

# **ARIBA: Punchout Catalog Navigation—Henry Schein**

The Henry Schein catalog contains dental equipment and supplies.

This document will review tips for effectively using the Henry Schein catalog. Click the blue links to navigate to different sections of the document.

- Back to Top—Return here
- Ordering Information—Enter your order in time for next-day delivery, and when to order outside of Ariba
- **<u>Technical Requirements</u>**—Set required web browser, security, and pop up-settings
- Access the catalog—Locate and enter the Henry Schein catalog
- <u>Common Actions</u>—Locate the Henry Schein catalog feature to complete a desired task
- Landing Page Features—Locate and use the Henry Schein catalog tools



## Ordering Information

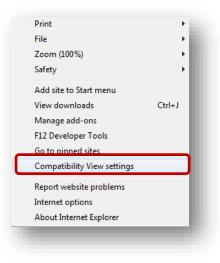
- 1. Enter your Henry Schein order by 10:00 a.m. for the best chance at next day delivery.
- 2. Follow up with approvers as needed.
- 3. Orders that are fully approved and sent to Henry Schein by 3:00 p.m. will typically be delivered the next day.
- 4. Follow up with Procurement immediately regarding any delivery delays.
- 5. Items with a Henry Schein part number starting with 997 are ordered directly through the Henry Schein store, not through Ariba.

### **Technical Requirements**

- 1. Web Browser—use Internet Explorer (IE) Version 11 in compatibility mode.
  - a. Set compatibility mode in IE via 'Tools' → 'Compatibility View settings' and add 'nova.edu' to the list of web sites.
    - i. Locate and click on the tools icon in the upper-right-hand corner of your IE browser window.



ii. Click on 'Compatibility View settings.'





iii. Type 'nova.edu' into the 'Add this website' and click 'Add.'

Compatibility View Settings	×
Change Compatibility View Settings	
Add this website:	
nova.edu	Add
Websites you've added to Compatibility View:	
	Remove
Diselau iskaast sites in Coursetikiitu Visuu	
Display intranet sites in Compatibility View	
Use Microsoft compatibility lists Learn more by reading the Internet Explorer privacy s	tatement
contraste by reading the <u>internet explorer privacy s</u>	<u>arcenterne</u>
	Close
	Ciuse

- 2. Pop Up Settings—Allow pop ups from this catalog in IE via Tools→Internet options→ Privacy→ Pop-up Blocker Settings→Add 'www.henryschein.com' to allowed sites.
  - i. Locate and click on the tools icon in the upper-right-hand corner of your IE browser window.



ii. Click on 'Internet options.'

Print File Zoom (100%)	* * *
Safety	+
Add site to Start menu	
View downloads	Ctrl+J
Manage add-ons	
F12 Developer Tools	
Go to pinned sites	
Compatibility View settings	
Report website problems	
Internet options	
About Internet Explorer	



iii. Click on the 'Privacy' tab, then 'Settings.'

Internet Options
General Security Privacy Content Connections Programs Advanced
Settings
Select a setting for the Internet zone.
Medium
Blocks third-party cookies that do not have a compact privacy policy     Blocks third-party cookies that save information that can be used to contact you without your explicit consent     Restricts first-party cookies that save information that can be used to contact you without your implicit consent
Sites Import Advanced Default
Location
Pop-up Blocker
Turn on Pop-up Blocker
InPrivate
OK Cancel Apply

iv. Type 'www.henryschein.com' into the 'Address of website to allow' box and click 'Add.'

xceptions Pop-ups are currently blocked. You can allow pop- websites by adding the site to the list below.	ups from specific
Address of website to allow:	
www.henryschein.com	Add
Allowed sites:	
service.ariba.com	Remove
	Remove all
otifications and blocking level:	
✓ Play a sound when a pop-up is blocked.	
Show Notification bar when a pop-up is blocked.	
Blocking level:	
Medium: Block most automatic pop-ups	-
eam more about Pop-up Blocker	Close

- 3. Set your default address to the appropriate DEN ship to using the Ariba Floor, Room, and Phone instructions.
- 4. Communicate license information for all accounts ordering Rx or 'professional use only items' to Procurement.



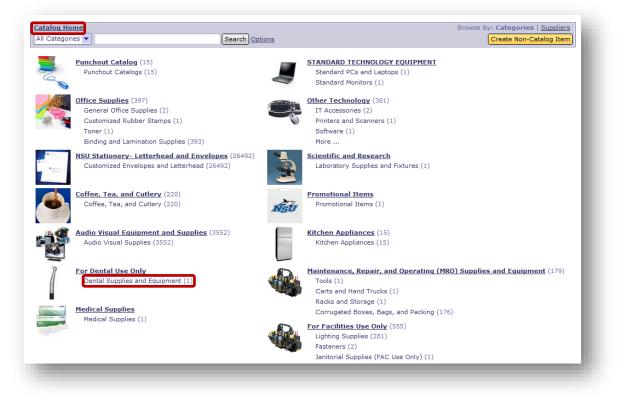
#### **Access the Henry Schein Catalog**

 Log into Ariba at <u>https://ariba.nova.edu</u> and click 'Create' → 'Requisition' at the top of the page, or through Common Actions.



