

# McKesson SupplyManager<sup>SM</sup> Introductory Guide

## Welcome!

With McKesson SupplyManager<sup>SM</sup> you can:

- Place orders online
- Search the catalog
- Order from your history and favorites lists
- Access real-time pricing
- Check stock availability
- View the status of existing orders

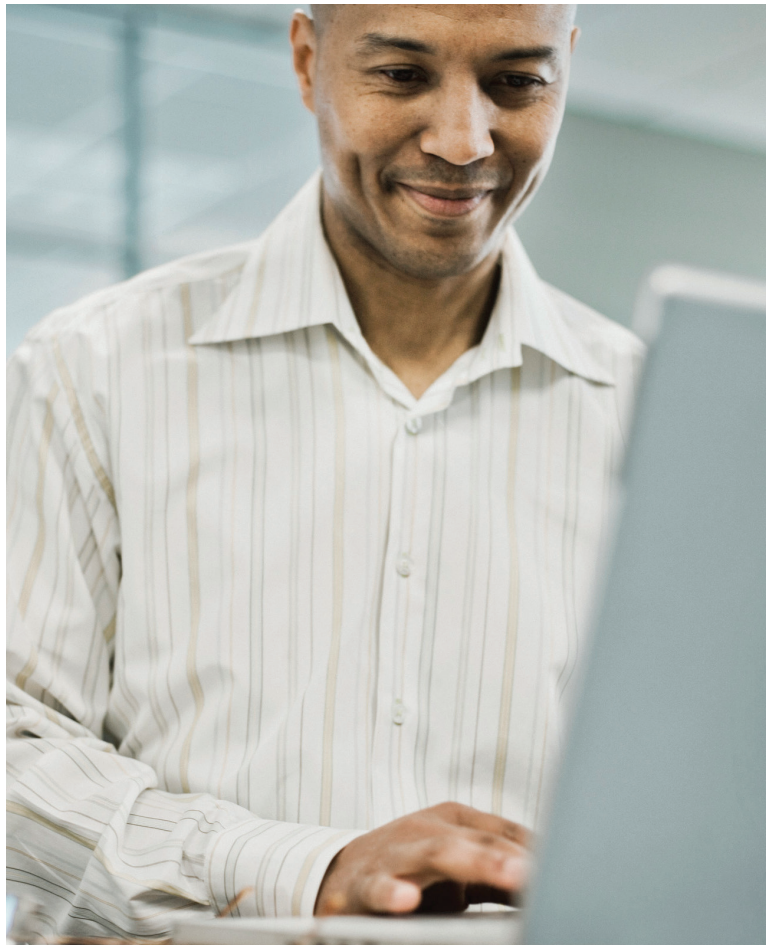
You can still control spending with a centralized order approval process, build restricted supply lists, and more! Ready to get started?



Click **Lists** to order from your shopping lists


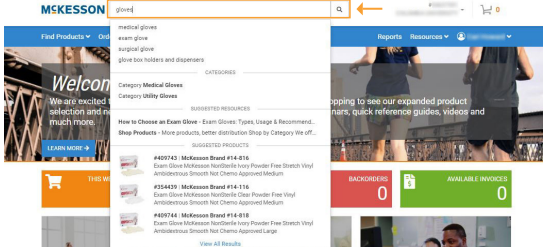
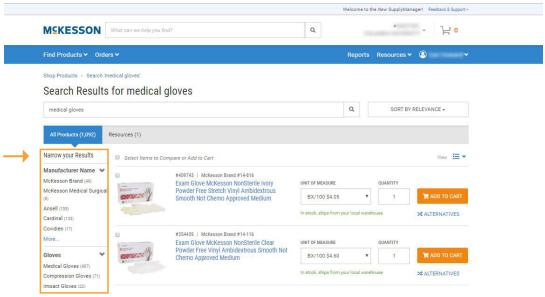


**Search** our catalog using descriptive terms, manufacturer number or name, brand name, McKesson item number, Moore Medical item number, category, or subcategory

