

Cycle	Format	Statement Print Date	AutoPay Run Dates	Invoice Pay Eligible	Statement Pay Eligible
F1	Simple. Balance Forward. Current Period Activity	7 th of every month	7 th of every month		
F2	Simple. Balance Forward. Current Period Activity	14 th of every month	14 th of every month		
F3	Simple. Balance Forward. Current Period Activity	21 st of every month	21 st of every month		
F4	Simple. Balance Forward. Current Period Activity	28 th of every month	28 th of every month		
9	Invoice Specific: <u>Prior</u> and <u>Current</u> period activity is separated by ship to location .	3 rd Saturday of Fiscal Month	Friday before statement print date		
10	Invoice Specific: <u>Prior</u> and <u>Current</u> period activity. Provides breakdown of supply and equipment/service invoices. Ties back to the previous statement balance.	3 rd Saturday of Fiscal Month			
21	Open Item: <u>Prior</u> and <u>Current</u> period activity which is open on customer's account. <i>Medical division only.</i>	Last Saturday of Fiscal Month			
54	Simple Format * For <u>existing</u> Autopay customers	4 th Saturday of Fiscal Month			
55	Simple Format * Fiscal Month-End statement	Last Saturday of Fiscal Month			
<p>Due dates will be based on the customer's account terms. Invoice Pay customers should refer to their individual invoices for <u>exact</u> due dates.</p>					

STATEMENT CYCLES & OPTIONS

- The Statement Cycle will determine when a customer's statement is generated, the format of the statement and their Autopay scheduled run date (if enrolled).
- Statements are mailed once a month to the customer's billing address. A customer may request their statement be sent to an alternate address.
- Customers also have the ability to choose between two different e-delivery channels to receive their statements rather than via mail.
 - **Henry Schein e-Statements:** Enrollment will notify a customer via email when their statement is available for viewing through their registered account on the Henry Schein website.
 - **Billtrust:** Enrollment allows the customer to receive the actual statement in a PDF format directly within an email.
- Invoice Pay customers are eligible for all statement cycles and formats. Statement Pay customers are limited to cycles which are not invoice-specific.