HENRY SCHEIN®
DENTAL

**Rely on Us**™

What can we help you find?

☐ Within Items Purchased

**A**

🔒 LOGIN   Create an Online Account

**1**

## Access Custom Order Messages

A. Login

B. Click **My Account**

C. Expand (+) **Custom Order Messages**, click **Order Level Fields**

D. Click **Add New Field**

Menu   Shop   My Account   **B**

**Practice Analysis Tool** +
**Statements & Payments** +
**Reconciliations** +
**Inventory Management** +
**Orders** +
**Reports** +
**My Profile** +
**Site Administration** +   **C**
**Custom Order Messages** —
  Order Level Fields
  Item Level Fields
**Controlled Substance Info** +
My Redemption Reminders
Barcode Scanner
Custom E-Catalogs
Customer Item Number
My Connection™ Awards

🔓 LOGOUT

🏠 / My Account / Order Level Fields

This screen is designed to allow you to create and maintain custom messages associated to orders. This additional order information, w the invoices and packing slips. Examples of custom order messages are General Ledger (GL) codes, departments, individuals or any add will make internal receiving and accounting processes easier in the office.

You can create as many custom fields as needed for your organization and assign up to five custom fields per order that will print on the slips. The User can be required or given the option to populate the custom fields on the "Check Out" page.

**CUSTOM FIELDS FOR ORDERS: (1)**

| Name | Level | Required | Restricted Values | | |
|------|-------|----------|-------------------|--|--|
| GL code | My Shipping Address | Yes | Yes | Edit | 🗑 |

ADD NEW FIELD   **D**

## 2

## Add Custom Order Messages

A. To add a new message, you will need to create a name for the custom field

B. Under Level, using the drop down box, choose whether you want the custom field to be visible to All Locations, Bill-To , Ship-To, or Just Me (private)

C. Click **Submit** to save new messages. Once the Item level fields have been created, they will be listed in a dashboard for viewing/ review

D. To split line items to allow multiple sets of custom fields for each line, check the box for Enable line level splitting

E. You can also use the Download/Upload template file if you wish to add or edit the default values for your custom fields

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⌂ / My Account / Order Level Fields / **Order Level Fields: Add** →

Please add the custom field information below, and click submit to save your new custom value.

Note: Required fields are indicated with an asterisk(*).

**CUSTOM FIELD:**

(A) → *Name: [ Test ]
The name of your custom field

(B) → *Level: [ All Locations ▾ ]

| All Locations |
| My Billing Address |
| My Shipping Address |
| Just Me |

be associated: with your currently selected organization, billing address, etc.

Required: will become mandatory during checkout.

Restricted Values: llowed values for this field to a limited set of values.

(C) → [ SUBMIT ]

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(D) Enable line level splitting ☑
If selected, purchasers will be able split line items to allow multiple sets of custom fields for each line.

If you wish to add or edit the default values for your custom fields, simply create at least one custom field, and then click "Download template file" to download a csv file of the items you have previously purchased. You can open the file in Excel, or any text editor, and edit the default values for your custom fields.

[ DOWNLOAD TEMPLATE FILE ] ← (E)

After modifying a downloaded item template with new default values for your custom fields, simply upload the file again by clicking the "Upload template file" button, and selecting your modified file. After the upload, all of the default values will be updated.

[ UPLOAD TEMPLATE FILE ]

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⌂ / My Account / Item Level Fields / **Item Level Fields: Add** →

Please add the custom field information below, and click submit to save your new custom value.

Note: Required fields are indicated with an asterisk(*).

**CUSTOM FIELD:**

*Name: [ Test ]
The name of your custom field

Required: ☐ If checked, filling out this field will become mandatory during checkout.

Restricted Values: ☐ If clicked, you can restrict the allowed values for this field to a limited set of values.

[ SUBMIT ]

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