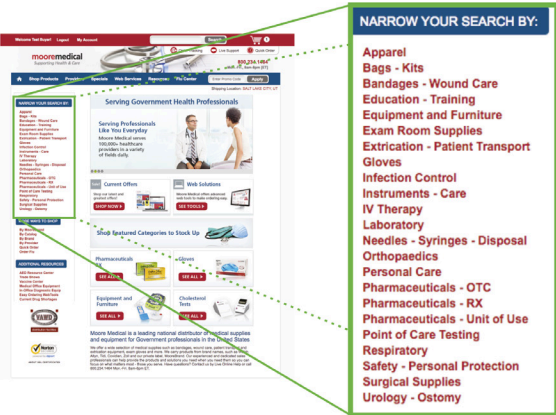
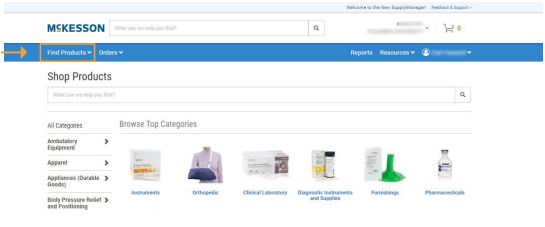


# Here's how to complete some daily tasks using SupplyManager. To begin, make sure you are logged into SupplyManager.

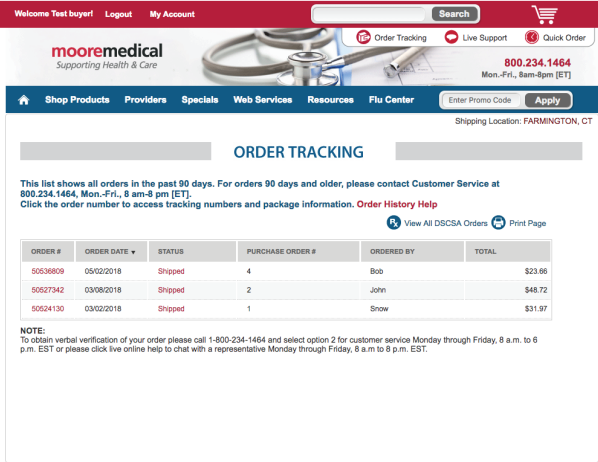
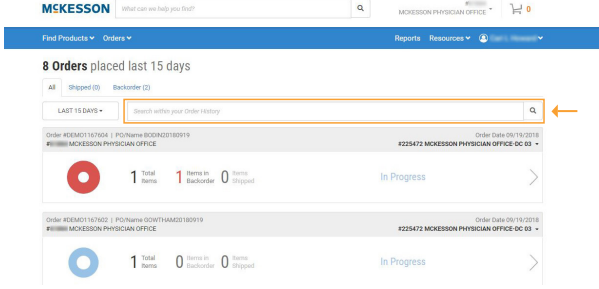
## Search for Items

Moore Medical	SupplyManager
<ul style="list-style-type: none"> <li>Enter <b>search terms</b> and item numbers in the search box within the top navigation.</li> </ul> 	<ul style="list-style-type: none"> <li>The search box can be found on the <b>top navigation bar</b>.</li> <li>Continue to search by <b>keyword Moore Medical or Medical-Surgical, item numbers, manufacturer name or number</b>.</li> </ul>  <ul style="list-style-type: none"> <li>Refine your search within a product category by using the <b>Narrow Your Results</b> search box within the left navigation.</li> </ul> 


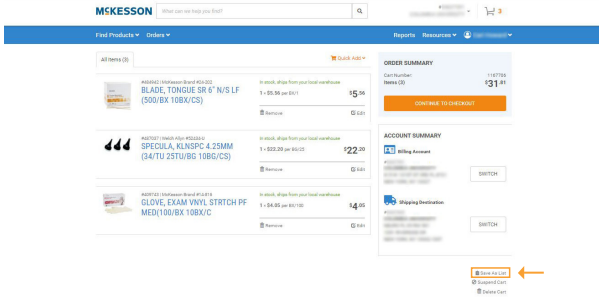
## Shop by Product Category

Moore Medical	SupplyManager
<ul style="list-style-type: none"> <li>Shop by product category using the top navigation or <b>left navigation</b>.</li> </ul> 	<ul style="list-style-type: none"> <li>Select <b>Find Products</b> within the top navigation and select Browse Catalog to shop by product category.</li> <li>Some products may be located in a different product category than on the Moore Medical site. Use the site search feature if you are unable to find a product.</li> </ul> 

