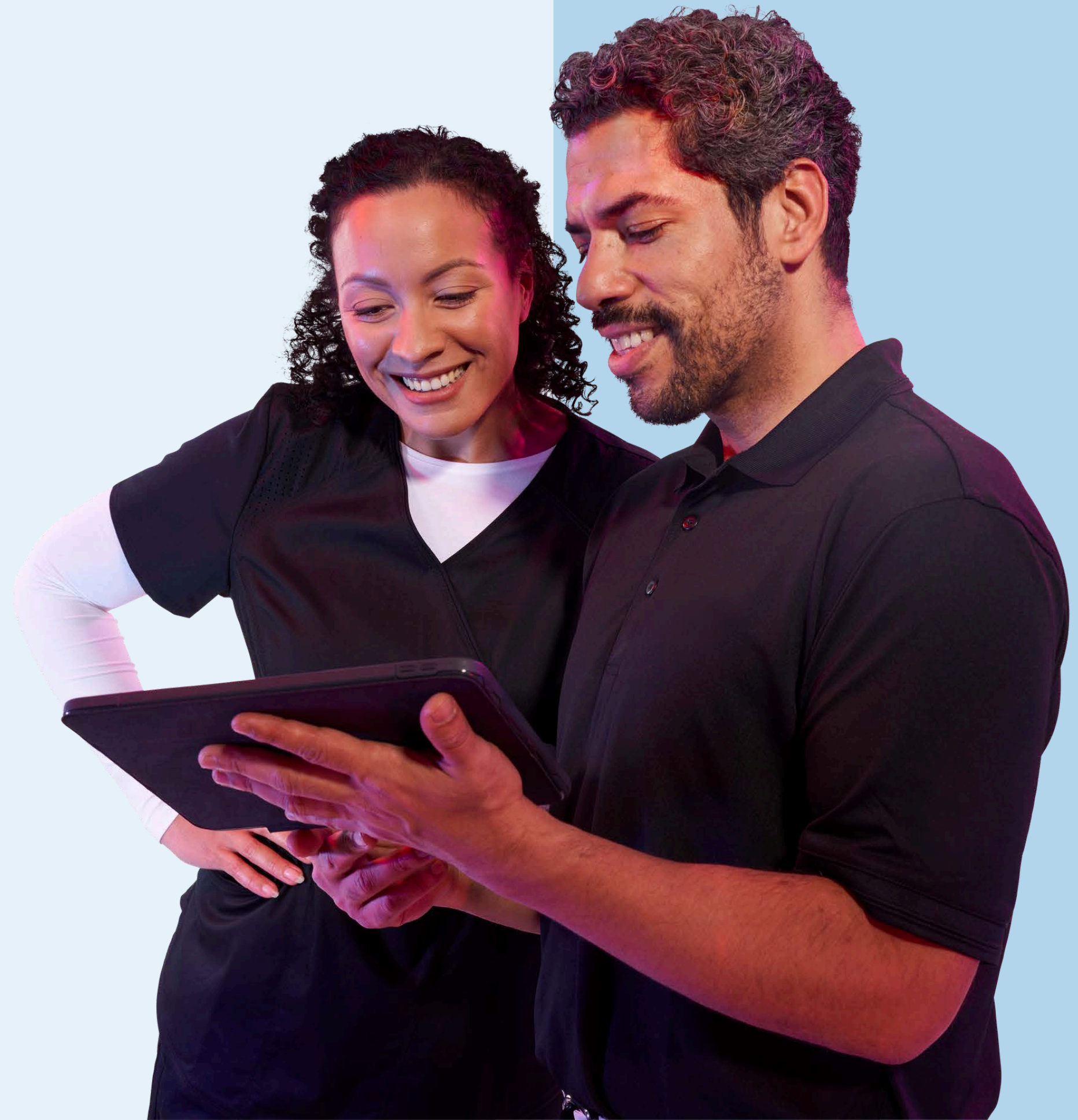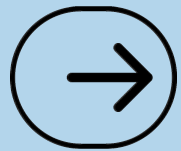# Create a New Catalog

→ Let's get started

Do you know your account permissions?

