



Purchasing clinical supplies from Henry Schein requires a Medical/Surgical Supplier Account Code. You must complete the Henry Schein shopper form if you need a Medical/Surgical Supplier Account Code. The fund approver or fund manager should email [purchasing@ttuhsc.edu](mailto:purchasing@ttuhsc.edu) to request the form. Email the completed form to [purchasing@ttuhsc.edu](mailto:purchasing@ttuhsc.edu). The information will be sent to the Henry Schein representative and that representative may contact you if they need additional information. If you need access to Cardinal Health pharmaceutical supplies, please contact Lee Easterday.

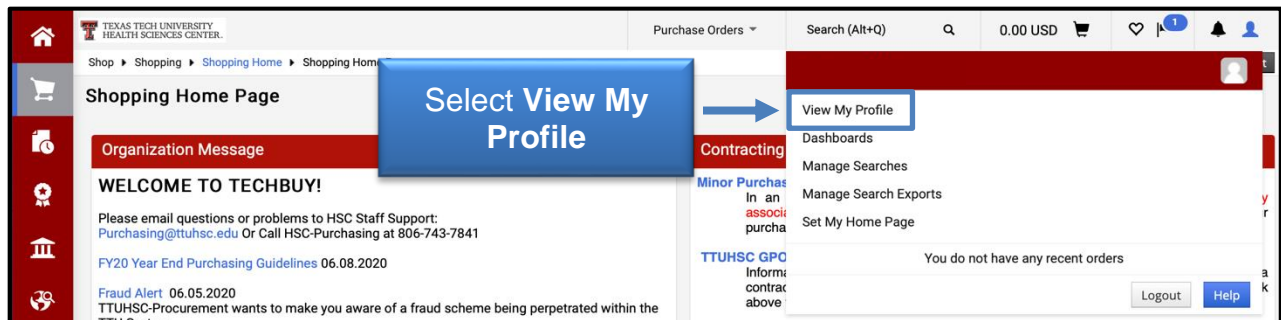
Once the Purchasing department receives the Medical/Surgical Supplier Account Code from Henry Schein, you must update your TechBuy profile with the Medical/Surgical Supplier Account Code prior to shopping.

## Updating the User Profile

Henry Schein assigns each department ship to address a Medical/Surgical Supplier Account Code within their system. The code is assigned to an address where Henry Schein will ship all purchased products. This code must be added to all Henry Schein orders in TechBuy or the order will fail. This section will review steps to add this information to your User Profile so that it will automatically populate in your cart.

Please refer to the TechBuy User Profile document for additional information about fields that should be added to your profile.

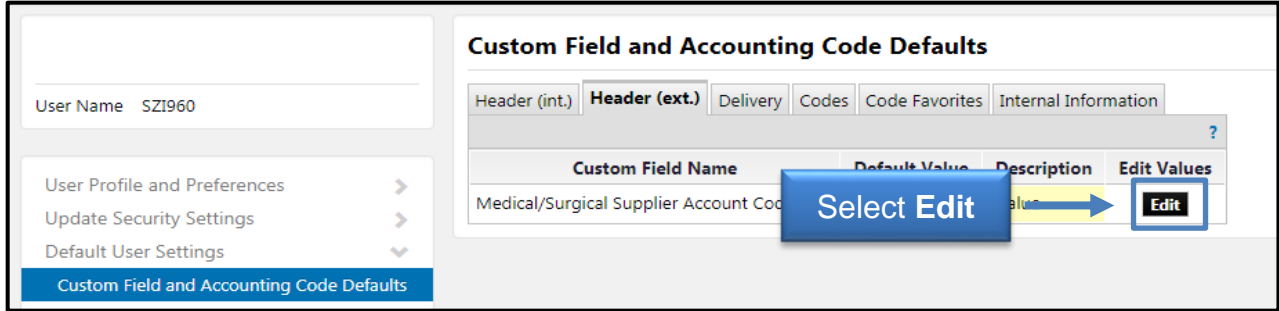
Select **View My Profile** from the top left corner of the screen.



