



Locate Invoices

 Let's get started



Do you know your account permissions?

Invoices can be found under the Submitted Orders tab in the Account Dashboard, as well as in the Statements and Payments section.

Only users with appropriate permissions can access the Statements & Payments section 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.



Part 1:

Locate Invoices from Submitted Orders

Learn How



1. Sign in to your account

2. Navigate to your Account Dashboard

Sales & Promotions

×

Sign in to get started

Username

testaccount

Forgot?

Password (Case Sensitive)

.....

Forgot?

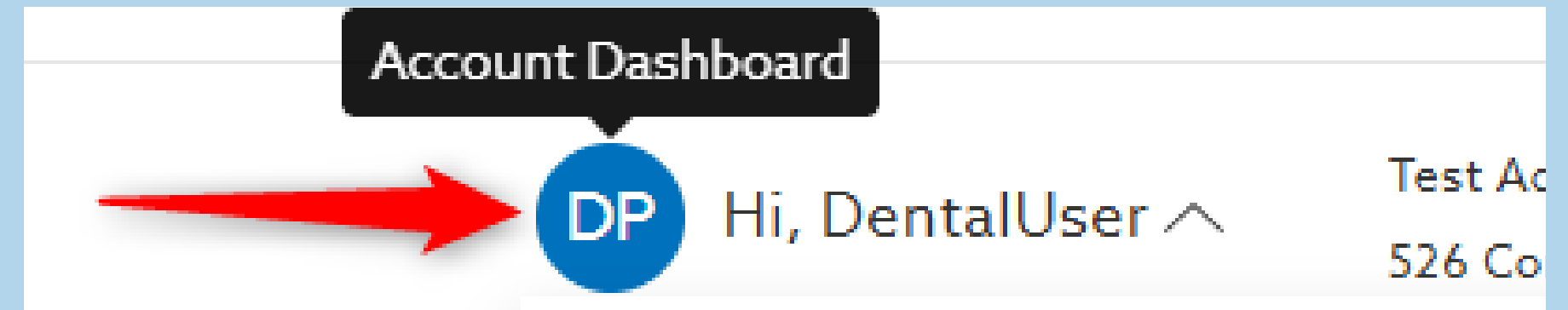
Sign In

Week →

Finan

Learn M

HENRY SCHIEDT
DENTAL SUPPLIES
SOLUTIONS
DENTAL SUPPLIES



Explore All

Dental

Equipment

Solutions & Services

Sales & Promotions

Education & Events

Thrive Rewards

My Dashboard

Order From History

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

Account > Orders

Orders

Summary of orders placed for all locations you have assigned. unplaced orders are open shopping baskets, order return status and create a return, your item purchase history and any future dated or recurring orders that have been setup.

Submitted Orders

Unplaced Orders

Approvals

Future & Recurring

Returns

Item History

Controlled Substances

Filter

Date Range

Apply

Search

25 per page

Total Results: 4 Items #

Download Excel File

Order Reference Number ▲	Order Date ▼	Ordered By	Shipping Account ▲	Order Summary ▲	Order Status	
WEB00432022	08/05/2025		4414505	<div>Subtotal \$88.98</div> <div>Items # 1</div>	Processing	View
				<div>Subtotal \$149.67</div>		

3. Navigate to **Orders**

4. Stay on the **Submitted Orders** tab

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

Orders

Summary of orders placed for all locations you have assigned. unplaced orders are open shopping baskets, order return status and create a return, your item purchase history and any future dated or recurring orders that have been setup.

Submitted Orders

Unplaced Orders

Approvals

Future & Recurring

Returns

Item History

Controlled Substances

Filter

Date Range

Apply

1045701 x

25 per page ▾

Total Results: 2 Items #

Download Excel File

Order Reference Number ▲	Order Date ▼	Ordered By	Shipping Account ▲	Order Summary ▲	Order Status
WEB00632002	08/01/2025	Dental Account	4414570	<div>Subtotal \$149.67</div> <div>Items # 5</div> <div>PO # WEB00632002</div>	Shipped View & Track
WEB00594032	07/28/2025	Dental Account	4414570	<div>Subtotal \$321.40</div> <div>Items # 7</div>	Shipped View & Track

5. On the Submitted Orders tab, you can search by:

- **Item number** to locate invoices that include a specific product
- **Invoice number** to identify the items included in a particular invoice

Orders

Summary of orders placed for all locations you have assigned. unplaced orders are open shopping baskets, order return status and create a return, your item purchase history and any future dated or recurring orders that have been setup.