## Track an Order

Moore Medical	SupplyManager																								
 <p>The screenshot shows the Moore Medical website's 'ORDER TRACKING' section. It features a navigation bar with 'Shop Products', 'Providers', 'Specials', 'Web Services', 'Resources', and 'Flu Center'. Below the navigation, there is a search bar and a table of orders. The table has columns for 'ORDER #', 'ORDER DATE', 'STATUS', 'PURCHASE ORDER #', 'ORDERED BY', and 'TOTAL'. Three orders are listed, all with a status of 'Shipped'. A note at the bottom provides contact information for customer service.</p> <table border="1"> <thead> <tr> <th>ORDER #</th> <th>ORDER DATE</th> <th>STATUS</th> <th>PURCHASE ORDER #</th> <th>ORDERED BY</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>5053609</td> <td>05/02/2018</td> <td>Shipped</td> <td>4</td> <td>Bob</td> <td>\$23.66</td> </tr> <tr> <td>50527342</td> <td>03/08/2018</td> <td>Shipped</td> <td>2</td> <td>John</td> <td>\$48.72</td> </tr> <tr> <td>50524130</td> <td>03/02/2018</td> <td>Shipped</td> <td>1</td> <td>Snow</td> <td>\$31.97</td> </tr> </tbody> </table>	ORDER #	ORDER DATE	STATUS	PURCHASE ORDER #	ORDERED BY	TOTAL	5053609	05/02/2018	Shipped	4	Bob	\$23.66	50527342	03/08/2018	Shipped	2	John	\$48.72	50524130	03/02/2018	Shipped	1	Snow	\$31.97	<ul style="list-style-type: none"> <li>• Click on <b>Orders</b> in the top navigation to view your past and current orders.</li> <li>• You can search past orders up to 90 days after your order was placed.</li> <li>• Search for an order by order number, purchase order, order date, etc.</li> </ul>  <p>The screenshot shows the McKesson SupplyManager website's 'Orders' page. It features a search bar and a table of orders. The table has columns for 'ORDER #', 'ORDER DATE', 'STATUS', 'PURCHASE ORDER #', 'ORDERED BY', and 'TOTAL'. Two orders are listed, both with a status of 'In Progress'. A note at the bottom provides contact information for customer service.</p>
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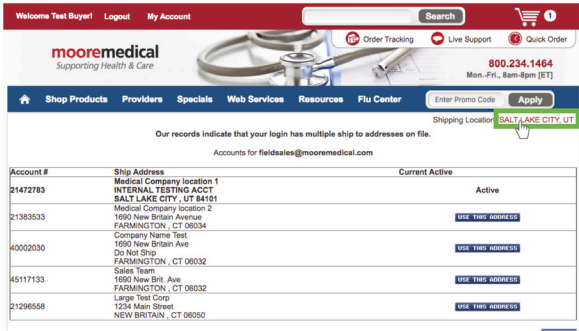
## Saved Carts | Save your cart and place your order later