#### 2. Catalog Home page

a. Click on 'Dental Supplies and Equipment' under 'For Dental Use Only.'



b. Click on 'PunchOut to Henry Schein production site.'

Catalog Home For Dental Use Only  Search Options	Create Non-Catalog Item
our search path: <u>All Categories</u> > <u>For Dental Use Only</u> > Dental Supplies and Equipment	
P Supplier Punchout Catalog Resources	
Henry Schein Inc (1)     PunchOut to Henry Schein production site	
	Shorten View



SPEND MANAGEMENT

### **Common Actions**

- 1. Place an order.
  - a. Locate and add items to your cart.
    - i. To search for items by description or manufacturer part number, go to <u>Search Box</u>.
    - ii. To browse items by category or manufacturer, go to Browse Supplies.
    - iii. To add items using the Henry Schein part number, go to <u>Quick Order</u> or <u>Speed Entry</u>.
    - iv. To add items from a personal or NSU-wide list, go to <u>Shopping Lists</u>.
    - v. To place an order using a previous order, go to Order Status.
  - b. To review and edit the items in your cart, go to <u>My Order</u>.
  - c. To complete your purchase by checking out to your Ariba requisition, go to Check Out.
- 2. Return to Landing Page—Click 'Home' or 'Browse Supplies.'
- 3. Track an Order—Click '<u>Order Status'</u> in the sidebar.
- 4. Other Henry Schein catalog tools—Review Landing Page Features for more Henry Schein punchout catalog tools.

#### Landing Page Features

- 1. Masthead
  - a. <u>Search box</u>
    - b. <u>Home</u>
    - c. <u>My Order</u>
- 2. Sidebar
  - a. Quick Order/Order by Item Code
  - b. Browse Supplies
  - c. Speed Entry
  - d. Shopping Lists
  - e. My Order
  - f. Order Status

Search:	Go 🔲 within Items Purchased   Search Options		
debar	#: 1698731 - 3200 S University Dr	ji My	Order: 0 item(s), \$0.00
Supplies & Small Equipment Item Code Qty:	Browse Supplies		
Enter More Browse Supplies Speed Entry Shopping Lists My Order • Order Status	Categories         Manufacturers           Acrylics         Acrylics           Alloys         Anesthetics           Articulating Products         Burs           Cosmetic Reliners         Cosmetic Dentistry           Crown & Bridge Products         Diamotic           Diamotic         Diamotic           Diamotic         Diamotic           Diamotic         Diamotics           Evacuation         Endodontics           Healthus Realty & OTC Products         Healthus Products           Implants         Implants           Intracrol Content Supplies         Indexions           Intracrol Conterts         Laboratory Faujonent	Lasers and Accessories Matrix Materials Medical Equipment Miscellaneous Supolies Office Accessories Office Ferektrom 8. Jonitorial Office Furniture 8. Seating Office Supples 8. Essentials Office Technology Orthodomic Specialty Prods. Patient 8. Staff Education Patient 6. Staff Education Patient 8. Staff Education Patient 8. Staff Education Patient 8. Staff Education Patient 8. Staff Education Patient 9. Staff Education Patient 8. Staff Education Patient 8. Staff Education Patient 8. Staff Education Patient 9.	



#### **Search box**

- 1. Type information into the search box and click 'Go' to search by description or manufacturer part number.
  - a. Click 'within Items Purchased' to search only within items previously purchased by NSU.
- 2. Enter quantity and click 'Add to Order' on the top or bottom right to add items to your cart.
- 3. Click on item description to see a detailed view of the item before adding it to your cart.
  - a. Click related products to view additional related items.
  - b. Scroll through the detailed view to review order history, images, and item details.

Search carbide bur 1/4	Go within Items Purchased Search Options		
tome   Welcome, Nova SE Dental Store - Acct#: 169	98731 - 3200 S University Dr		译 My Order: <u>0 item(s), \$0.0</u>
	Search Results: carbide bur 1/4		
Online Catalog Supplies & Small Equipment	Browse Supplies > Search Results		Add to Order
	Narrow Results by: Category   Manufacturer   Starts With		
	Show Images Show Pricing		
	Supplies: (17)		Sort by: Last Purchased Pre-
3. 5	NTI Carbide Bur HP 1/4.5/Pk (2285817)           Axis Dental Corp (H1-005HP)	Item Status	Price         Qty         Last methodsed           1 @ \$11.30         PK         1 PK on 10/8/2014           Contract         PK         1 PK on 10/8/2014
	Alpen Carbide Bur FG 1/4 10/Pk (8880088) Coltene/Whaledent (R1001/4)	•	1 @ \$17.99 Contract
	Alpen Carbide Bur RA 1/4 10/Pk (8880214) Coltene/Whaledent (R2001/4)	٠	1 @ \$17.99 Contract
	Alpen Carbide Surgical Bur FG 1/4 10/Pk (8880338) Coltene/Whaledent (R5001/4)	•	1 @ \$16.38 Contract