Submitted Orders

Unplaced Orders

Approvals

Future & Recurring

Returns

Item History

Controlled Substances

Filter

Date Range

Apply

1045701

X

Q

25 per page

Total Results: 2 Items #

Download Excel File

Order Reference Number ▲	Order Date ▼	Ordered By	Shipping Account ▲	Order Summary ▲	Order Status
WEB00632002	08/01/2025	Dental Account	4414570	<div>Subtotal \$149.67</div> <div>Items # 5</div> <div>PO # WEB00632002</div>	Shipped
WEB00594032	07/28/2025	Dental Account	4414570	<div>Subtotal \$321.40</div> <div>Items # 7</div> <div>PO # WEB00594032</div>	Shipped

View & Track

View & Track

6. After executing your search, select **View and Track** to access the associated invoices.

Account ▸ My Orders ▸ WEB00632002

Order WEB00632002

Print Order

Download All Documents Download Excel File Reorder Arrange To Return

Order Summary

Account #4414570	Order Date 08/01/2025	Total \$192.91
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My Redemption Reminders

My Lists & Favourites

My Organization

Rewards

Verifications Hub

Budget Management

My Reports

Advanced Account

Ordered By:
Dental Account

Order Reference Number
WEB00632002

PO#
WEB00632002

Order Status
Shipped

Approval Notes

Shipping Address

Billing Address

Subtotal
\$149.67

Tax
\$14.30

Shipping & Fees
\$28.94

Payment Method
Bill on Account

Download Documents

Select All Deselect All

☒ Invoice

Download

7. On the Order details page, select **Download All Documents** to download all associated invoices, then **Download** on the popup to retrieve a copy of a specific invoice.

Order Items



Product Summary

BioNitrile Exam Gloves X-Small Blue Non-Sterile

Item Number: #1438648

Manufactured By: Pro2 Solutions, Inc

Manufacturer Number: #CR3575

[Download Related Documents](#)

Tracking

Order Quantity: 1

Shipped : 1/1

Invoice: #30753002 08/06/2025

[Track](#)



Product Summary

BioNitrile Exam Gloves Large Blue Non-Sterile

Item Number: #1438651

Manufactured By: Pro2 Solutions, Inc

Manufacturer Number: #CR3578

[Download Related Documents](#)

Tracking

Order Quantity: 1

Shipped : 1/1

Invoice: #30753002 08/06/2025

[Track](#)



Product Summary

Luxe Nitrile Exam Gloves X-Large Azure Blue Non-Sterile

Item Number: #1339225

Manufactured By: Pro2 Solutions, Inc

Manufacturer Number: #CR3669

[Download Related Documents](#)

Tracking

Order Quantity: 1

Shipped : 1/1

Invoice: #30753002 08/06/2025

[Track](#)

8. Alternatively, scroll down to the order items and select the invoice associated with the corresponding item code to download a copy.

Part 2:

Locate invoices on the Statements & Payments dashboard

Learn How



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

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 on Make a Payment.

Billing Account

Location 1

Account Number

#4414569

Address

Last Payment Date

N/A

Last Payment Amount

\$0.00

Auto-Pay

Not Enrolled

Paperless Credits & Invoices

Not Enrolled

e-Statements Enrollment

Not Enrolled

[Switch Billing Account](#)

Manage All Billing Accounts

[Autopay Settings](#)

[Credit Line](#)

[Paperless Credits & Invoices](#)

[E-Statements Enrollment](#)

Future Due \$0.00

Current Due \$192.91

Past Due \$0.00

Total Open Balance \$192.91

Past Due 1-30 Days \$0.00

Past Due 31-60 Days \$0.00

Past Due 61-90 Days \$0.00

Over 90 Days \$0.00

Total Open Balance

\$192.91

[Make A Payment](#)

9. If allowed by your account permissions, navigate to the **Statements & Payments** section of your account dashboard.

Total Open Balance
\$192.91
Last updated: 09/12/2025 as of 11:45:15

Over 90 Days
\$0.00
Last updated: 09/12/2025 as of 11:45:15

[Make A Payment](#)

Statement Summary

Remaining Previous Balance
\$0.00

+

Net Total Recent Activity
\$0.00

=

**Current Balance Of
09/12/2025**
\$0.00

Statements & Invoices

Open Invoices, Credits & Unapplied Cash

Invoices and Credit appear here. Want invoices automatically charged to your Business Checking Account or Credit Card on a monthly basis, [Enable Auto Pay.](#)
Want to receive e-mail e-Statements? [Enroll Now!](#)

[Download PDF File](#) [Download Excel File](#)

[Filter](#)

Date Range - [Apply](#) [Show](#) 25 per page

Total Results: 0 Items

☐ All

Date Posted ▲

Type ▲

Shipping Account ▲


PO Number ▲

Invoice Number ▲

Due Date ▲

Gross ▲

Open ▲



Your account currently does not have data available to display

Feedback

10. Scroll down to view the **defaulted tab**

Statement Summary	Remaining Previous Balance		Net Total Recent Activity		Current Balance Of
	\$0.00	+	\$0.00	=	09/12/2025
					\$0.00

Statements & Invoices

Open Invoices, Credits & Unapplied Cash

Invoices and Credit appear here. Want invoices automatically charged to your Business Checking Account or Credit Card on a monthly basis, [Enable Auto Pay.](#)