Moore Medical	SupplyManager																																										
<ul style="list-style-type: none"> <li>• You can save carts of frequently ordered items to reorder them easily.</li> <li>• Name your cart and merge a saved cart back into your cart to place an order.</li> </ul>  <p>The screenshot shows a table of saved carts. It has columns for 'Cart #', 'Cart Name', 'Saved On', 'View', 'Delete', 'Add', and 'Excel'. Five carts are listed, each with a unique name and a date.</p> <table border="1"> <thead> <tr> <th>Cart #</th> <th>Cart Name</th> <th>Saved On</th> <th>View</th> <th>Delete</th> <th>Add</th> <th>Excel</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Medical supplies 1</td> <td>10-24-2014</td> <td>View</td> <td>Delete</td> <td>Add</td> <td>Excel</td> </tr> <tr> <td>2</td> <td>RX supplies</td> <td>12-04-2014</td> <td>View</td> <td>Delete</td> <td>Add</td> <td>Excel</td> </tr> <tr> <td>3</td> <td>Gloves Supplies</td> <td>07-23-2015</td> <td>View</td> <td>Delete</td> <td>Add</td> <td>Excel</td> </tr> <tr> <td>4</td> <td>Bandages</td> <td>03-16-2016</td> <td>View</td> <td>Delete</td> <td>Add</td> <td>Excel</td> </tr> <tr> <td>5</td> <td>Surgical supplies</td> <td>04-01-2016</td> <td>View</td> <td>Delete</td> <td>Add</td> <td>Excel</td> </tr> </tbody> </table>	Cart #	Cart Name	Saved On	View	Delete	Add	Excel	1	Medical supplies 1	10-24-2014	View	Delete	Add	Excel	2	RX supplies	12-04-2014	View	Delete	Add	Excel	3	Gloves Supplies	07-23-2015	View	Delete	Add	Excel	4	Bandages	03-16-2016	View	Delete	Add	Excel	5	Surgical supplies	04-01-2016	View	Delete	Add	Excel	<ul style="list-style-type: none"> <li>• If you need to step away during an order, your cart will be suspended and you can find it under <b>Suspended Carts</b> to place your order later. Once this order is placed, your <b>cart is no longer saved</b>.</li> <li>• To save a cart, you can convert it to a list within the cart screen. Lists can be reordered multiple times.</li> </ul>  <p>The screenshot shows the McKesson SupplyManager website's 'Cart' screen. It features a search bar and a table of items. The table has columns for 'ITEM #', 'ITEM NAME', 'QUANTITY', 'UNIT PRICE', and 'TOTAL'. Three items are listed, each with a unique name and a price. A note at the bottom provides contact information for customer service.</p>
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5	Surgical supplies	04-01-2016	View	Delete	Add	Excel																																					

# Single Sign-On | Use one login to access all of your ship-to locations

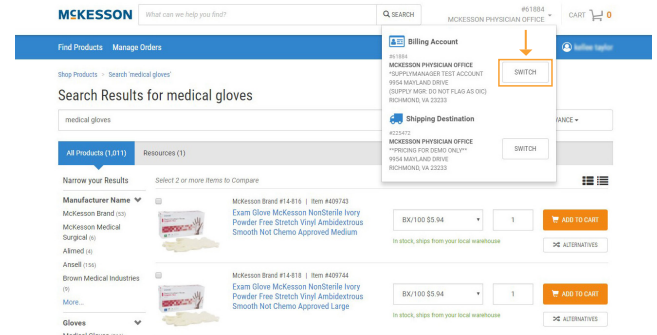
## Moore Medical

- You can use one login to access all your locations. **Toggle between shipping locations** with ease to build carts and place orders for each of your business locations.



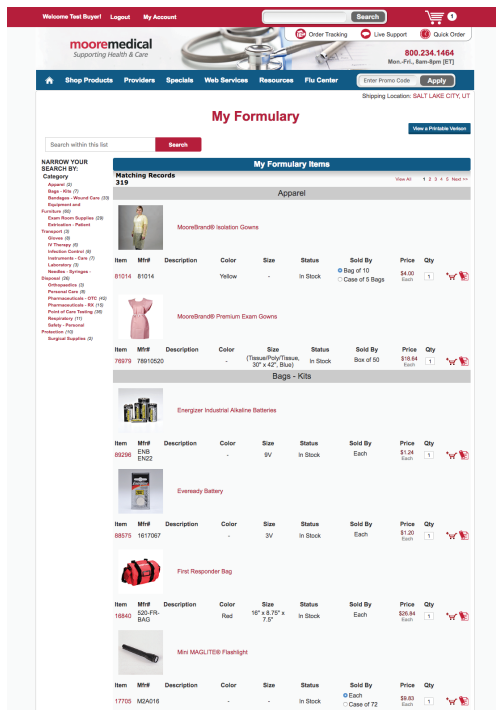
## SupplyManager

- Single Sign-On is now referred to as Switch Account.
- You will still use one username but once logged in, select **Switch Account** to view accounts and switch between them.