### Home

1. Click 'Home' at any time to return to the <u>landing page</u>.

HENRY SCHEIN*	English   <u>Español</u> 🚔 <u>Contact Us</u> ? <u>Help</u>
Search: Goo 📱 within Items Purchased   Search Options	
<mark>Home I Welcome.</mark> Nova SE Denta Störe - Acct≠: 1698731 - 3200 S University Dr	`닭 My Order: <u>0 item(s), \$0.00</u>

### **Quick Order**

- 1. Enter Henry Schein part number and quantity and click 💽 to add one item to your cart.
  - a. Click 'Enter More' to add up to 20 items to the cart by part number.
    - b. Enter Henry Schein part number and quantity.
    - c. Click 'Add to Order' to add these items to your cart.
    - d. Click the hyperlink next to <u>'My Order'</u> to view your cart and continue to <u>check out</u>.

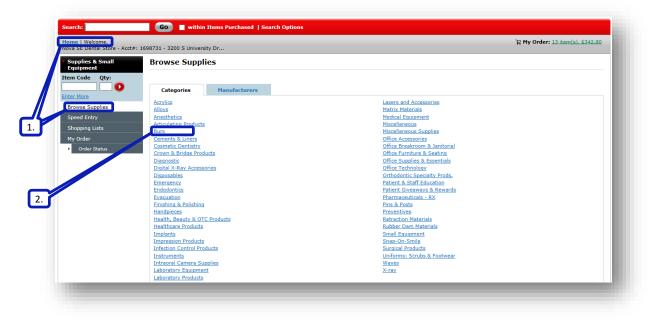
HENRY SCHEIN*	NSU NETWORK	English   Español 😂 Contact Us 🤌 ? E
Search:	😡 🔳 within Items Purchased   Search Options	
Home   Welcome, Nova SE Dental Store - Acct#	1698731 - 3200 S University Dr	读 My Order: <u>0.item(s), \$0.</u>
<ul> <li>Supplies &amp; Small</li> <li>Equipment</li> </ul>	Home	
Item Code Otv: 2285817 1 D	Categories Manufacturers	
Browse Supplies	Acrylics Alloys	Lasers and Accessories Matrix Materials
Speed Entry Shopping Lists	Anesthetics Articulating Products Burs	<u>Medical Equipment</u> <u>Miscellaneous</u> Miscellaneous Supplies
My Order	Cements & Liners Cosmetic Dentistry	Office Accessories Office Recekroom & Janitorial
Order Status	Crown & Bridge Products	Office Furniture & Seating

pplies & Small uppment	Quick Order			d.
Code Qty: More wwse Supplies	Enter up to twenty item codes below a	nd click the add to order button.		Add to Order
eed Entry	Item Code	Qty	Item Code	Qty
opping Lists	1000580	1		
Order	1001003	6		
Order Statu	1004092	2		
	1005870	1		
'Enter More'	1014675	3		
Σ	1019031	2		
ter	1042930	2		
Ļ,	1043809	1		
	1047321	3		
	1071909	2		



#### **Browse Supplies**

- 1. Click 'Browse Supplies' or 'Home' to view supplies by categories or manufacturers.
- 2. Click on a category or manufacturer to view contents.

