TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER.

Finance Systems Management

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 <u>purchasing@ttuhsc.edu</u> to request the form. Email the completed form to <u>purchasing@ttuhsc.edu</u>. 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.

Header (int.) Header (ext.) Delivery Codes Code Favorites Internal Information ?
Custom Field Name Default Value Description Edit Values Medical/Surgical Supplier Account Coc Select Edit

Select the Create New Value button.

		Custom F	ield and Ac	counting	g Co	de Defaults	;	
User Name SZI960		Header (int.)	Header (ext.)	Delivery	Codes	Code Favorites	Internal Infor	mation
Liser Profile and Preferences		(Custom Field Na	ime		Default Value	Description	Edit Values
Update Security Settings	· · ·	Medical/Surg	Medical/Surgical Supplier Account Code			No Defaul	Edit	
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Default Addresses Cart Assignees		Value	Description		-			

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**.

		Custom F	ield and Ac	counti	ng Co	ode Defaults	5	
User Name SZI960		Header (int.)	Header (ext.)	Delivery	Codes	Code Favorites	Internal Infor	mation
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User Profile and Preferences		c	ustom Field Na	ame		Default Value	Description	Edit Values
Update Security Settings	>	Medical/Surg	ical Supplier Acc	count Code	2	No Defaul	t Value	Edit
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Payment Options	-			Va	alue			
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User History	>	with ar based value	s. Users can only	/	sults	Found		

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

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Default User Settings	÷.	🖊 Edit Val	ues				Close
Custom Field and Accounting Code De	faults	Create New	w Value				
Default Addresses Cart Assignees Payment Options		Value	Description	*	Results Valu Per Fou Page 18	nd 🔄 Page 1	• of 4 🕨 ?
User Roles and Access Ordering and Approval Settings	>			-	Select Va	lue De	scription
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User History	>	asterisk are only modif	rela values marked with an e role-based values. Users can fy the Default status of these		2103	OB/GY	N El Paso
Administrative Tasks	>	Custom Fie	eld Values.		2103	OB/GY 9543 PAVILLC FLOOR	N MEDICAL DN 3RD
		Click	Select Box		2103	OB/GY	N
			Select Add	1	2110	SOUTH 2283 OB/GYN	WEST ASSOCIATES
			Values		Add Results Per F	/alues Back to Page I Page	Search 1 ▼ of 4 ►

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.

Foronace		Custom Field Name	Default Value [Description Edit Values
Undate Security Settings		Medical/Surgical Supplier Account Code	No Default \	/alue Edit
Default User Settings	÷.	🖊 Edit Values		Close
Custom Field and Accounting Code De	faults	Create New Value		
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Us Ordering and Approval Settings	>		Select Value	Description
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Notification Preferences User History	>	* Custom Field Values marked with an asterisk are role-based values. Users can only modify the Default status of these	2103948	OB/GYN El Paso
Administrative Tasks	>	Custom Field Values.	2103954	OB/GYN MEDICAL 3 PAVILLON 3RD FLOOR
		Values	2110228	SOUTHWEST 3 OB/GYN ASSOCIATES
			2111352	OB GYN PRR LAB 3
			Add Value Results Per Page 5 V	Back to Search

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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.

		Custom Field and Accounting Code Defaults							
User Name SZI960	SZI960 Header (int.) Header (ext.) Delivery Codes Code Favorites Internal Information					mation			
							?		
Liser Profile and Preferences		Custo	m Field Name	2	Default Value	Description	Edit Values		
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Click the default value of the Medical/Surgical		Create New Value Value 21039580	Description OB/GYN	^	Results Val Per Fou Page 5 V	ues Ind I Page 1 7	▼ of 4 🕨 ?		
Supplier Account	5				Select V	alue Des	cription		
Code	>				210	OB/GYN 39485	I Odessa		
User History	>	* Custom Field Values marked with an asterisk are role-based values. Users can only modify the Default status of these 21039495				I El Paso			
Administrative Tasks	>	Custom Field Val	ues.		210	OB/GYN 39543 PAVILLOI	I MEDICAL N 3RD		

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



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

		Custom Field and	Accountin	g Code De	fault	s	
User Name SZI960		Header (int.) Header (ex	t.) Delivery	Codes Code I	avorite	s Internal Infor	mation
User Profile and Preferences Update Security Settings Default User Settings	Defa Des b	ult Value and cription have been added	Name Account Code	Default	Value	Description OB/GYN	Edit Values Edit Close
Custom Field and Accounting Code De Default Addresses	efaults	Create New Value		Edit Existing	g Value	•	?
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Ordering and Approval Settings Permission Settings Notification Preferences	>	* Custom Field Values m	• arked with	Status	active Save	Remove	
User History Administrative Tasks	>	an asterisk are role-base Users can only modify th status of these Custom F Values.	d values. e Default ield				

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

		Custom Field and Accounting Code Defaults						
User Name SZI960		Header (int.) Header (ext.) Delivery Co	des Code Favorite	Internal Infor	mation			
		Custom Field Name	Default Value	Description	Edit Values			
User Profile and Preferences Update Security Settings	>	Medical/Surgical Supplier Account Code	21039580	OB/GYN	Edit			
Default User Settings	~							
Custom Field and Accounting Code	e Defaults							

For questions, contact Procurement Services at purchasing@ttuhsc.edu.