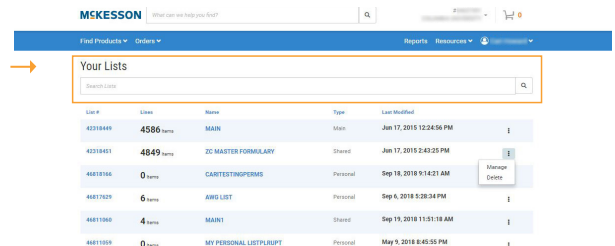
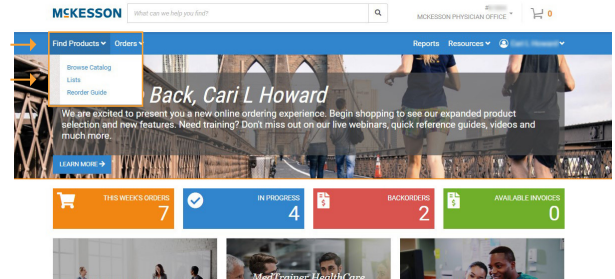
## My Formulary

- You see your list of quoted items and can sort/search.
- You have the ability to hardlock your buyers to only purchase items on the formulary, or allow for some buyers to bypass the hardlock.



## SupplyManager

- My Formulary will be Lists on SupplyManager. You will find Lists under **"Find Products."**
- You'll still have the ability to **create a list of approved items** and lock it down so users can only purchase items on your list. To create a locked list, please contact Customer Service.
- Self Service.** You set up and maintain the List yourself. No need to contact McKesson Medical-Surgical to add/remove items from your catalog.

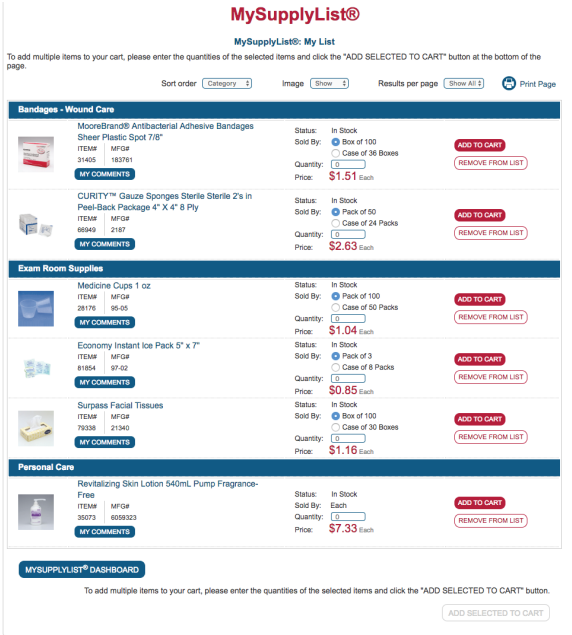




# SupplyList® | Order from a saved shopping list

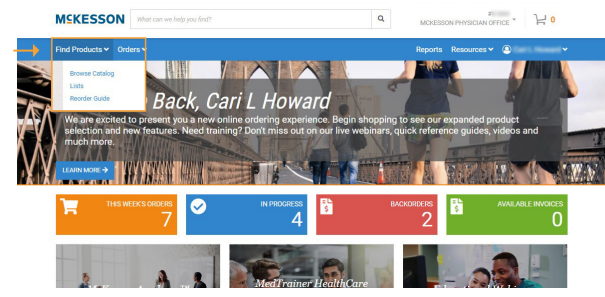
## Moore Medical

- Create a list of frequently purchased items.



