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
- **Technical Requirements**—Set required web browser, security, and pop up-settings
- **Access the catalog**—Locate and enter the Henry Schein catalog
- **Common Actions**—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.’

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.

   ![Tools icon]

   ii. Click on ‘Internet options.’

   ![Internet options]

iii. Click on the ‘Privacy’ tab, then ‘Settings.’

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

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

1. Log into Ariba at [https://ariba.nova.edu](https://ariba.nova.edu) 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.’
      
      ![Catalog Home page screenshot]

   b. Click on ‘PunchOut to Henry Schein production site.’

   ![PunchOut to Henry Schein production site screenshot]
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 Search Box.
      ii. To browse items by category or manufacturer, go to Browse Supplies.
      iii. To add items using the Henry Schein part number, go to Quick Order or Speed Entry.
      iv. To add items from a personal or NSU-wide list, go to Shopping Lists.
   b. To review and edit the items in your cart, go to My Order.
   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 ‘Order Status’ 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. Search box
   b. Home
   c. My Order
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 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.
Home

1. Click ‘Home’ at any time to return to the landing page.

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 ‘My Order’ to view your cart and continue to check out.
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.’
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.’
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 sidebar 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 here 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.
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.’

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.’
d. Enter the Henry Schein part number and quantity.

e. Click ‘Add’ to include this item on the list.

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.’

3. To create a shopping list from a cart, access the cart through ‘My Order.’
   
a. Click ‘Save Order to a Shopping List.’
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.

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 here.
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
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.

   ![Order Status Screen]

   i. Find an Order by:
      - Date Range
      - PO #
      - Invoice #
      - Order #
      - Item Code

   ii. Below are orders placed for your current location for Item Code: 5001258

   iii. Click the View/Track link to see order information.

   ![Order Status Table]

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

   ![Order Status Detail]

   i. Reference #: JF-0100-24950862-SL
      PO #: PREDOC 1111914
      Order #: 24950862

   ii. Address Details:
      - Shipping Address
      - Billing Address

   iii. Line(#): 2
      - Optime Imaging Plate Size 2.6/PK
      - Instrumentarium Dental Sorex 900206
      - Order/Ship Qty: 3
      - Invoice #: 15395457
      - Order Date: 12/11/2014
      - Status: Shipped
      - Track: 
      - Re-Order: 
      - Description: 
      - Invoice Info: 
      - Adjustment: 
      - Payment Method: BI! On Account
d. After clicking ‘View/Track’ you can also take action.
   i. ‘Save items with quantities to a shopping list’
   ii. **Re-order** items

1) To reorder, update the quantity.
2) Click ‘Add to Order’ and proceed to ‘**My Order**.’
Check Out

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

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.

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