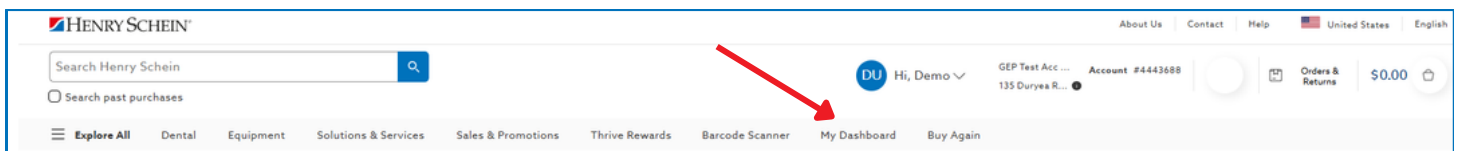


How to Track Orders

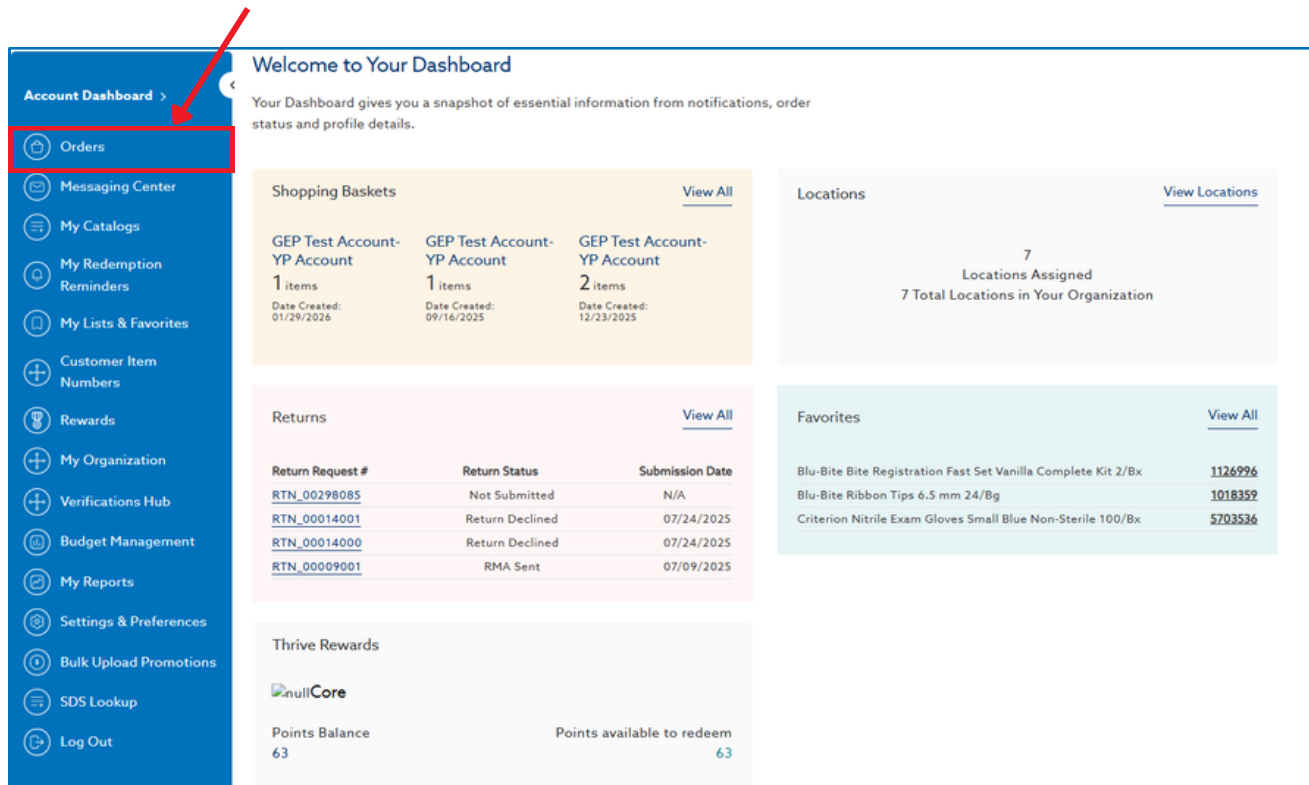
A quick guide on tracking orders on the new Henry Schein website.

01 How to Track Orders from Order Tab

- After logging in, click **My Dashboard**.



- Click on **Orders**.



- Click **Submitted Orders** tab.
- Find the order that needs to be tracked.
- Click **View & Track**.

Account Dashboard > Orders

Summary of orders placed across all assigned locations, including unplaced orders (open shopping carts), return status, purchase history, and any future-dated or recurring orders that have been set up.

Submitted Orders | Unplaced Orders | Approvals | Future & Recurring | Returns | Item History | Controlled Substances

Filter | Date Range | Apply | Search | Show 25 per page

Total Results: 33 Items #

Order Reference Number	Order Date	Ordered By	Order Type	Shipping Account #	Order Summary	Order Status	
HSL_20242885	06/27/2025	FSC	IMMEDIATE	4443688	Subtotal \$25.48 Items # 3 PO # GEP Cutover Returns Order	Shipped	View & Track
WEB00087002	07/09/2025	Yolanda Principessa	IMMEDIATE	4443688	Subtotal \$0.00 Items # 2 PO # WEB00087002	Cancelled	View & Track

- Scroll down to see items in the order.
- Click **View Tracking Details** to display tracking information.
- Click **Track**.