Want to receive e-mail e-Statements? [Enroll Now!](#)

[Download PDF File](#)

[Download Excel File](#)

Filter Date Range - Show 25 per page ▼

Total Results: 0 Items

☐ All **Date Posted** ▲ **Type** ▲ **Shipping Account** ▲ **PO Number** ▲ **Invoice Number** ▲ **Due Date** ▲ **Gross** ▲ **Open** ▲



- # 11. On the **Open Invoices, Credits & Unapplied Cash** tab, search by
- Shipping Account #
 - PO Number
 - Invoice Number

Past Due	\$0.00	Past Due 61-90 Days	\$0.00	Make A Payment
Total Open Balance	\$192.91	Over 90 Days	\$0.00	
Last updated: 09/12/2025 as of 11:45:15		Last updated: 09/12/2025 as of 11:45:15		

Statement Summary	Remaining Previous Balance	+	Net Total Recent Activity	=	Current Balance Of 09/12/2025
	\$0.00		\$0.00		\$0.00

Statements & Invoices

Open Invoices, Credits & Unapplied Cash

Invoices and Credit appear here. Want invoices automatically charged to your Business Checking Account or Credit Card on a monthly basis, [Enable Auto Pay](#).

Want to receive e-mail e-Statements? [Enroll Now!](#)

[Download PDF File](#) [Download Excel File](#)

Filter

Date Range

 -

Apply



Show 25 per page

Total Results: 0 Items

☐ All [Date Posted](#) [Type](#) [Shipping Account](#) [PO Number](#) [Invoice Number](#) [Due Date](#) [Gross](#) [Open](#)



12. Select the desired checkboxes, then click **Download PDF** to retrieve copies of your selected invoices.

Total Open Balance\$192.91
Last updated: 09/12/2025 as of 11:45:15

Over 90 Days\$0.00
Last updated: 09/12/2025 as of 11:45:15

Make A Payment

Statement Summary

Remaining Previous Balance\$0.00

+

Net Total Recent Activity\$0.00

=

Current Balance Of 09/12/2025\$0.00

Statements & Invoices

Open Invoices, Credits & Unapplied Cash

Invoices and Credit appear here. Want invoices automatically charged to your Business Checking Account or Credit Card on a monthly basis, [Enable Auto Pay.](#)
Want to receive e-mail e-Statements? [Enroll Now!](#)
[Download PDF File](#)

Filter

Date Range

-

Apply

Total Results: 2 Items

<input type="checkbox"/> All	Statement Number ▲	Date ▲	Statement Remaining Balance ▲	
<input type="checkbox"/>	57278082	08/31/2025	\$192.91	<div>View Statement View Transactions</div>
<input type="checkbox"/>	53241652	07/31/2025	\$0.00	<div>View Statement View Transactions</div>

13. Select the **Statements & Invoices** tab and **View Transactions** to download specific invoices.

Total Open Invoices and Charges: \$192.91


Pay Total Statement Balance

To make payments, click the checkbox next to each invoice to be paid, then click the Make Payment button.

Invoices

Filter

Search



Show 250

Save E-Receipts

Save Invoices

Download Excel File

Total Results: 1 Items

ClearAll

<input type="checkbox"/>	Date ▲	Type ▲	Invoice Number ▲	Shipping Account Number ▲	Shipping Account Nickname ▲	PO Number ▲	Due Date ▲	Gross ▲	Open ▲	
<input type="checkbox"/>	2025/08/06	Invoice	30753002	4414570	123 Test Ln	WEB00632002	09/16/2025	\$192.91	\$192.91	Track

13. On the **View Transactions** tab, search by:

- Shipping Account #
- Shipping Account Nickname
- PO Number
- Invoice Number
- Gross and Open

Account ▸ Statements & Payments ▸ Transactions

Transactions For Statement#57278082

Total Open Invoices and Charges: \$192.91

To download invoices, click the check box next to each invoice to be downloaded, then click the Download Excel File button or the Download PDF File button.

To make payments, click the checkbox next to each invoice to be paid, then click the Make Payment button.

[Pay Total Statement Balance](#)

Invoices

[Save E-Receipts](#) [Save Invoices](#) [Download Excel File](#)

[Filter](#)

Search



Show 250

Total Results: 1 Items

[ClearAll](#)

<input type="checkbox"/>	Date ▲	Type ▲	Invoice Number ▲	Shipping Account Number ▲	Shipping Account Nickname ▲	PO Number ▲	Due Date ▲	Gross ▲	Open ▲	
<input type="checkbox"/>	2025/08/06	Invoice	30753002	4414570	123 Test Ln	WEB00632002	09/16/2025	\$192.91	\$192.91	Track

12. Select the desired checkboxes, then click **Save Invoices to retrieve copies.**

Need Help?



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

