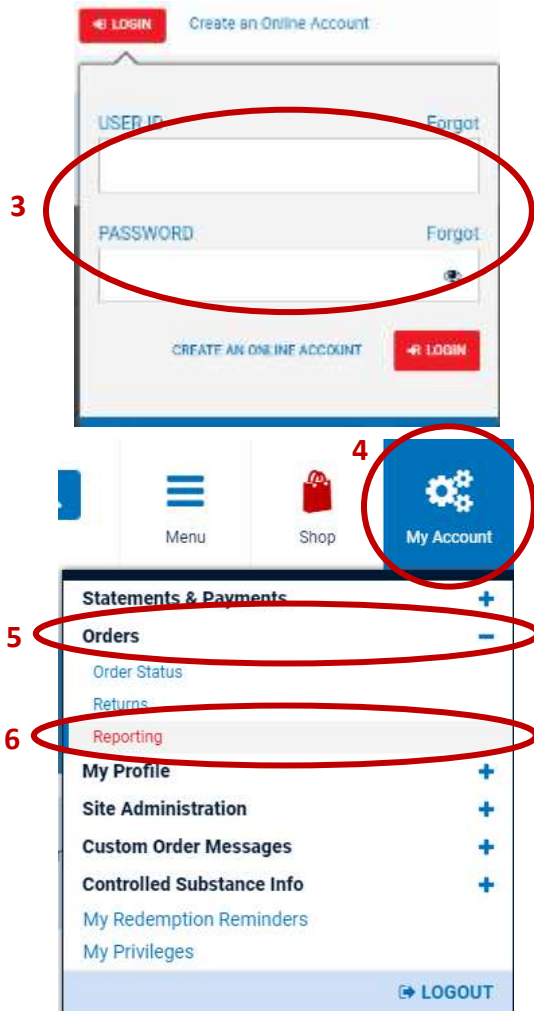


### Henry Schein Data Instructions




1. Go to <https://www.henryschein.com/us-en/dental/>
2. Click on Red Login Icon
3. Enter Username & Password & Click Login
4. Once logged in, click on "My Account" in the upper right hand corner
5. Click on Orders
6. Click on Reporting
7. Click "New Report"
8. Select the below report & Click "NEXT" at the bottom of the page.

**Items Purchased**  
Detailed list of items purchased.

9. Select the "Default Settings (It should be pre-selected) & Click "NEXT"
10. Now your report is running; Once it is finished, the status will state

**Default Settings**  
Use our predefined settings for your report.








"Completed"

11. Once the report is complete, click on the  to download the excel spreadsheet
12. Open the spreadsheet and save to your preferred folder or desktop
13. Attach the spreadsheet to an email
14. Send email to [maggie.garrigan@indi-dent.org](mailto:maggie.garrigan@indi-dent.org)

If you have any questions or cannot get the report to run, please contact Maggie Garrigan at [maggie.garrigan@indi-dent.org](mailto:maggie.garrigan@indi-dent.org) or (800) 975-1651

Home / My Account / Reporting

Create historic reports of items purchased in minutes. Check the status of processing reports via the Refresh link or view completed reports in your browser, PDF or Excel. To check the report criteria, a link is provided. Once you create a report, you can access it below for up to 90 days.

| REPORTS: (2)   |   |              | SORT BY: Date Created ▼         |  | 7 <b>NEW REPORT</b>   |
|--|---|--------------|---------------------------------|--|---|
| Report Name  | Criteria  | Date Created | Status                          | 11  | Delete  |
| Items Purchased<br>Date Range: 11/16/2016 - 11/15/2017 |  | 11/15/2017   | Completed<br>Expires: 2/13/2018 | 10  |  |
| Items Purchased<br>Date Range: 11/14/2016 - 11/13/2017 |  | 11/13/2017   | Completed<br>Expires: 2/11/2018 |     |  |

