MSKESSON

McKesson SupplyManagerSM Introductory Guide

Welcome!

With McKesson SupplyManagerSM 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?





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

Search for Items



Shop by Product Category

Moore Medical	SupplyManager		
• Shop by product category using the top navigation or left navigation.	 Select Find Products within the top navigation and slect Browse Catalog to shop by product category. 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. 		

Track an Order

Aoore Me	dical				SupplyManager			
Welcome Test buyer Logant My Account Earch Earch Ministry Cover Tracking Cover Tracking Cover Tracking Cover Tracking Supporting Health 8 Care Image: Supporting Health 8 Care Image: Supporting Health 8 Care Image: Supporting Health 8 Care Supporting Health 8 Care Supporting Health 8 Care Supporting Health 8 Care Image: Supporting Health 8 Care Supporting Health 8 Care Supporting Health 8 Care Supporting Health 8 Care Image: Supporting Health 8 Care Supporting Health 8 Care Supporting Health 8 Care Supporting Health 8 Care Image: Support Support 8 Care Support 8 Care Support 8 Care Support 8 Care Image: Support 8 Care Support 8 Care Support 8 Care Support 8 Care Image: Support 8 Care Support 8 Care Support 8 Care Support 8 Care Image: Support 8 Care Support 8 Care Support 8 Care Support 8 Care Support 8 Care Support 8 Care					 Click on Orders in the top navigation to view your past and current orders. You can search past orders up to 90 days after your order was placed. Search for an order by order number, purchase order, order date, etc. 			
ORDER # ORDER DATE	STATUS	PURCHASE ORDER #	ORDERED BY	TOTAL	MEKESSON Influe can no halp you find?			
50536809 05/02/2018	Shipped	4	Bob	\$23.66	Find Products 🗸 Orders V Reports Resources V 🛞 V			
50527342 03/08/2018	Shipped	2	John	\$48.72	0 Ordere placed lact 15 days			
50524130 03/02/2018	Shipped	1	Snow	\$31.97	o oluers praced last to days			
NOTE: To obtain verbal verification of ve	r order please call 1-80	10-234-1464 and select option 2 fr	or customer service Monday	through Friday, 8 a.m. to 6				
p.m. EST or please click live onli	e help to chat with a re	presentative Monday through Frid	lay, 8 a.m to 8 p.m. EST.		LAST IS DAYS • Search within your Driver History			
					Order #DEMOT167/004 PORNeme BIOR/2018/0199 Order Date 00/17/2018 # MOXESSON PHYSICIAN OFFICE #225472 MOXESSON PHYSICIAN OFFICE 0 63 •			
					1 trial 1 threads 0 travel In Progress			
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Saved Carts | Save your cart and place your order later

Moore Medical							SupplyManager
 You can save carts of frequently ordered items to reorder them easily. Name your cart and merge a saved cart back into your cart to place an order. 						• If you need to step away during an order, your cart will be suspended and you can find it under Suspended Carts to place your order later. Once this order is placed, your cart is no longer saved .	
Cart# 1	Cart Name Medical supplies 1	Saved On 10-24-2014	View View	Delete Delete	Add	Excel	To save a cart, you can convert it to a list within the cart screen. Lists can be reordered multiple times.
2	RX supplies	12-04-2014	View	Delete	¥.	B	Mitte Goden * Republication * *
3	Gloves Supplies	07-23-2015	View	Delete	¥.	aj -	attems (8) Fill at all Control Contro
4	Bandages	03-16-2016	View	Delete	¥	a <u>n</u>	Image: SPECIALA, RELEVER 4.25MM (2A/TU 25TU/B0 1080:C5) Finds. Alge from our start constant 1 - 02.29 Finds 22.20 Bit move Image: Constant Alge from our start constant 20.20 Finds
5	Surgical supplies	04-01-2016	View	Delete	<i>1</i> 4	4 <u>0</u>	ADDITIONAL CONSIGNATION OF ADDITIONAL ADDITI