Order Items

Product Summary

Facial Tissue White 2 Ply 100/Bx \$20.80

Item Number: #9004214

Manufactured By: Henry Schein Inc.

Manufacturer Number: #61912141

[Download Related Documents](#)

Tracking

Order Quantity: 5

[Hide Tracking Details](#)

Shipped : 5/5

Invoice: #54279148 03/09/2026

[Track](#)

- A separate tab with tracking information will populate.

HENRY SCHEIN®

DELIVERY DATE

Tuesday
MAR
10
Delivered

LATEST UPDATE

TUESDAY, MARCH 10
3:47 AM | MELVILLE, NY
Delivered
[Show Full History](#)

Tracking Number: 123X1030341020255

Thank You
for Your Order!

Relay on Us

Trusted products,
Incredible selection,
Unbeatable value.

SHOP NOW

02

How to Track Orders from Statements & Payments Tab

- Click on the **Statements & Payments** tab.

The screenshot shows the 'Account Dashboard' with a sidebar on the left. The 'Statements & Payments' tab is highlighted with a red box and a red arrow. The main content area displays various financial metrics and links.

Welcome to Your Dashboard
Your Dashboard gives you a snapshot of essential information from notifications, order status and profile details.

Open Balances [Make Payment](#)

Total **\$ 254.82** [Open Transactions](#)

GEP Test Account- YP Account
#4443688

Shopping Baskets [View All](#)

GEP Test Account OMS: 2 items, Date Created: 12/30/2025
GEP Test Account- YP Account: 1 items, Date Created: 04/08/2026
GEP Test Account- YP Account: 3 items, Date Created: 02/04/2026

Budget Overview [Manage Budget](#)

Total Assigned Locations: 0
Locations Over Budget: 0
Locations Under Budget: 0

Locations [View Locations](#)

7 Locations Assigned
7 Total Locations in Your Organization

- From the **Open Invoices** tab, click **Track** next to the order.

The screenshot shows the 'Open Invoices, Credits & Unapplied Cash' tab. It displays a list of invoices with columns for Date Posted, Type, Shipping Account, PO Number, Invoice Number, Due Date, Gross, and Open. A red arrow points to the 'Track' link next to the first invoice.

Open Invoices, Credits & Unapplied Cash [Statements & Invoices](#)

Invoices and Credit Memo/Credits 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 MM/DD/YY - MM/DD/YY [Apply](#) [Search](#) Show 25 per page

Total Results: 15 Items

☐ All	Date Posted ▲	Type ▲	Shipping Account ▲	PO Number ▲	Invoice Number ▲	Due Date ▲	Gross ▲	Open ▲	
☐	07/22/2025	Invoice	#4443688	WEB00083183	44391717	08/23/2025 242 Days Past Due	\$ 25.31	\$ 25.31	Track View
☐	07/14/2025	Invoice	#4443688	Cutovertest2	43949989	08/23/2025 242 Days Past Due	\$ 37.60	\$ 37.60	Track View
☐	11/03/2025	Invoice	#4443688	DONOTPRO...	49109887	11/23/2025 150 Days Past Due	\$ 39.12	\$ 39.12	Track View
☐	11/18/2025	Invoice	#4443688	DONOTPRO...	49813473	12/23/2025 120 Days Past Due	\$ 39.12	\$ 39.12	Track View

- From the **Statements & Payments** tab, click **View Transactions** next to the order.

Open Invoices, Credits & Unapplied Cash

Statements & Invoices

Invoices and Credit Memo/Credits 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 MM/DD/YY - MM/DD/YY Apply

Total Results: 10 Items

☐ All	Statement Number ▲	Date ▲	Statement Remaining Balance ▲	
☐	55444315	04/07/2026	\$ 254.82	View Statement View Transactions
☐	54510973	03/07/2026	\$ 251.05	View Statement View Transactions
☐	53578445	02/07/2026	\$ 247.34	View Statement View Transactions

- Click **Track** next to the order you want to track.

Transactions For Statement#55444315

Total Open Invoices and Charges: \$ 254.82

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. If all invoices have been paid in full, they will no longer appear here. All invoices can be found on the Submitted Orders page.

[Pay Total Statement Balance](#)

Invoices

Save Invoices Download Excel File

Filter Search Show 24 per page Clear All

Total Results: 17 Items

☐	Date ▲	Type ▲	Invoice Number ▲	Shipping Account Number ▲	Shipping Account Nickname	PO Number ▲	Due Date ▲	Gross ▲	Open	
☐	06/27/2025	Invoice	43392215	4443688	135 Duryea Rd - 4443688	GEP Cutover ...	07/23/2025	\$ 45.09	\$ 45.09	Track
☐	07/14/2025	Invoice	43949989	4443688	135 Duryea Rd - 4443688	cutovertest2	08/23/2025	\$ 37.60	\$ 37.60	Track

- A separate tab with tracking information will populate.

HENRY SCHEIN®

DELIVERY DATE

Tuesday
MAR
10
Delivered

LATEST UPDATE

TUESDAY, MARCH 10
9:47 AM | MELVILLE, NY
Delivered
[Show Full History](#)

Tracking Number:
121X1635549292755

Thank You
for Your Order!

Reli on Us

Trusted products,
Incredible selection,
Unbeatable value.

SHOP NOW