



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 to request the form. Email the completed form to 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.

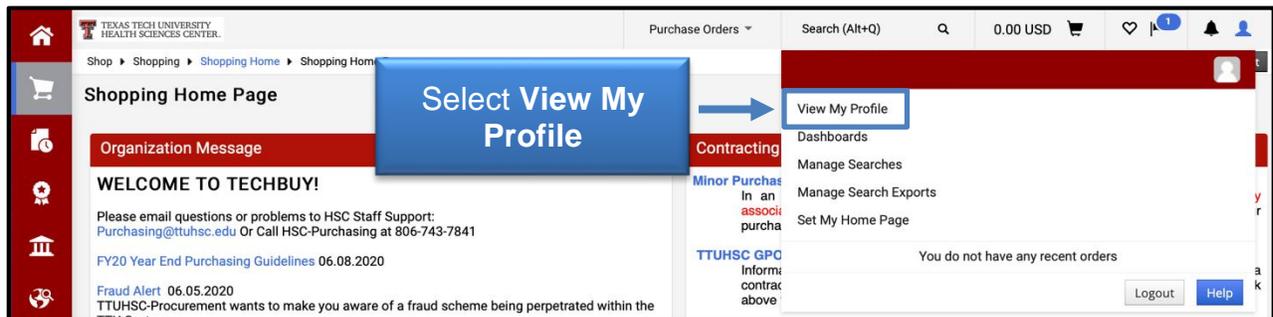
Once the Purchasing department receives the Medical/Surgical Supplier Account Code from Henry Schein, you must update your TechBuy profile with the Medical/Surgical Supplier Account Code prior to shopping.

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.

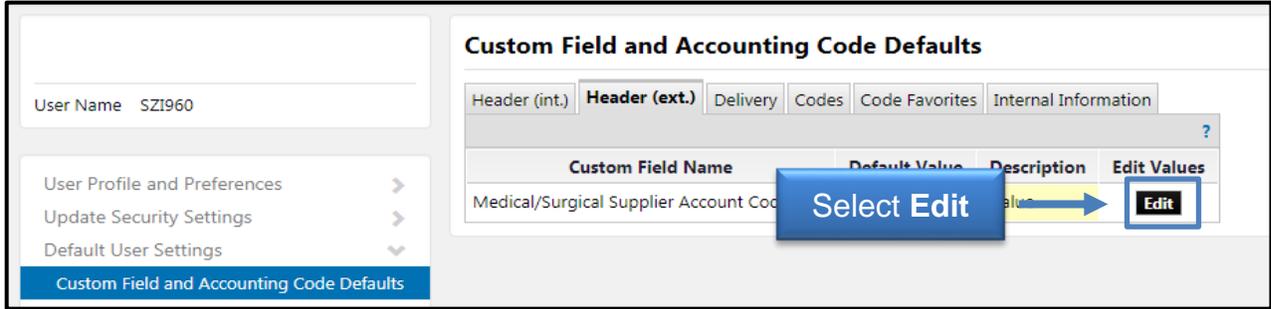
Select **View My Profile** from the top left corner of the screen.



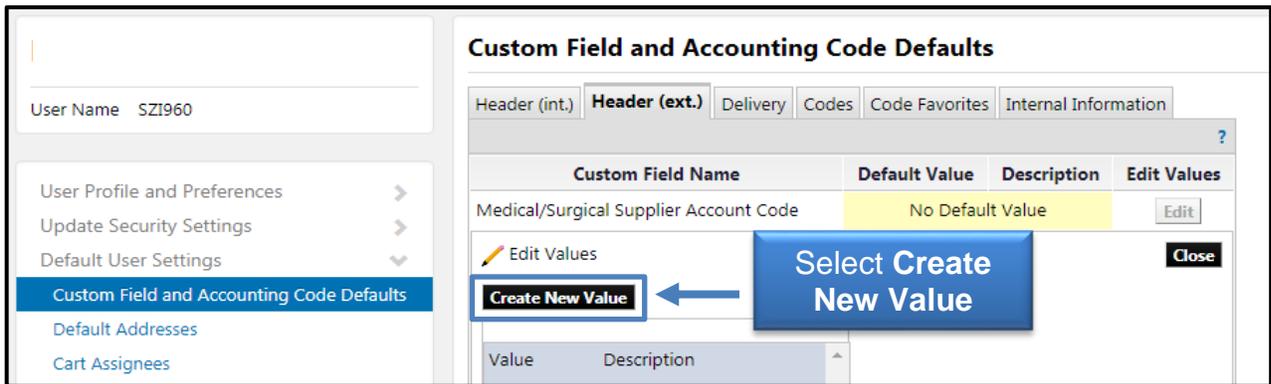
Locate the Medical/Surgical Supplier Account Code under Custom Field and Accounting Code Defaults > Header (Ext) sub-tab.