→

Only users with appropriate permissions can manage catalog 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

Sales & Promotions

Sign in to get started

Username

testaccount   Forgot?

Password (Case Sensitive)

••••••••••••••   Forgot?

Sign In

Week
→

Fina
Learn M

HENRY SCHEIN
DENTAL SUPPLIES
JULY 2022

DENTAL
SUPPLIES

2. Navigate to your **Account Dashboard**

Account Dashboard

DP   Hi, DentalUser ⌃   Test Ac

                                526 Co

Account ▸ My Catalogs

My Catalogs

Below is a list of your catalogs or catalogs to which you have access. Create a new catalog, edit existing ones, or simply select the catalog you would like to browse and click confirm.

Create A New Catalog

Find/Replace Items

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

Your Catalog Preferences

Default Catalog ✓
Medical Export Catalog

Currently Searching
ALL

Catalogs

Edit Default

Below is a list of your assigned catalogs. Click a catalog to view and edit details.

Enable All Catalog Search

While searching & browsing for products, display relevant results found across all your available catalogs!

⬤ Search All Catalogs

Filter

Search catalogs 🔍   Show   25 per page ⌄

Total Results: 9 items

Clear All

Feedback

3. Select My Catalogs

Account ▸ My Catalogs

My Catalogs

Below is a list of your catalogs or catalogs to which you have access. Create a new catalog, edit existing ones, or simply select the catalog you would like to browse and click confirm.

Create A New Catalog

Find/Replace Items

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

Feedback

Your Catalog Preferences

Default Catalog ✓

Medical Export Catalog

Currently Searching

ALL

Catalogs

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Enable All Catalog Search

While searching & browsing for products, display relevant results found across all your available catalogs!

◉ Search All Catalogs

Filter

Search catalogs 🔍 Show 25 per page ⌄

Total Results: 9 items

Clear All

4. Select Create A New Catalog

Criterion Earloop Mask ASTM Level 2 Pink Adult 50/Bx

1049200 Henry Schein Inc.- GCPPKS

★★★★★ No Reviews   ☐ Compare ≡₊ ♡ ⃗ 🖨

Color   **ASTM Level**

| Blue | Lavender | Pink | ASTM Level 2 |

In Stock

Unit of Measure   Quantity

Box ⌄   − 1 +

Est. Delivery Date :   08/04/2025

| Add To Shopping List | Add To Cart |

Add to Recurring Order

ⓘ   **This item is currently unavailable. Please use 1049200 as a substitute.**

Criterion Earloop Mask ASTM
Level 2 Pink Adult 50/Bx

1049200   Henry Schein Inc.-GCPPKS

In Stock

★★★★★   ☐ Compare

Feedback

5. To create a new catalog while browsing products, select the **icon** found on the product listing page and product details page

6. Select **Create A New Catalog** from overlay

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

Account › My Catalogs › New Catalog

New Catalog

Give your new catalog a name and add products to continue.

Catalog Name	Total Products	Made Available	Last Modified	Status	
Catalog Title		-	08/01/2025	Processing	Save
					Cancel

7. Enter desired **Catalog Name** and select **Save**

8. On the catalog details page:
- Select **Edit Details** to modify catalog name
- Select **Delete** to remove catalog

Account ▸ Edit Catalog

My Catalogs

Below is a list of your catalogs or catalogs you have acess to. Create a new catalog, edit existing ones or simply select the catalog you would like to browse or purchase items from and click confirm.

‹ Back to All Catalogs

Catalog Name	Total Products	Users	Made Available	Last Modified	Status	
Catalog 1	0	1	08/02/2025	08/02/2025	Unavailable	Edit Details
						Duplicate
						Delete

Products   Add Item +   Exclusions   +   Users   +

Add by Item Code   Item code goes here   ☐ Preferred   Add To Catalog

☐ Enable Automatic Substitutions ☐ Expand All Substitutes   Upload Excel File   Download Excel File

Filter   Search Products 🔍   Show   10 per page ∨

Total Results: 0 items

9. Quick-Add items to your catalog by entering the item code and selecting **Add to Catalog**

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
- Settings & Preferences

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
- Settings & Preferences

My Catalogs

Below is a list of your catalogs or catalogs you have acess to. Create a new catalog, edit existing ones or simply select the catalog you would like to browse or purchase items from and click confirm.

