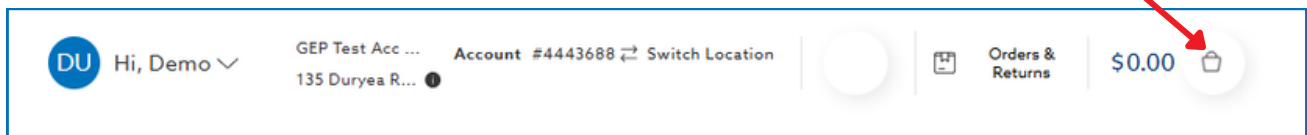


Speed Order Entry

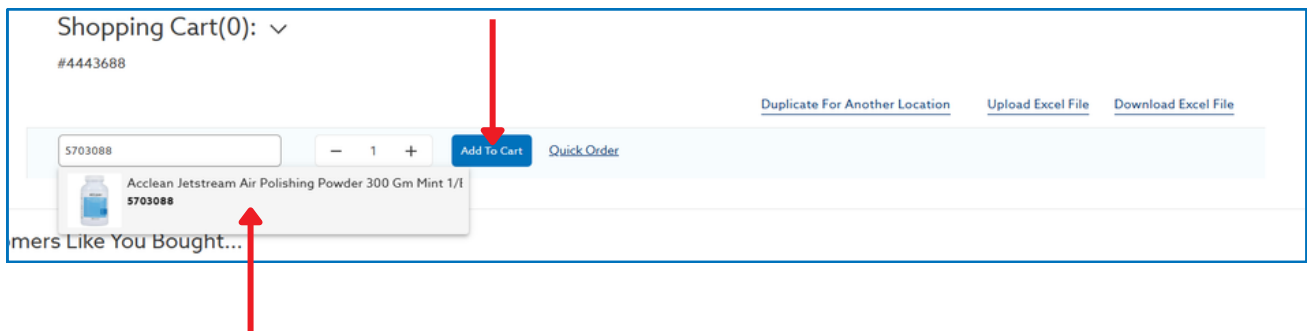
A quick guide on creating an order quickly on the new Henry Schein site.

01 Add Items to an Order from the Shopping Cart

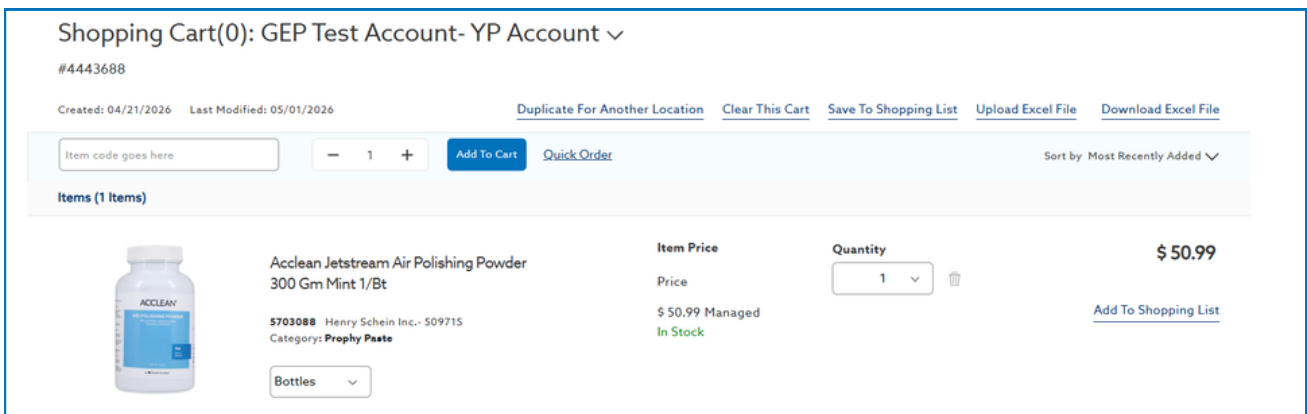
- After logging in, click the **Shopping Cart** icon.



- Type **item code** in item code field.
- Click on **item description** that populates to verify the item.
- Enter **quantity**.
- Click **Add to Cart**.

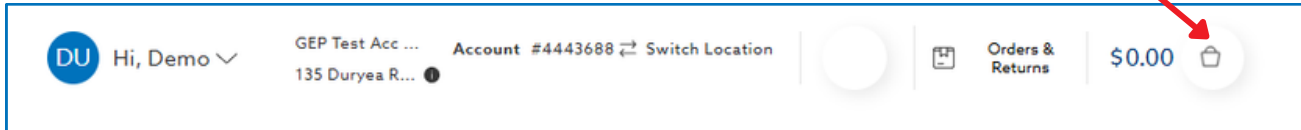


- The item will now be visible in your cart.
- To add more items to your cart, repeat the steps above.

