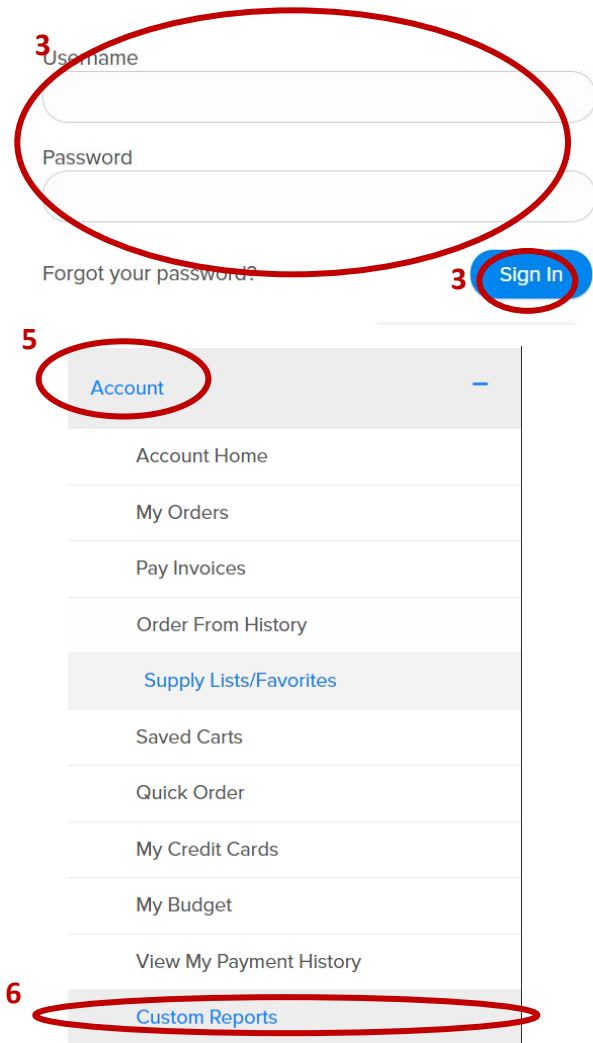


## DHP Data Instructions

### Sign in to your DHP account



3 Username

Password


Forgot your password?

3 Sign In

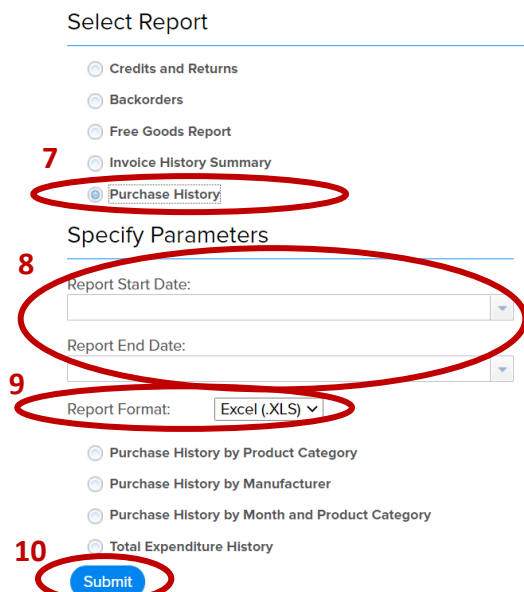
5 Account

- Account Home
- My Orders
- Pay Invoices
- Order From History
- Supply Lists/Favorites
- Saved Carts
- Quick Order
- My Credit Cards
- My Budget
- View My Payment History

6 Custom Reports

1. Go to <https://www.dhpsupply.com>
2. Click on "Login" in top right corner
3. Enter Username & Password & Click Login
4. Once logged in, click on Menu Icon  in the top left
5. Click on "Account"
6. Click on "Custom Reports"
7. Click on "Purchase History"
8. Enter Start & End Dates that are equal to 12-months
9. Select Report Format = "Excel (XLS.)" (Should be the default)
10. Click "Submit"
11. Once report is complete, a window will pop up, then click "Open Report>"
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



Select Report

- ☐ Credits and Returns
- ☐ Backorders
- ☐ Free Goods Report
- ☐ Invoice History Summary
- ☒ Purchase History

Specify Parameters

Report Start Date:

Report End Date:

Report Format:

- ☐ Purchase History by Product Category
- ☐ Purchase History by Manufacturer
- ☐ Purchase History by Month and Product Category
- ☐ Total Expenditure History

10 Submit

### Client Report

Your report has been generated.

11 [Open Report>](#)