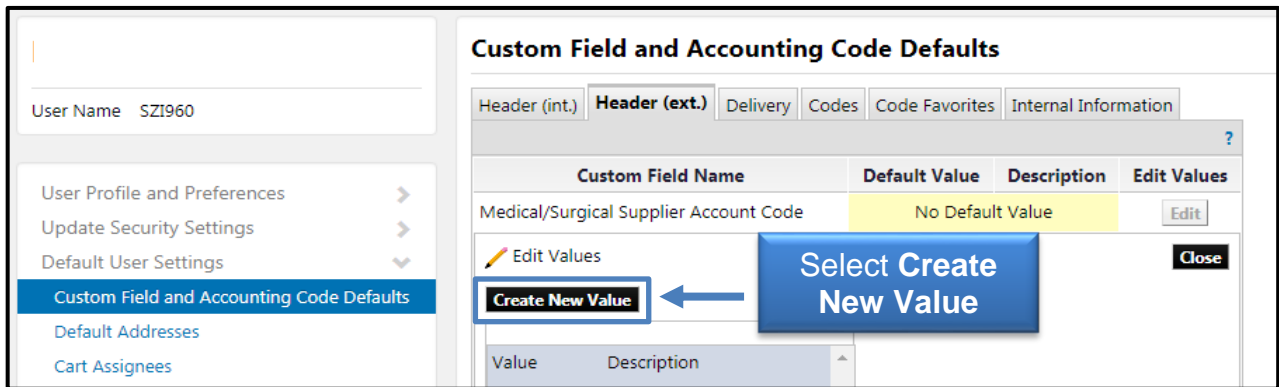
Locate the Medical/Surgical Supplier Account Code under Custom Field and Accounting Code Defaults > Header (Ext) sub-tab.

Select the **Edit** icon to the right of the Custom Field Name titled Medical/Surgical Supplier Account Code.

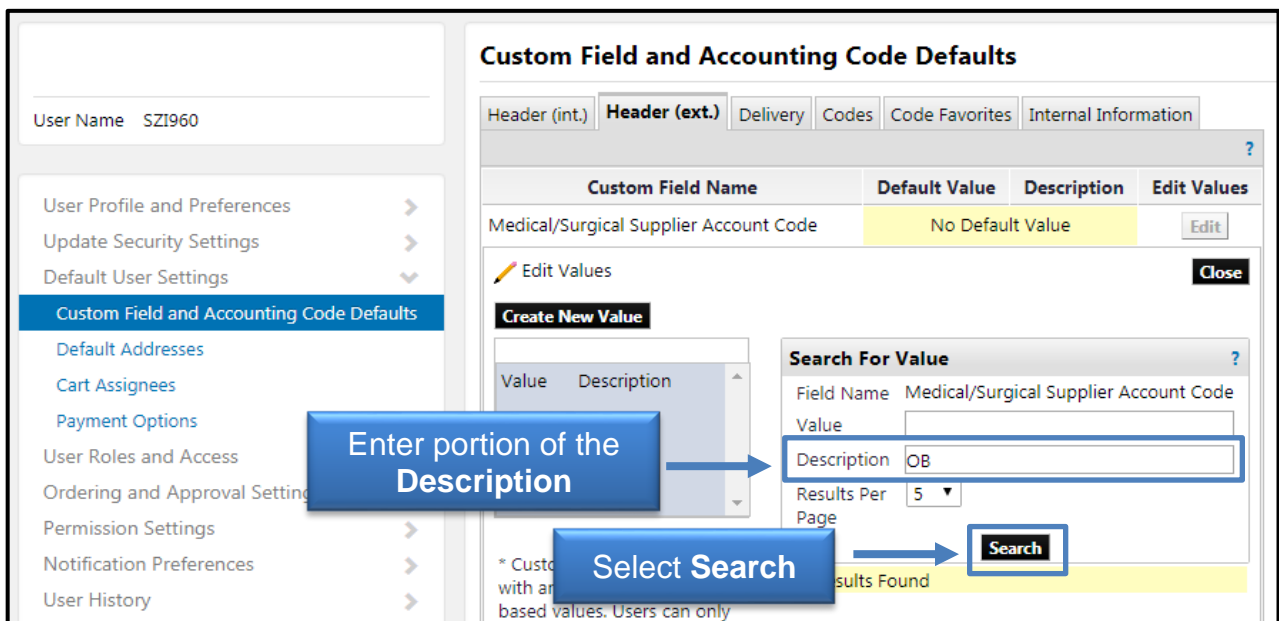
# Henry Schein Purchases



Select the **Create New Value** button.



A Search For Value box will appear. If you know your Medical/Surgical Supplier Account Code, enter it in the **Value** field. You can also enter a portion of the **Description** and select **Search**.



# Henry Schein Purchases

Select the appropriate **Medical/Surgical Supplier Account Code** from the search results by clicking in the **Select** box and selecting **Add Values**.

