

Web Tutorial: Statements & Invoices

1 Access Statements & Invoices

- A. Log-in
- B. Click **My Account**
- C. Expand (+) **Statements & Payments**
- D. Click **Statements & Invoices**

2 View Statement Details

- A. Click **View Statement Details**, the statement will be displayed in PDF format

3 View Related Invoices

- A. Click **View Related Invoices** to view invoices, print or save invoices, or make payments

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Account #: 3153261
Test Acct One / 526 Congaree Rd, Greenville, SC 296073516 | Switch Office

STATEMENTS & INVOICES

Billing Account # 11 Henry Rd. Schein, NY 11747, United States of America

The information displayed below represents the previous statement activity for the Billing Account # shown above.

| STATEMENTS: (10) | BILLING ADDRESS: 11 Henry Rd. Schein, NY | | | |
|------------------|--|----------|--|---------------------------------------|
| Statement Date | Statement Number | Approved | | |
| 12/24/2016 | 30468891 | | View statement details | View related invoices |
| 11/26/2016 | 30334649 | | View statement details | View related invoices |
| 10/29/2016 | 30197684 | | View statement details | View related invoices |
| 9/24/2016 | 30043898 | | View statement details | View related invoices |
| 8/27/2016 | 29900258 | | View statement details | View related invoices |
| 7/30/2016 | 29764693 | | View statement details | View related invoices |
| 6/25/2016 | 29615551 | | View statement details | View related invoices |

1-800-P-SCHEIN (800-772-4346)
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LOGOUT



Related Invoices– Options

4

- A. Invoices can be sorted by **Date, Type, Due Date, Gross Amount, Open Amount, and Shipping Account #**
- B. Invoices can be opened, saved, or printed
- C. To make a payment, check the box and click **Make Payment**

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Menu [Shop](#) [My Account](#)

My Order: \$8.92 1

STATEMENTS & INVOICES

My Account

My Dashboard

Practice Analysis Tool

Statements & Payments

[Account Summary/Open Transactions](#)

Statements & Invoices

[Auto Pay](#)

[eStatements Enrollment](#)

Reconciliations

Inventory Management

Orders

My Profile

Site Administration

Custom Order Messages

Controlled Substance Info

[Custom E-Catalogs](#)

[My Privileges](#)

LOGOUT

/ My Account / Statements & Invoices

The invoices related to Statement Number 30468891 are shown below.

To print invoices, click the checkbox next to each invoice to be printed, then click the Print Invoice button.

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

Billing Account # 11 Henry Rd. Schein, NY 11747

SAVE INVOICES
PRINT INVOICE
MAKE PAYMENT

Note: You may select invoices across multiple results pages before clicking the options offered.

Page 1 of 4

Go to page:

SORT BY: Open Amount A

| <input type="checkbox"/> | Date | Type | Shipping Account # | Due Date | Gross Amount | Open Amount | |
|--------------------------|------------|-------------------|--------------------|----------------------------------|--------------|-------------|-----------------------|
| <input type="checkbox"/> | 10/27/2016 | Invoice: 35634998 | 2897821 | 12/26/2016 130 days past due. | \$7,620.66 | \$7,620.66 | Track |
| <input type="checkbox"/> | 8/4/2016 | Invoice: 33032320 | 3326867 | 10/3/2016 214 days past due. | \$6,238.20 | \$6,238.20 | Track |
| <input type="checkbox"/> | 9/6/2016 | Invoice: 33876790 | 2897821 | 12/20/2016 136 days past due. | \$6,230.00 | \$6,230.00 | Track |
| <input type="checkbox"/> | 6/24/2016 | Invoice: 31851945 | 2512786 | 8/23/2016 255 days past due. | \$6,151.88 | \$6,151.88 | Track |
| <input type="checkbox"/> | 11/8/2016 | Invoice: 36019976 | 2500707 | 1/7/2017 118 days past due. | \$4,625.00 | \$4,625.00 | Track |

My Sales Consultant

HS

To contact a Sales Rep:

Phone:
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