



3	sign in v	vith your	r Patterson Dental us	ername	
(someon	ie@exam	ple.com		
	Password				
Need help signing in?					
			3 🌔	Sign in	
Suppor	rt 🥐	Blog	Advantage Rewards	s United S	States 🌉 🔻
r Manufaci	turer #'s		Q		count

5

Purchasing

Reports

Patterson Data Instructions

- 1. Go to https://www.pattersondental.com
- 2. Click on "Login" in top right corner
- 3. Enter Username & Password & Click Login
- 4. Once logged in, click on "My Account" on the far right of the horizontal menu bar (Next to the cart icon)
- 5. Under Reports, click on "Purchasing" (half way down the my account side menu)
- 6. Click on "Purchase Detail"
- 7. Click on "Dynamic Supply Management Summary"
- Select the Previous 12-Months by clicking the icon 12 times (You should have 12 months in the "selected" section in the picture below)
- 9. Click "Run Document"
- 10. Click on the 👔 icon to open as an excel spreadsheet
- 11. A new window will open and your computer should prompt you to open/save the 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

If you have any questions or cannot get the report to run, please contact Maggie Garrigan at <u>maggie.garrigan@indi-dent.org</u> or 800-975-1651