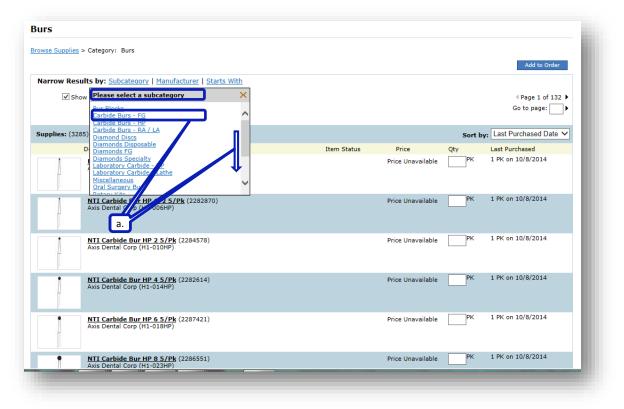


3. To filter these results, click on 'Subcategory,' 'Manufacturer,' and/or 'Starts With.'

Bur	3					
Brows	se Supplies	> Category: Burs				
Na		ults by: Subcategory   <u>Manufacturer</u>   <u>Starts With</u> w Images				Add to Order Page 1 of 13: Go to page:
Sup	oplies: (328	35)			Sort by	/: Last Purchased Date
		Description	Item Status	Price	Qty	Last Purchased
	Å	NTI Carbide Bur HP 1/4 5/PK (2285817) Axis Dental Corp (H1-005HP)		Price Unavailable	РК	1 PK on 10/8/2014
	Å	NTI Carbide Bur HP 1/2 5/Pk (2282870) Axis Dental Corp (H1-006HP)		Price Unavailable	РК	1 PK on 10/8/2014
	ļ	NTI Carbide Bur HP 2 5/Pk (2284578) Axis Dental Corp (H1-010HP)		Price Unavailable	РК	1 PK on 10/8/2014
	l	NTI Carbide Bur HP 4 5/Pk (2282614) Axis Dental Corp (H1-014HP)		Price Unavailable	РК	1 PK on 10/8/2014
	•	NTI Carbide Bur HP 6 5/Pk (2287421) Axis Dental Corp (H1-018HP)		Price Unavailable	РК	1 PK on 10/8/2014
	•	NTI Carbide Bur HP 8 5/Pk (2286551) Axis Dental Corp (H1-023HP)		Price Unavailable	РК	1 PK on 10/8/2014



a. Scroll down the list as needed to select a 'Subcategory,' 'Manufacturer,' and/or 'Starts With.'

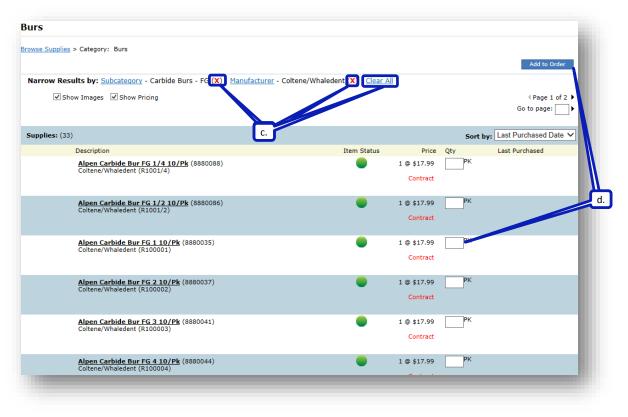


b. Filter further by selecting an additional 'Subcategory,' 'Manufacturer,' or 'Starts With.'

arrow Results by: <u>Subcategory</u> - Carbide Burs - FG (X	)   Manufacturer   Star	ts With I Clear All			Add to Order
Show Please select or Coltene/Whatedent Deteco International Inc	×	<u></u>			✓ Page 1 of 16   Go to page:
pplies: (384) Dentsply Caulk Dentsply Prof-Midwest					Sort by: Last Purchased Date V
D Henry Schein Inc. Meisinger USA		Item Status	Price	Qty	Last Purchased
Miltex-Integra Milter S S White Dentaicinc.		•	1 @ \$11.30	РК	1 PK on 10/8/2014
			Contract		
Alpen <u>arbide Bur FG 1/4 10/Pk</u> (8880088 Colt c/Whaledent (R1001/4)	3)		1 @ \$17.99	PK	



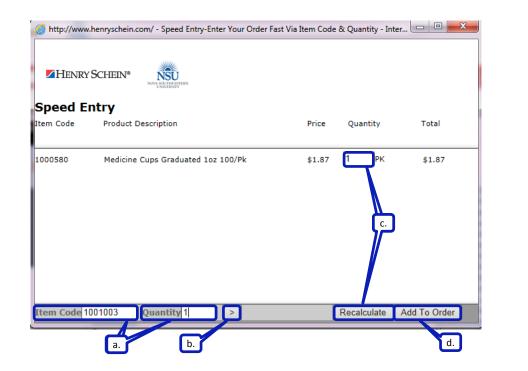
- c. Remove filters by clicking the red X or clicking 'Clear All' as needed.
- d. Adjust quantity and click 'Add to Order' to add items to your cart.





#### **Speed Entry**

- 1. Click Speed Entry in the <u>sidebar</u> to access the Speed Entry pop up.
  - a. Enter the Henry Schein part number and quantity.
  - b. Click the to add the item to your Speed Entry pop up.
  - c. Adjust quantities as needed and click 'Recalculate' to preview changes.
  - d. Click 'Add to Order' to add these items to your cart.



# **Shopping Lists**

- 1. Click 'Shopping Lists' in the sidebar to access or create shopping lists. From this view you can
  - a. Click 'Create New List' to build a new list. Click <u>here</u> for details.
  - b. Click 'View/Modify' to view or update an existing list that you have access to change.i. Click the trash can icon to delete a modifiable list.
  - c. Click 'View' to review an existing list that you do not have access to change.