Custom Field Name: Medical/Surgical Supplier Account Code | Default Value: No Default Value | Edit Values

Results Found: 18 | Page 1 of 4

Select	Value	Description
<input type="checkbox"/>	21039485	OB/GYN Odessa
<input type="checkbox"/>	21039495	OB/GYN El Paso
<input type="checkbox"/>	21039543	OB/GYN MEDICAL PAVILLON 3RD FLOOR
<input checked="" type="checkbox"/>	21039580	OB/GYN
<input type="checkbox"/>	21102283	SOUTHWEST OB/GYN ASSOCIATES

Click Select Box

Select Add Values

The value will display in the window to the left. If you are authorized to purchase on multiple Medical/Surgical Supplier Account Codes, continue to add the values to your profile.

Custom Field Name: Medical/Surgical Supplier Account Code | Default Value: No Default Value | Edit Values

Results Found: 17 | Page 1 of 4

Value	Description
21039580	OB/GYN

Value Displayed

Continue to Add Values

# Henry Schein Purchases

Click the value of the **Medical/Surgical Supplier Account Code** that should default into every order. This can be changed during the cart review process.

User Name SZI960

User Profile and Preferences >  
Update Security Settings >  
Default User Settings >  
**Custom Field and Accounting Code Defaults**  
Notification Preferences >  
User History >  
Administrative Tasks >

### Custom Field and Accounting Code Defaults

Header (int.) **Header (ext.)** Delivery Codes Code Favorites Internal Information ?

Custom Field Name	Default Value	Description	Edit Values
Medical/Surgical Supplier Account Code	No Default Value		Edit

Edit Values Close

**Create New Value**

Value	Description
21039580	OB/GYN

\* Custom Field Values marked with an asterisk are role-based values. Users can only modify the Default status of these Custom Field Values.

Results Per Page 5 Values Found 17 Page 1 of 4 ?

Select	Value	Description
<input type="checkbox"/>	21039485	OB/GYN Odessa
<input type="checkbox"/>	21039495	OB/GYN El Paso
<input type="checkbox"/>	21039543	OB/GYN MEDICAL PAVILLON 3RD

Select the **Default** box from the Edit Existing Value window and click **Save**.

User Name SZI960

User Profile and Preferences >  
Update Security Settings >  
Default User Settings >  
**Custom Field and Accounting Code Defaults**  
Default Addresses >  
Cart Assignees >  
Payment Options >  
User Roles and Access >  
Ordering and Approval Settings >  
Permission Settings >  
Notification Preferences >  
User History >  
Administrative Tasks >

### Custom Field and Accounting Code Defaults

Header (int.) **Header (ext.)** Delivery Codes Code Favorites Internal Information ?

Custom Field Name	Default Value	Description	Edit Values
Medical/Surgical Supplier Account Code	No Default Value		Edit

Edit Values Close

**Create New Value**

Value	Description
21039580	OB/GYN

\* Custom Field Values marked with an asterisk are role-based values. Users can only modify the Default status of these Custom Field Values.

**Edit Existing Value** ?

Value 21039580  
Description OB/GYN  
Default   
Status active

**Save** **Remove**

# Henry Schein Purchases

The value will populate in the Default Value and Description fields in the top portion of the screen. Select **Close**.

The screenshot shows the 'Custom Field and Accounting Code Defaults' interface. A 'Create New Value' dialog box is open, displaying a table with the following data:

Value	Description
21039580	OB/GYN

Below the table, there is a note: '\* Custom Field Values marked with an asterisk are role-based values. Users can only modify the Default status of these Custom Field Values.' The 'Edit Existing Value' section shows the 'Value' field set to 21039580 and the 'Description' field set to OB/GYN. A 'Close' button is highlighted in the top right corner of the dialog box. A blue callout box with the text 'Default Value and Description have been added' points to the 'Default Value' and 'Description' columns in the table above the dialog box.

This value will default into every Henry Schein clinical supply order that you submit. The code can be edited during the cart review process.

The screenshot shows the 'Custom Field and Accounting Code Defaults' interface. The 'Header (ext.)' tab is selected. The table below shows the following data:

Custom Field Name	Default Value	Description	Edit Values
Medical/Surgical Supplier Account Code	21039580	OB/GYN	Edit

The 'Edit' button is highlighted in the 'Edit Values' column. The 'Default Value' and 'Description' columns are also highlighted with blue boxes.

For questions, contact Procurement Services at [purchasing@ttuhsc.edu](mailto:purchasing@ttuhsc.edu).