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

Moore	Medical	SupplyManager				
You ca Toggl to bui busin	an use one login to access all your location le between shipping locations with ease ild carts and place orders for each of your ess locations.	 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. 				
Welcome Test Buyer MOOO Supports A Shop Prod	I Logout My Account Search Image: Count of the search Image: Co	MEKESSON Inforces en help you faith Can sen h				
Welcoms Test Buyes	Logont My Account Cearch Control <	MEKESSON later on we help you had? Ind Products Manage Outers Stop Products States we help you had? Ind Products Manage Outers Search Results for medical gloves Indicate g				
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My Formulary

Moore Medical	SupplyManager
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Moore Medical	SupplyManager
• Create a list of frequently purchased items.	• You will find your List by clicking "Find Products" and "Lists." Your shopping lists from Moore Medical have been loaded automatically and will display
WySuppiyList®	automaticany and win display.
MysupplyLister: My List nand multiple items to your cart, please enter the quantities of the selected items and click the "ADD SELECTED TO CART" button at the bottom of the name	• MvSupplyList is now referred to as Lists.
Sort order Category 3 Image Show 3 Results per page Show All 9 🐑 Print Page	J =
Bandages - Wound Care	
MooreBrand9 Antibacterial Adhesive Bandages Status: In Stock Sheer Plastic Spot 7/8* Soid By: Soid By: Soid By: Control Curr	
31405 1152761 Country: Case of 36 Bones REMOVE FROM LIST	Find Products Orders
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Surpass Facial Tissues Status: In Stock	
70238 21340 Case of 30 Boxes COLO 10 CATE Image: Commentance of the commen	
Price: \$1.16 Each	
Revitalizing Skin Lotion 540mL Pump Fragrance- Free Status: In Stock	
ITEM# M/FG# Sold By: Each ADD TO CART 36073 6059323 Quantity: 0 (REMOVE FROM LIST)	
INV COMMENTS Price \$7.33 Each	
MYSUPPLYLST® DASHBOARD	
To add multiple items to your cart, please enter the quantities of the selected items and click the 'ADD SELECTED TO CART' button.	
ADD SELECTED TO CART	

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

Moore Medical			Su	pplyManager		
QU	CK ORDER		• Tł ca • Qı	his tool can now an search by iter uick Order is call	y be found w m number o ed Quick Ac	ithin your cart. You r product name. ld in SupplyManager.
Enter the Moore Medical item number and quanti the ADD NEXT ITEM button. When you are ready	ty you wish to purchase y to add all items to you	. To add additional items, click on r cart, click the ADD TO CART button.		MSKESSON What can we help you find?	Q	
If you wish to re-order products from previous pur	chases, please visit the	TRACK MY ORDERS page.		Find Products • Orders •		Reports Resources 🗸 🙆 🗸 🗸
Item Item Desc	Sold By	Qty Price Total		All Items (1) McKessen Item Namber	Quantity	ORDER SUMMARY Cart Number: 1167752 Items (1) 85,91
1. 77352 🖏 Glove Dispenser 2 Box Holder	 Each Case of 10 	1 \$24.59 \$24.59		1	N ADO TO CART	CONTINUE TO CHECKOUT
2. ADD NEXT ITEM		ADD TO LIST ADD TO CART		GLOVE, EXAM VNVL STRTCH PF MED(100/BX 10BX/C	In stock, ships from your local warehouse 1 × 85.91 per 81/102 \$5,91 B Ramove \$5' Edit	ACCOUNT SUMMARY
						UNIT OUR CONTRACTOR OF CONTRACTO

Checkout

Moore Medical	SupplyManager
• Three-step checkout process.	 To check out, select the cart button on the top right of your screen. From here, checkout is easy. It is a one-step process.
	Press Marcia Press Marcia

Additional Features

SupplyManager

- View invoices and and packing slips on SupplyManager
- \bullet Compare like items found in search using the ${\bf Compare \, Item}$ options
- Use Reorder Guide to view items ordered on SupplyManager in the last 30, 60, or 90 days
- View item use by clicking the **Reports** link

Need More Information?

FAQs and reference guides.