tome   Welcome, Nova Southeastern Comm	Den - Acct#: 1482184 - 3200 S Univers			資 My Order: <u>0_item(s), \$0.00</u>
Supplies & Small Equipment	Shopping Lists			
item Code Qty:	Create, view or modify a shopping list of items you buy on a regula	ar basis or keep track of items you may want to purch	ase at a later date.	
Browse Supplies			_	Create New List
Speed Entry	Lists: (2)		b.	Sort By: Shopping List Name 🗸
Shopping Lists	Shopping List Name	Created By User ID	Last Modified	
My Order	DEMO SHOPPING LIST - PUBLIC - EDITABLE	NOVANSU\tinawrig\1	12/10/2014	View/Modify
<ul> <li>Order Status</li> </ul>	DEMO SHOPPING LIST - PUBLIC NOT EDITABLE	NOVANSU\tinawrig\1	12/10/2014	View
				Create New List
			C. 🖊	



- d. Create an order using a shopping list.
  - i. After clicking 'View/Modify' or 'View,' select the items you want to order.
  - ii. Update quantities as needed.
  - iii. Click 'Add to Order' and proceed to 'My Order.'

ne: DEMO SHOPPING LIST - PUBLIC - EDITABLE ted by: <u>NOVANSU(hinawrid)0</u> ised on: 12/14/2014 ring Option: Share with all persons in my office/organization.					Print Page
hange the list name or sharing option, <u>click here</u> .					
em Code: Qty: Add					
Show Images Show Pricing					
pplies: (4)				Sort by: Description	n 🗸
Description	Item Status	Price	Reorder Qty	Last Purchased	
Microstone Golden 140GM 80/Bx 5571961 Whip-Mix Corporation (02364)	•	1 @ \$58.84 Contract	3 CA Update	5 CA on 12/8/2014	
Mounting Stone Blue Env 100GM 100/Bx 5577011 Whip-Mix Corporation (18731)	• L	• 1 @ \$65.28 Contract	5 BX Update	3 BX on 12/8/2014	✓ Î
OpTime Imaging Plate Size 2 6/Pk 5501258 Instrumentarium Dental Soredex (900206)	٠	1 @ \$141.33 Contract	8 PK Update	8 PK on 12/11/2014	
ResinRock Peach 25/70Gm 4/Ca 5570176 Whip-Mix Corporation (34991)	•	1 @ \$102.39 Contract	1CA	2 CA on 11/10/2014	

- 2. After clicking 'Create New List'
  - a. Type a list name.
  - b. Select a 'Sharing Option.'
    - i. If you select 'Do Not Share,' only you will be able to view the list.
    - ii. If you select either of the other two options, other users will be able to view your list.
    - iii. If you check the box for 'Persons with access can edit the shopping list,' everyone who can view your list will also be able to modify or delete the list.
  - c. Click 'Continue.'

	- 1
Shopping List information	L İ
Note: Required fields are indicated with an asterisk (*)	
Enter a List Name *List Name: 50 character limit	
# Select a Sharing Option	
O Share with persons within my accessible locations.	
O Share with all persons in my office/organization.	
Persons with access can edit the shopping list.     C.     Continue	
	Note: Required fields are indicated with an asterisk (*) Enter a List Name *List Name:



- d. Enter the Henry Schein part number and quantity.
- e. Click 'Add' to include this item on the list.

Shopping Lists: Create	
Shopping Lists > Shopping Lists: Create	
Name: DEMO - CREATE A NEW PUBLIC, EDITABLE LIST Created by: <u>NOVANSUCcape\1</u> Revised on: 12/10/2014 Sharing Option: Share with all persons in my office/organization.	은 <u>Print Page</u>
d. To change the list name or sharing option, <u>click here</u> . te. e. e. e.	

- f. Enter additional part numbers and quantities, then click 'Add' for additional items.
  - i. To order items using this shopping list, select the desired items.
  - ii. Click 'Add to Order' and proceed to 'My Order.'

Shopping Lists > Shopping Lists: Create Name: DEMO - CREATE A NEW PUBLIC, EDITABLE LIST Created by: <u>HOVANSU/ccace11</u> Revised on: 12/10/2014 Sharing Option: Share with all persons in my office/organization.			B <u>Print Page</u> Print Barcodes
To change the list name or sharing option, <u>click here</u> .			
Item Code: Qty: Add			
Show Images Show Pricing			
Supplies: (1)			Sort by: Description
Description	Item Status	Price Reorder Qty	Last Purchased
Pressure Indicator Paste Unit Dose 24/Pk 2425094 Mizzy Inc (612.0550)	٠	1 @ \$82.39 Contract	
			<u>ii.</u>
			Add to Order

- 3. To create a shopping list from a <u>cart</u>, access the cart through '<u>My Order</u>.'
  - a. Click 'Save Order to a Shopping List.'