## SupplyManager

- You will find your List by clicking “**Find Products**” and “**Lists.**” **Your shopping lists from Moore Medical have been loaded automatically and will display.**
- MySupplyList is now referred to as **Lists.**



# Quick Order | Use the quick order feature to build a list by entering each item number

## Moore Medical

### QUICK ORDER

Enter the Moore Medical Item number and quantity you wish to purchase. To add additional items, click on the **ADD NEXT ITEM** button. When you are ready to add all items to your cart, click the **ADD TO CART** button.

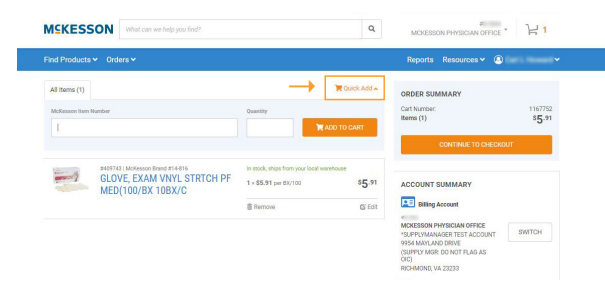
If you wish to re-order products from previous purchases, please visit the [TRACK MY ORDERS](#) page.

Item	Item Desc	Sold By	Qty	Price	Total
1. 77352	Glove Dispenser 2 Box Holder	<input checked="" type="radio"/> Each <input type="radio"/> Case of 10	1	\$24.59 Each	\$24.59
2.					

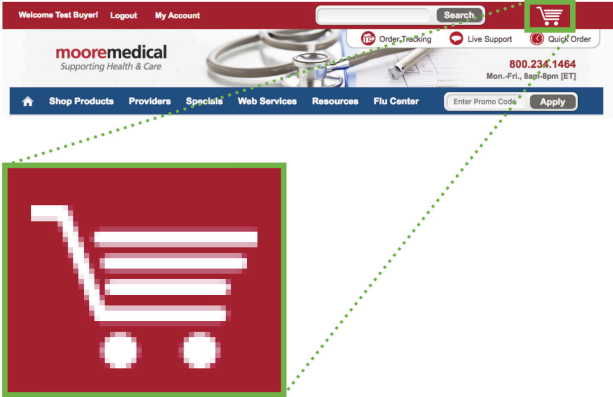
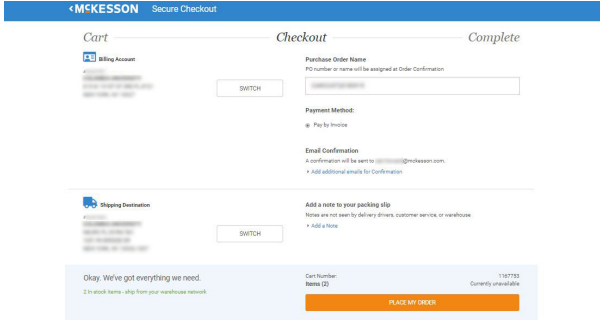
ADD NEXT ITEM
ADD TO LIST
ADD TO CART

## SupplyManager

- This tool can now be found within your cart. You can search by item number or product name.
- Quick Order is called **Quick Add** in SupplyManager.



## Checkout

Moore Medical	SupplyManager
<ul style="list-style-type: none"><li>• Three-step checkout process.</li></ul> 	<ul style="list-style-type: none"><li>• To check out, select the cart button on the top right of your screen.</li><li>• From here, checkout is easy. It is a one-step process.</li></ul> 

## Additional Features

SupplyManager
<ul style="list-style-type: none"><li>• View invoices and packing slips on SupplyManager</li><li>• Compare like items found in search using the <b>Compare Item</b> options</li><li>• Use <b>Reorder Guide</b> to view items ordered on SupplyManager in the last 30, 60, or 90 days</li><li>• View item use by clicking the <b>Reports</b> link</li></ul>

## Need More Information?

SupplyManager
<ul style="list-style-type: none"><li>• Questions about SupplyManager? Call the Help Desk at 800.422.0280, Option 1</li><li>• Visit the TrainMe page at <a href="https://mms.mckesson.com/moore-medical">mms.mckesson.com/moore-medical</a> to register for SupplyManager training and for FAQs and reference guides.</li></ul>