



## Benco Data Instructions

**3**

Sign In

Username

Password

[Forgot your password?](#)

**4**

Product # Qty +

[View Account](#) [Change Account](#) [Your Shopping Lists](#) [View Orders](#) [Sign Out](#)

**5**

Order Management

- [View Order History](#)
- [Order Using Barcode Scanner](#)
- [Predict Upcoming Purchasing Forecaster](#)
- [View and Print Reports Based on Your Order History](#)
- [Return Items](#)

**6**

**Purchase Analysis - Item Detail**

Lists individual items and totals from purchase history, grouped by product category.

**7**

Report Type:

**7**

Start Period:

End Period:

**8**

**10**

Select a format

- XML file with report data
- CSV (comma delimited)
- PDF
- HTML (web archive)
- 9**  Excel
- RTF file
- Word

1. Go to <https://www.benco.com/>
2. Click on "Sign In! Account" in top right corner
3. Enter Username & Password & Click Login
4. Once logged in, click on "View Account" in top-right menu bar
5. Under Order Management, click on "View and Print Reports Based on Your Order History"
6. Click on "Purchase Analysis – **Item Detail**"
7. Enter Start & End Periods that are equal to 12-months
8. Click "View Report" to run query
9. Click "Select a Format & select "Excel"
10. Click "Export" and the spreadsheet should download automatically
11. Open the spreadsheet and save to your preferred folder or desktop
12. Attach the spreadsheet to an email
13. Send email to [svanveghel@indi-dent.org](mailto:svanveghel@indi-dent.org)

If you have any questions or cannot get the report to run, please contact Sue Van Veghel at [svanveghel@indi-dent.org](mailto:svanveghel@indi-dent.org) or 920-428-2083.