ede Scanner Recalculate Orde Price 1 @ \$20.91 Contract 1 @ \$3.61	Qty 1 2 BX	Continue Shoppi NEW View Order Fo ss Submit Requisit Total \$41.82 \$25.83	recast
Recalculate Orde Price 1 @ \$20.91 Contract 1 @ \$8.61	Qty 1 2 BX	Total \$41.82	Û
Price 1 @ \$20.91 Contract 1 @ \$8.61	Qty 1 2 BX	Total \$41.82	Û
1 @ \$20.91 Contract 1 @ \$8.61	1 2 BX	\$41.82	_
1 @ \$20.91 Contract 1 @ \$8.61	1 2 BX	\$41.82	_
Contract 1 @ \$8.61	t 🖆		_
	1 3 BX	\$25.83	<b>a</b>
Contract	t 🛄	·	Ш
1 @ \$2.38 Contract		\$2.38	Î
		Subtotal*: \$70.03	3
Recalculate Orde	er Update Quantitie	es Submit Requisit	tion
a.81 on this order e:a.			
	Recalculate Ord	Recalculate Order Update Quantitie	Subtotal*: \$70.03 Recalculate Order Update QuantRies Submit Requisi



- b. From the Shopping Lists pop up, select the option to
  - i. Add items to either a new or an existing list.
    - 1) For a new list, enter a new shopping list name.
    - 2) To add to an existing list, choose a shopping list from the drop down menu.

	http://www.henryschein.com/?printOption=no - Shopping Lists - Henry Schein Special M.,      Close Window     Close Window
	Shopping Lists
	Shopping Lists are saved groups of items that you can access for quick ordering Note: Required fields are indicated with an asterisk (*)
	Add items to a new shopping list
	* Enter new shopping list name: Order from 12/14/2014 5:57 PM 50 character limit 1)
	Select a Sharing Option
	Do Not Share
i.	$\bigcirc$ Share with persons within my accessible locations.
	$\bigcirc$ Share with all persons in my office/organization.
	Persons with access can edit the shopping list.
	Add items to an existing shopping list Choose a shopping list:
	DEMO SHOPPING LIST - PUBLIC - EDITABLE 2)
	Save

- 3) Select sharing options. Click here for details.
- 4) Click 'Save.'





- 4. To create a shopping list from a previous order, access the order through 'Order Status.'
  - a. Click 'Save items with quantities to a shopping list' and proceed <u>here</u>.

Order Status Detail					
rder Status > Order Status Detail					
Order Information:					
Reference #: J#-01000-24890082-SL PO #: PREDOC 1111914 Order #: 24890082		Ordered By: Order Date: 12 Ordering Metho	2/11/2014 od: Intl Store Process	sing	
Address Details:					
Shipping Address		Billing Address			
Account #: 1698731 Nova Univ Transfers From DC's 3200 S University Dr Henry Schein Fort Lauderdale, FL 333282018 United States of America		Account #: 169 Nova SE Denta 3200 S Univers Predoctoral Clin Fort Lauderdale United States o 954-262-7356	Il Store sity Dr nic e, FL 333282018 of America		
Shipping Method: UPS Standard Delivery		Payment Metho	od: Bill On Account		
Description	Order/Ship Qty	Invoice Info*	Status	Track	Re- Order
OpTime Imaging Plate Size 2 6/Pk 5501258 Instrumentarium Dental Soredex 900206	<u>8</u> / 8 \$143.56/PK	<u>15385412</u> 12/11/2014	Adjustment		
OpTime Imaging Plate Size 1 6/Pk 5501255 Soredex, Inc. 900205	<u>4</u> / 4 \$143.56/PK	<u>15385412</u> 12/11/2014	Adjustment		
				Subtotal*	*: \$1,722.7
				Tax	c: \$0.0
				Shipping	): \$0.0
				Total	l: \$1,722.7
ave items with quantities to a shopping list					Add to Order



### **My Order**

- 1. Click the link next to 'My Order' to view your cart. From this view you can
  - a. Quick add more items to your cart by part number
  - b. Continue Shopping to return to the order method most recently used
  - c. Recalculate your order total
  - d. Update Quantities
  - e. Submit Requisition and proceed to check out
  - f. Delete items from your cart
  - g. Save this order to a shopping list

My Order					
a.				Continue Shop	
Item Code: Qty: Add	Use Keychain Barcode Scanner				- 8
ear Order		Recalculate Order	Update Quantities	Submit Requi	sition
Line(s): (3)					
Description		Price	Qty	Total	
<u>Steri-Shield Light Barrier T-Bar 250/Bx</u> 1071909 Steri-Shield (088-015) i		1 @ \$20.91 Contract	2 BX	\$41.82	f f
Eve Shield Proced Mask Hi Bar Teal 25/Bx 1047321 Henry Schein Inc. (1047321) ©		1 @ \$8.61 Contract	3 BX	\$25.83	Û
Earloop Mask Blue 50/Bx 1043809 Henry Schein Inc. (1043809) Last Ordered: 24 BX on 7/16/2013 e		1 @ \$2.38 Contract	1 BX	\$2.38	Û
				Subtotal*: \$70.0	13
lear Order		Recalculate Order	Update Quantities	Submit Requi	sition
	You Saved: \$123.81 on this orde	r			
	Save Order to a Shopping List				
		g.			



### **Order Status**

- 1. Click 'Order Status' in the sidebar to
  - a. Locate your previous orders
    - i. Click the option to select an order location method.
    - ii. Enter the required information, e.g., part number.
    - iii. Click 'Find.'
    - b. Click 'View/Track' for additional options.

