

## Net-32 Data Instructions

### Sign in

Email / Username

3

Password

☒ Keep me signed in. [Forgot password?](#)

3 [Sign in](#)

4 Hello, William  
**My Account**

Dashboard

Reorder

Auto Orders

Shopping List

My Account

5 [Orders](#)

Review Purchased Products

Review Vendors

Logout

1. Go to <https://www.net32.com/>
2. Click on "Login" in top right corner
3. Enter Username & Password & Click Login
4. Once logged in, click on your name/My Account in the top right corner
5. Click on "Orders"
6. Click on "Download Report"
7. Click on "Purchase Item Details"
8. Enter Start & End Dates that are equal to 12-months
9. Click "Export to CSV"
10. Open the spreadsheet and save to your preferred folder or desktop
11. Attach the spreadsheet to an email
12. 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

7 [Transaction Summary](#)

[Purchased Item Details](#)

This report includes a summary of your credit card transactions with subtotals of the product, shipping, and tax amounts you paid or were refunded during the selected transaction date range. Payment transactions are included based on the date of the transaction.

8

From

To

9

[Export to CSV](#)

### Orders

SPENDING REPORT  
Year to date ▼

ORDERS  
2

NET32 TOTAL  
\$1,286.33

SAVINGS  
\$703.84 (37%)

6

[Download Report](#)