‹ Back to All Catalogs

Catalog Name	Total Products	Users	Made Available	Last Modified	Status	
Catalog 1	0	1	08/02/2025	08/02/2025	Unavailable	Edit Details
						Duplicate
						Delete

Products   Add Item +   Exclusions   +   Users   +

Add by Item Code   Item code goes here   ☐ Preferred   Add To Catalog

☐ Enable Automatic Substitutions   ☐ Expand All Substitutes   Upload Excel File   Download Excel File

Filter   Search Products 🔍   Show   10 per page ⌄

Total Results: 0 items

Product (0) ⌄   Price ⌄   Preferred   Availability ⌄   Last Purchased ⌄

Feedback

10. Select the checkbox if you want the item to be marked as **Preferred**

Account Dashboard ›

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

Feedback

My Catalogs

Below is a list of your catalogs or catalogs you have acess to. Create a new catalog, edit existing ones or simply select the catalog you would like to browse or purchase items from and click confirm.

‹ Back to All Catalogs

Catalog Name	Total Products	Users	Made Available	Last Modified	Status	
Catalog 1	0	1	08/02/2025	08/02/2025	Unavailable	Edit Details
						Duplicate
						Delete

Products   Add Item +   Exclusions   +   Users   +

Add by Item Code   Item code goes here   ■ Preferred   Add To Catalog

○ Enable Automatic Substitutions   ○ Expand All Substitutes   Upload Excel File   Download Excel File

Filter   Search Products   🔍   Show   10 per page ⌄

Total Results: 0 items

Product (0) ⌄   Price ⌄   Preferred   Availability ⌄   Last Purchased ⌄

11. Select **Add Item** for other options for building your catalog

My Catalogs

Below is a list of your catalogs or catalogs you have acess to. Create a new catalog, edit existing ones or simply select the catalog you would like to browse or purchase items from and click confirm.

‹ Back to All Catalogs

Catalog Name	Total Products	Users	Made Available	Last Modified	Status	
Catalog 1	0	1	08/02/2025	08/02/2025	Unavailable	Edit Details
						Duplicate
						Delete

Add Items to My Catalog Products   Cancel   Confirm

Add Individual Products	Add A Shopping List	Add A Past Order
Add A Manufacturer Or Brand		

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
- Settings & Preferences
- Log Out

Feedback

12. Select an option to **build** your catalog

Criterion Earloop Mask ASTM Level 2 Pink Adult 50/Bx

1049200   Henry Schein Inc.- GCPPKS

★★★★★   No Reviews   ☐ Compare   ☰₊   ♡   ⦻   🖶

Color   **ASTM Level**

| Blue | Lavender | Pink | ASTM Level 2 |

In Stock

Unit of Measure   **Quantity**

Box ⌄   —   1   +

Est. Delivery Date :   08/04/2025

| Add To Shopping List | Add To Cart |

Add to Recurring Order

ⓘ   **This item is currently unavailable. Please use 1049200 as a substitute.**

☰₊

Criterion Earloop Mask ASTM
Level 2 Pink Adult 50/Bx

1049200   Henry Schein Inc.-GCPPKS

In Stock

★★★★★   ☐ Compare

13. Build your catalog while browsing by selecting the **icon** on the product listing page and product details page

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

Products Add Item + Exclusions + Users +

Add by Item Code | Item code goes here | ☐ **Preferred** | Add To Catalog |

☐ Enable Automatic Substitutions ☐ Expand All Substitutes   Upload Excel File   Download Excel File

Filter | Search Products | 🔍 | Show 10 per page ⌄

Total Results: 2 items

Product (2) ▾	Price ▾	Preferred	Availability ▾	Last Purchased ▾	
Criterion Earloop Mask ASTM Level 2 Pink Adult 50/Bx **1049200** Box Henry Schein Inc. #GCPPKS		■	In Stock	N/A	Remove
↳ **Suggested Substitutes**				Add Substitute	Show Details +
Criterion Nitrile Exam Gloves Large Standard Blue Non-Sterile **5703538** Box Henry Schein Inc. #5703538		☐	In Stock	N/A	Remove

