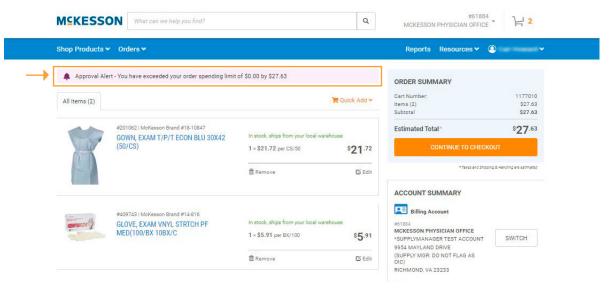


Setting Up Order Approvals in McKesson SupplyManager[™]

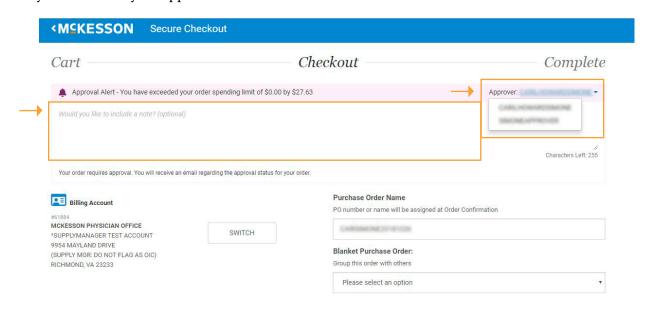
McKesson SupplyManagersM approval rules help control spend and make sure orders are compliant. Approval rules let you set up a review process of all orders placed at any of your locations. Approvers are pre-assigned in SupplyManager.



After you have selected products and move on to finalize your cart, you will see this message if your order requires approval.

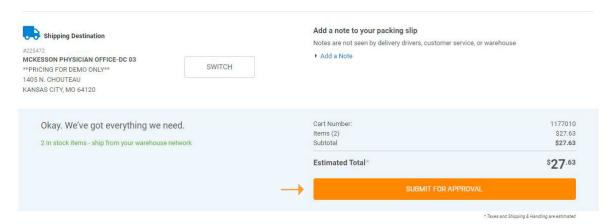


After you select "**Continue to Checkout**," you will see this alert a second time. Select your approver in the drop down on the right, if you have more than one. Below that, you can add any notes or comments you would like your approver to see.



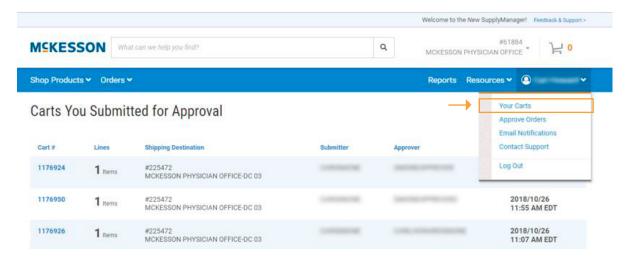


Finally, you are ready to "Submit for Approval."





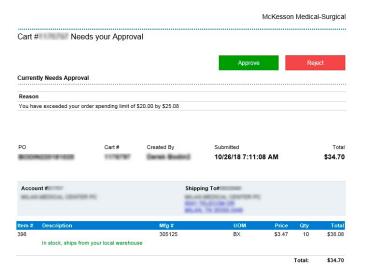
You may view any orders you submitted for approval at any time by selecting "Your Carts."



How Are Orders Approved?

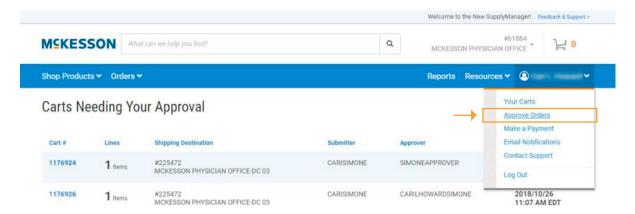


After your order is submitted, your approver receives an email asking them to approve or reject your order.

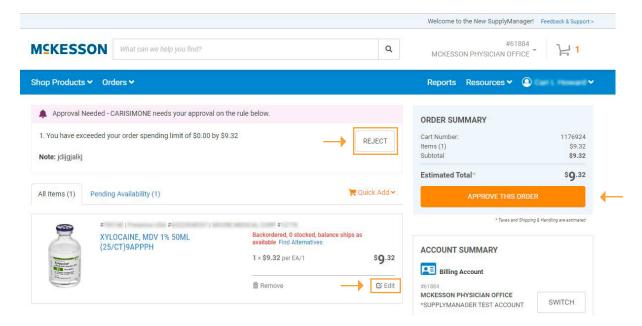




To see all orders that need approval, select "Approve Orders" in SupplyManager.



Once an approver selects a cart to modify, they may reject, edit or approve the order.





If you need help or more information, please contact the SupplyManager Help Desk at 800.422.0280, Option 1.