

Web Tutorial: Statements & Invoices

1 Access Statements & Invoices

- A. Log-in
- B. Click **My Account**
- C. Expand (+) **Statements & Payments**
- D. Click **Statements & Invoices**

2 View Statement Details

- A. Click **View Statement Details**, the statement will be displayed in PDF format

3 View Related Invoices

- A. Click **View Related Invoices** to view invoices, print or save invoices, or make payments

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Account #: 3153261
Test Acct One / 526 Congaree Rd, Greenville, SC 296073516 | Switch Office

STATEMENTS & INVOICES

My Account / Statements & Invoices

Billing Account # 11 Henry Rd. Schein, NY 11747, United States of America

The information displayed below represents the previous statement activity for the Billing Account # shown above.

STATEMENTS: (10)	BILLING ADDRESS: 11 Henry Rd. Schein, NY			
Statement Date	Statement Number	Approved		
12/24/2016	30468891		View statement details	View related invoices
11/26/2016	30334649		View statement details	View related invoices
10/29/2016	30197684		View statement details	View related invoices
9/24/2016	30043898		View statement details	View related invoices
8/27/2016	29900258		View statement details	View related invoices
7/30/2016	29764693		View statement details	View related invoices
6/25/2016	29615551		View statement details	View related invoices

1-800-P-SCHEIN (800-772-4346)
E-mail: Sales Rep

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LOGOUT

Related Invoices– Options

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- A. Invoices can be sorted by **Date, Type, Due Date, Gross Amount, Open Amount, and Shipping Account #**
- B. Invoices can be opened, saved, or printed
- C. To make a payment, check the box and click **Make Payment**

Within Items Purchased

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Menu Shop My Account

Account #: 3153261
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My Order: \$8.92

STATEMENTS & INVOICES

My Account

- My Dashboard
- Practice Analysis Tool
- Statements & Payments**
- Account Summary/Open Transactions
- Statements & Invoices
- Auto Pay
- eStatements Enrollment
- Reconciliations
- Inventory Management
- Orders
- Reports
- My Profile
- Site Administration
- Custom Order Messages
- Controlled Substance Info
- My Redemption Reminders
- Barcode Scanner
- Custom E-Catalogs
- Customer Item Number
- My Connection™ Awards

[LOGOUT](#)

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The invoices related to Statement Number 30468891 are shown below.

To print invoices, click the checkbox next to each invoice to be printed, then click the Print Invoice button.

To make payments, click the check box next to each invoice to be paid, then click the Make Payment button.

Billing Account # 11 Henry Rd. Schein, NY 11747

SAVE INVOICES PRINT INVOICE MAKE PAYMENT

Note: You may select invoices across multiple results pages before clicking the options offered.

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INVOICES: (802)SHOW: 250 ItemsSORT BY: Open Amount A

<input type="checkbox"/>	Date	Type	Shipping Account #	Due Date	Gross Amount	Open Amount	
<input type="checkbox"/>	10/27/2016	Invoice: 35634998	2897821	12/26/2016 130 days past due.	\$7,620.66	\$7,620.66	Track
<input type="checkbox"/>	8/4/2016	Invoice: 33032320	3326867	10/3/2016 214 days past due.	\$6,238.20	\$6,238.20	Track
<input type="checkbox"/>	9/6/2016	Invoice: 33876790	2897821	12/20/2016 136 days past due.	\$6,230.00	\$6,230.00	Track
<input type="checkbox"/>	6/24/2016	Invoice: 31851945	2512786	8/23/2016 255 days past due.	\$6,151.88	\$6,151.88	Track
<input type="checkbox"/>	11/8/2016	Invoice: 36019976	2500707	1/7/2017 118 days past due.	\$4,625.00	\$4,625.00	Track

My Sales Consultant

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To contact a Sales Rep:

Phone:
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E-mail: [Sales Rep](#)

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