Find an Order by:	_				
O Date Range	<u>і Оро</u> #			ce #	
O Invoice #	• Item Code #		Order #		
Item Code # : 5501258	× Find				
Below are orders placed for your current	location for Item Code + 1258				
Click the View/Track link to see order in					
Click the view, track link to see order lin					
<b>Orders:</b> (12)					Sort By: Order Date
Reference #/PO #	Order Date	Items	Order Total	Status	
J#-01000-24890082-SL Po #: PREDOC 1111914	12/11/2014	2	\$1,722.72	Shipped	View/Track
J#-01000-24091427-SL Po #: 331692 OAK PARK	11/11/2014	13	\$733.36	Shipped	View/Track
J#-01000-21740711-SL Po #: OPERATIVE229827	8/18/2014	1	\$287.12	Shipped	View/Track
J#-01000-21741638-SL Po #: PREDOC 081114	8/18/2014	2	\$1,292.04	Shipped	View/Track
J#-01000-19519461-SL Po #: PREDOC 051914	5/22/2014	2	\$2,153.40	Shipped	View/Track
J#-01000-15895187-SL Po #: PREDOC 012114	1/22/2014	2	\$2,009.84	Shipped	View/Track
J#-01000-13582828-SL Po #: PREDOC 100813	10/21/2013	2	\$2,009.84	Shipped	View/Track
J#-01000-11032475-SL Po #: PREDOC 7/8/13	7/11/2013	2	\$1,292.04	Shipped	View/Track
J#-01000-11031828-SL Po #: OPERATIVE229827	7/11/2013	2	\$861.36	Shipped	View/Track
J#-01000-08936596-SL Po #: PREDOC 041613	4/18/2013	2	\$2,009.84	Shipped	View/Track
J#-01000-08934997-SL Po #: OPERATIVE229827	4/18/2013	1	\$430.68	Shipped	View/Track
J#-01000-07010638-SL	2/1/2013	1	\$717.80	Shipped	View/Track

- c. After clicking 'View/Track' you can review the details of your order.
  - i. Order Information
  - ii. Address Details
  - iii. Item details
  - iv. Invoice details

PO #: PREDOC 111914 Order #: 24890082 Ordering Method: Intl Store Processing Address Details: Shipping Address Account #: 1698730 Nova Univ Transfers From DC's 3200 S University Dr Henry Schein Fort Lauderdale, FL 33282018 United States of America Shipping Method: UPS Standard Delivery Line(s): (2) Description Order/Ship Order/Ship Order/Ship Order/Ship Order/Ship Status Description Order/Ship Status Description Order/Ship Status Description Order/Ship Status Description Order/Ship Status Statu	Order Information: Reference #: J#-01000-24890082-SL	Ordered By:
Shipping Address     Billing Address       Account #: 1698731     Account #: 1698730       Nova Univ Transfers From DC's     3200 S University Dr       3200 S University Dr     Predoctoral Clinic       Port Lauderdie, FL 333282018     Predoctoral Clinic       United States of America     954-262-7356       Shipping Method: UPS Standard Delivery     Payment Method: Bill On Account		
Account #: 1698731 Nova Univ Transfers From DC's 3200 S University Dr Henry Schein Port Lauderdale, FL 33282018 United States of America 954-262-7356 Shipping Method: UPS Standard Delivery Description Order/Ship Qty Description Order/Ship Qty Status Statu	Address Details:	
Nova SE Dental Store 3200 S University Dr Henry Schein Fort Lauderdale, FL 33282018 United States of America Shipping Method: UPS Standard Delivery Payment Method: Bill On Account Line(s): (2) Order/Ship Order/Ship Qty Status Status Status Order/Ship Qty Status	Shipping Address	Billing Address
Line(s): (2)         Add           Description         Order/Ship Qty         Invoice Info <sup>®</sup> Status         Track         Re- Order           OpTime Imaging Plate Size 2 6/Pk         8 / 8 133.56/PK         15385412 12/11/2014         Adjustment         Imaging	Nova Univ Transfers From DC's 3200 S University Dr Henry Schein Fort Lauderdale, FL 333282018	Nova SE Dental Store 3200 S University Dr Predoctoral Clinic Fort Lauderdale, FL 333282018 United States of America
Order/Ship Qty     Invoice Info <sup>®</sup> Status     Track     Re- Order       OpTime Imaging Plate Size 2 6/Pk     8 / 8 133.56/PK     13355412 12/11/2014     Adjustment     Image: Comparison of the status	Shipping Method: UPS Standard Delivery	Payment Method: Bill On Account
OpTime Imaging Plate Size 2 6/Pk         8 / 8 \$143.56/PK         15385412 12/11/2014         Adjustment	Line(s): (2)	
\$143.56/PK 12/11/2014	Description	
	3301230	