15. On the catalog details page, manage your **preferred items**

My Catalogs

My Redemption Reminders

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Log Out

Catalog Name	Total Products	Users	Made Available	Last Modified	Status
Catalog 1	2	1	08/02/2025	08/02/2025	Unavailable

Edit Details

Duplicate

Delete

Products Add Item + Exclusions + Users +

Add by Item Code Item code goes here ☐ **Preferred** Add To Catalog

☐ Enable Automatic Substitutions ☐ Expand All Substitutes

Upload Excel File Download Excel File

Filter Search Products 🔍 Show 10 per page ∨

Total Results: 2 items

Product (2) ▼ Price ▼ Preferred Availability ▼ Last Purchased ▼

Criterion Earloop Mask ASTM Level 2 Pink Adult 50/Bx

1049200 Box

Henry Schein Inc. #GCPPKS

■ In Stock N/A Remove

↳ **Suggested Substitutes** Add Substitute Show Details +

16. Utilize the **search bar** to find items in your catalog
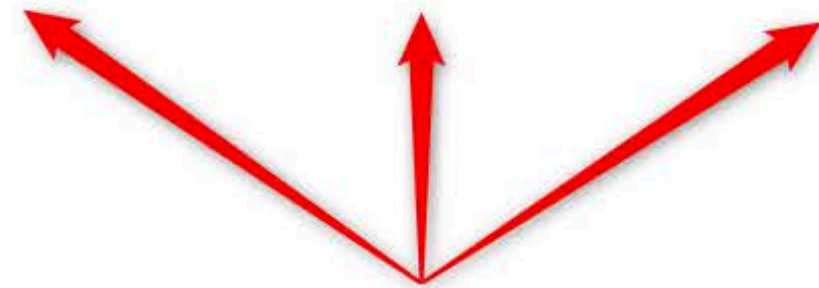
17. Delete items from your catalog by selecting **Remove**

18. On the Exclusions tab, apply **exclusion rules** to your catalog

19. You can exclude items by **Individual Products**, **Manufacturer** or **Category**

20. On the Users tab, view who has **access** to your catalog

Catalog Name	Total Products	Users	Made Available	Last Modified	Status	
Catalog 1	2	1	08/02/2025	08/02/2025	Unavailable	Edit Details
						Duplicate
						Delete

Products   +   Exclusions   +   **Users**   Add Users +

All users added to this list will have view only access, unless granted edit access or having access removed.

Edit Access Rights

Filter

Search 🔍

Show 10 per page ⌄

Total Results:1 items

Upload Excel File   Download Excel File

User ID (1) ▲	User Name ▲	Catalogs ▲	User Rights ▲	Catalog Rights ▲
		10 View Details	ⓓ Requires Approval	View User Profile

Sidebar navigation:
- Messaging Center
- My Catalogs
- My Redemption Reminders
- My Lists & Favorites
- Rewards
- My Organization
- Verifications Hub
- Budget Management
- My Reports
- Advanced Account Management
- Settings & Preferences
- Log Out

21. Share your catalog with users in your organization by selecting **Add Users**

Catalog Name	Total Products	Users	Made Available	Last Modified	Status	Edit Details
Catalog 1	2	1	08/02/2025	08/02/2025	Unavailable	Duplicate
						Delete

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Log Out

Products	+	Exclusions	+	**Users**	Add Users +

All users added to this list will have view only access, unless granted edit access or having access removed.

Edit Access Rights

Filter

Search 🔍

Show 10 per page ∨

Total Results:1 items

Upload Excel File   Download Excel File

User ID (1) ▲	User Name ▲	Catalogs ▲	User Rights ▲	Catalog Rights ▲	
		10 View Details	ⓓ Requires Approval		View User Profile

22. Manage catalog access by selecting **Edit Access Rights**

Need Help?

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