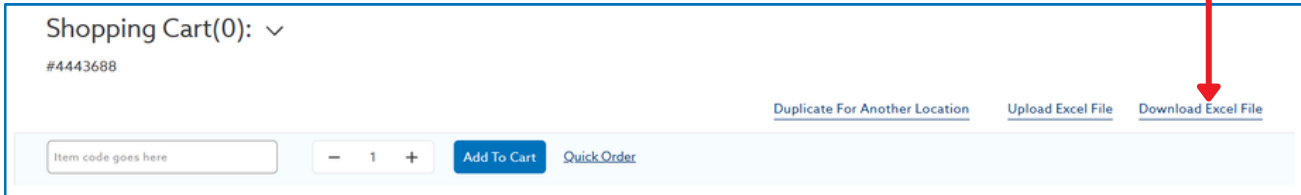


Add Items in Bulk with Spreadsheet

- After logging in, click the **Shopping Cart** icon.



- Click **Download Excel File**.

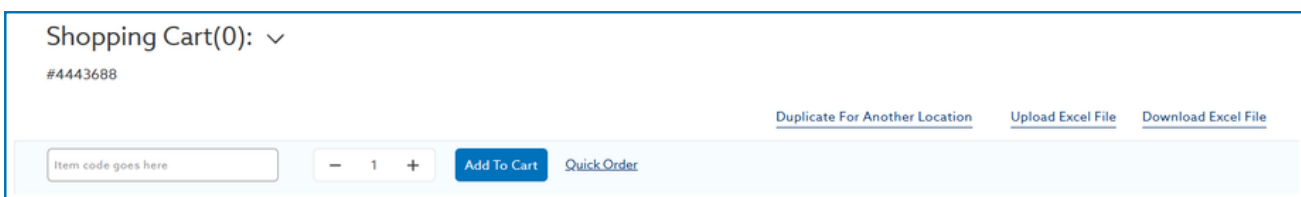


- Open the downloaded template file, which will be blank.
- Type each **item number** OR copy and paste them from a purchase list or other type of report.
- Type a **quantity** for each item or leave it blank.
 - If the quantity column is left blank a quantity of 1 will be uploaded to the shopping cart and can be adjusted from the cart.
- When finished **save the file** on your computer.

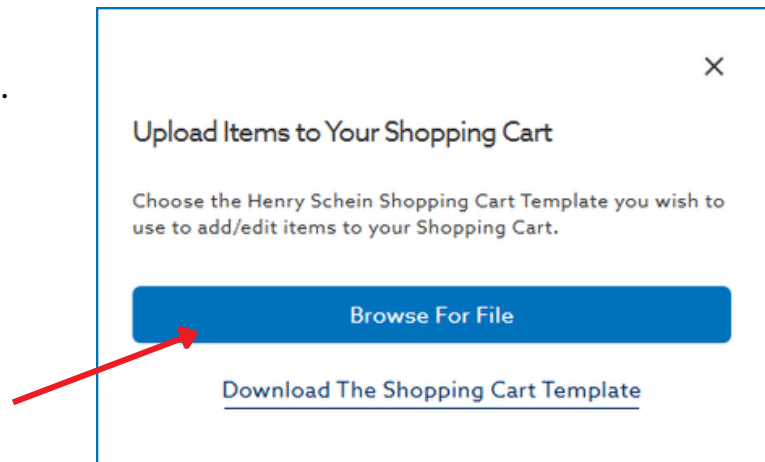
The screenshot shows an Excel spreadsheet template with the following columns: Line Number, Item Number, Quantity, UOM, Product Title, Manufacturer Name, Manufacturer Part Name, Subcategory 1, Subcategory 2, and Subcategory 3. The first few rows are pre-filled with example data:

Line Number	Item Number	Quantity	UOM	Product Title	Manufacturer Name	Manufacturer Part Name	Subcategory 1	Subcategory 2	Subcategory 3
1	5703088	2							
2	5702832	1							
3	5702249	2							
4	5701729	1							
5	5700527	3							

- Return to the **Shopping Cart** and click **Upload Excel File**.



- Click **Browse for File**.
- Select the file you created.
- Click **Open**.



- Your **item list** will upload to the **shopping cart**.
 - Up to 400 items can be uploaded at a time.
- Click **Continue**.
- Adjust quantity on each line as needed.