- i. 'Save items with quantities to a <u>shopping list</u>'
- ii. <u>Re-order</u> items

Order Status > Order Status Detail					
Order Information:					
Reference #: J#-01000-24890082-SL PO #: PREDOC 1111914 Order #: 24890082		Ordered By: Order Date: : Ordering Met	12/11/2014 hod: Intl Store Proces	sing	
Address Details:					
Shipping Address		Billing Addres	s		
Account #: 1698731 Nova Univ Transfers From DC's 3200 S University Dr Henry Schein Fort Lauderdale, FL 333282018 United States of America		Account #: 10 Nova SE Dent 3200 S Unive Predoctoral C Fort Lauderda United States 954-262-7350	al Store rsity Dr linic Ile, FL 333282018 of America		
Shipping Method: UPS Standard Delivery		Payment Met	nod: Bill On Account		
Line(s): (2) Description	Order/Ship Qty	Invoice Info*	Status	Track Re- Orde	r
OpTime Imaging Plate Size 2 6/Pk 5501258 Instrumentarium Dental Soredex 900206	<u>8</u> /8 \$143.56/РК	<u>15385412</u> 12/11/2014	Adjustment		
OpTime Imaging Plate Size 1 6/Pk 5501255 Soredex, Inc. 900205	<u>4</u> /4 \$143.56/РК	<u>15385412</u> 12/11/2014	Adjustment		J
				Subtotal*:	\$1,722
				Tax:	\$0
				Shipping:	\$0
				Total:	\$1,722
Save items with quantities to a shopping list					Add to Orde

- 1) To reorder, update the quantity.
- 2) Click 'Add to Order' and proceed to '<u>My Order</u>.'

ine(s): (2)					Add to Order
escription	Order/Ship Qty	Invoice Info*	Status	Track Re- Ore	
OpTime Imaging Plate Size 2 6/Pk 5501258 Instrumentarium Dental Soredex 900206	<u>8</u> / 8 \$143.56/PK	<u>15385412</u> 12/11/2014	Adjustment	1) 1	
OpTime Imaging Plate Size 1 6/Pk 5501255 Soredex, Inc. 900205	<u>4</u> /4 \$143.56/PK	<u>15385412</u> 12/11/2014	Adjustment	2	
				Subtotal*:	\$1,722.72
				Tax:	\$0.00
				Shipping:	\$0.00
				Total:	\$1,722.72
e items with quantities to a shopping list					Add to Order



### **Check Out**

1. From 'My Order,' click 'Submit Requisition' to be returned to your Ariba requisition.

ly Order					
			Continue Shop		
			NEW View Order	Forecast	
tem Code: Qty: Add	🛄 Use Keychain Barcode Scanner				
ear Order		Recalculate Order Update Quar	atities Submit Requi	sition	
Line(s): (3)					
Description		Price Qty	Total		
OpTime Imaging Plate Size 2 6/Pk 5501258 Instrumentarium Dental Soredex (900206) Last Ordered: 8 PK on 12/11/2014		1 @ \$141.33 Contract 8 PK	\$1,130.64	Ì	
Mounting Stone Blue Env 100GM 100/Bx 5577011 Whip-Mix Corporation (18731) Last Ordered: 3 BX on 12/8/2014		1 @ \$65.28 Contract 5 BX	\$326.40	Î	
Microstone Golden 140GM 80/Bx 5571961 Whip-Mix Corporation (02364) Last Ordered: 5 CA on 12/8/2014		1 @ \$58.84 4 CA Contract	\$235.36	Î	
			Subtotal*: \$1,692.4	40	
ear Order		Recalculate Order Update Quar	itities Submit Requi	sition	

2. The message below may display briefly.



- 3. Click on the description of any item to return to the Henry Schein punchout catalog.
- 4. Or click 'Submit' to submit your order for approval.

PR143859: Henry Schein Demo Order				Back to Cat	alog Submit
Review your requisition, make changes as necessary, and sul	bmit the request for approval.				
Summary Approval Flow					
Enter Requisition Name: * Henry Schein Demo Order					
On Behalf Of: Wright, Tina M × 📀					
Is this Purchase Order for the next Fiscal Year:					
Related Projects: Create Project Add To Project					
My Labels: 🚦 Apply Label					
Line Items (3)					Show Details
No. Type Description		Qt	Unit	Price	Amount
1 Microstone Golden 140GM 80/Bx		4	case \$5	58.84 USD	\$235.36 USD
2 Mounting Stone Blue Env 100GM 100/Bx		5	box \$6	5.28 USD	\$326.40 USD
3 OpTime Imaging Plate Size 2 6/Pk		8	pack \$1	141.33 USD	\$1,130.64 USD
Edit Copy Delete   Add from Catalog Add N	Ion-Catalog Item				
				Tota	l Cost: \$1,692.4
					Update

### Back to Top

Please contact <u>aribahelp@nova.edu</u> if you have any questions or need assistance with this catalog or any of its features.