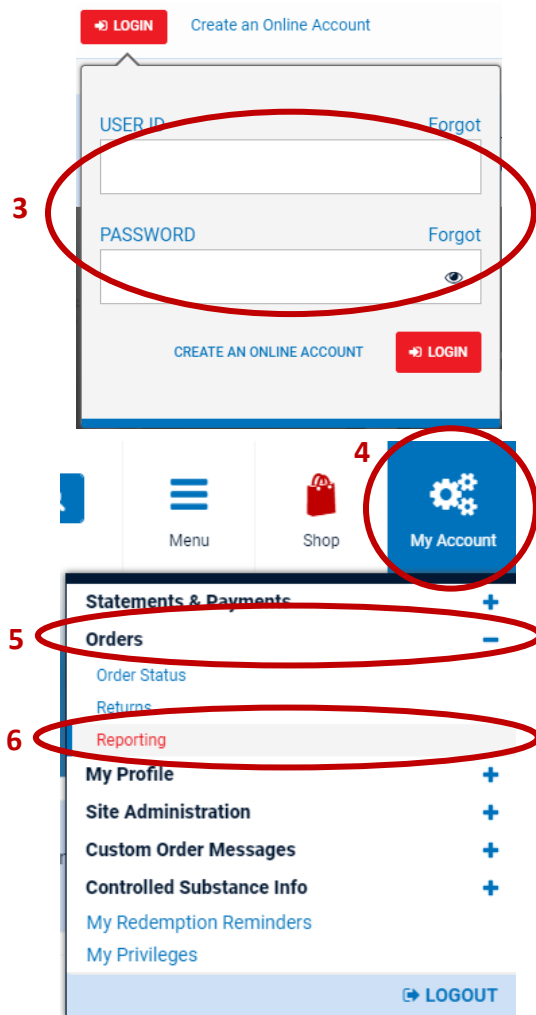


## Henry Schein Data Instructions



3. LOGIN button and user/password fields

4. My Account button in the top navigation bar

5. Orders link in the left sidebar menu

6. Reporting link in the left sidebar menu

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 <a href="#">NEW REPORT</a>	
Report Name	Criteria	Date Created	Status	11 	Delete
Items Purchased Date Range: 11/16/2016 - 11/15/2017		11/15/2017	10 <b>Completed</b> Expires: 2/13/2018		
Items Purchased Date Range: 11/14/2016 - 11/13/2017		11/13/2017	Completed Expires: 2/11/2018	 	