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

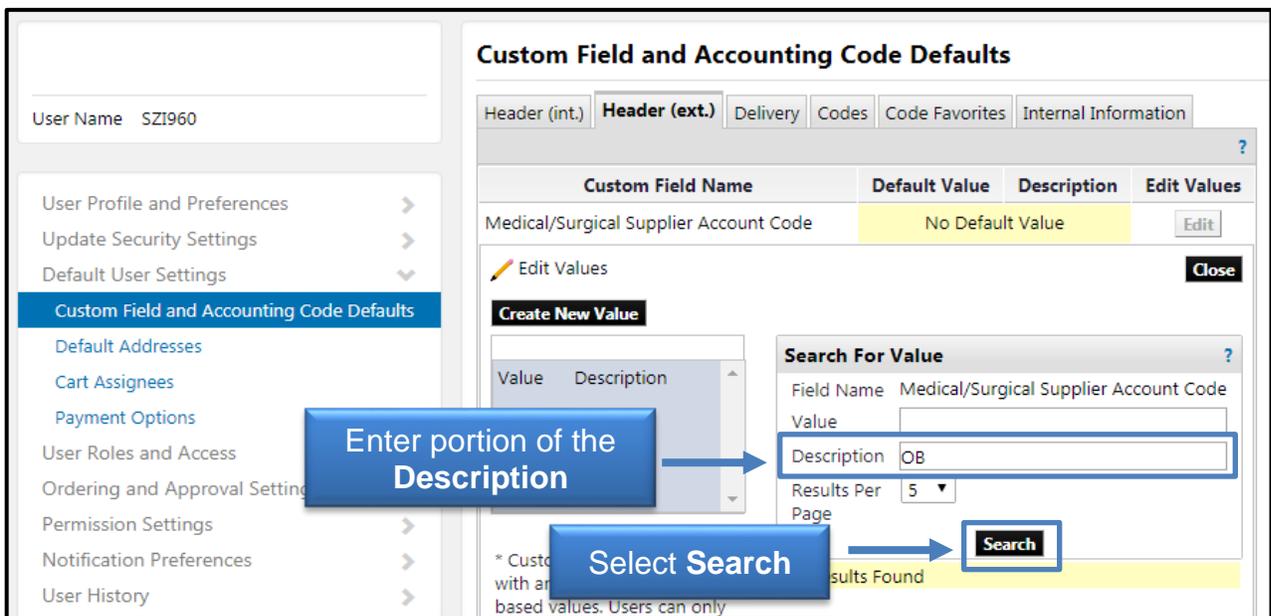
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Select the **Create New Value** button.



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**.



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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**.

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

Results Found 18

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

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

Results Found 17

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 type="checkbox"/>	21102283	SOUTHWEST OB/GYN ASSOCIATES
<input type="checkbox"/>	21113523	OB GYN PRR LAB

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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

Custom Field and Accounting Code Defaults

Click the default value of the **Medical/Surgical Supplier Account Code**

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

Results: Values Found 17

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**.

Custom Field and Accounting Code Defaults

User Name: SZI960

Custom Field and Accounting Code Defaults

Select Default Box

Value	Description
21039580	OB/GYN

Edit Existing Value

Value: 21039580
Description: OB/GYN
Default:
Status: active

Select Save

Save Remove

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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' page. 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 dialog box has 'Save' and 'Remove' buttons. A blue callout box says 'Default Value and Description have been added'. Another blue callout box says 'Select Close' with an arrow pointing to the 'Close' button in the top right corner of the dialog.

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' page. The 'Header (ext.)' tab is selected. A table displays the following data:

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

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