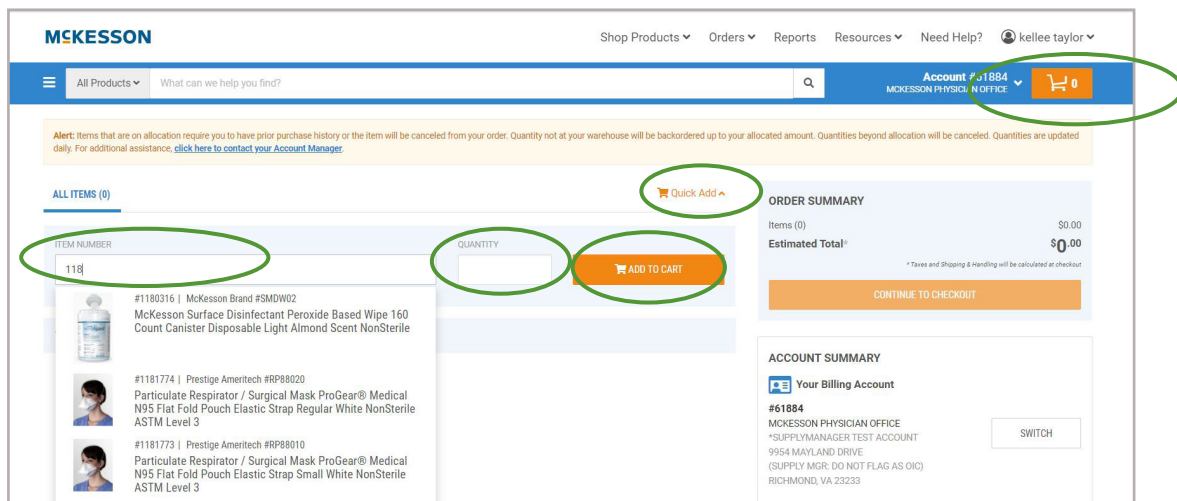


How to place an order on McKesson SupplyManagerSM

Build your order using any of the following 4 steps:

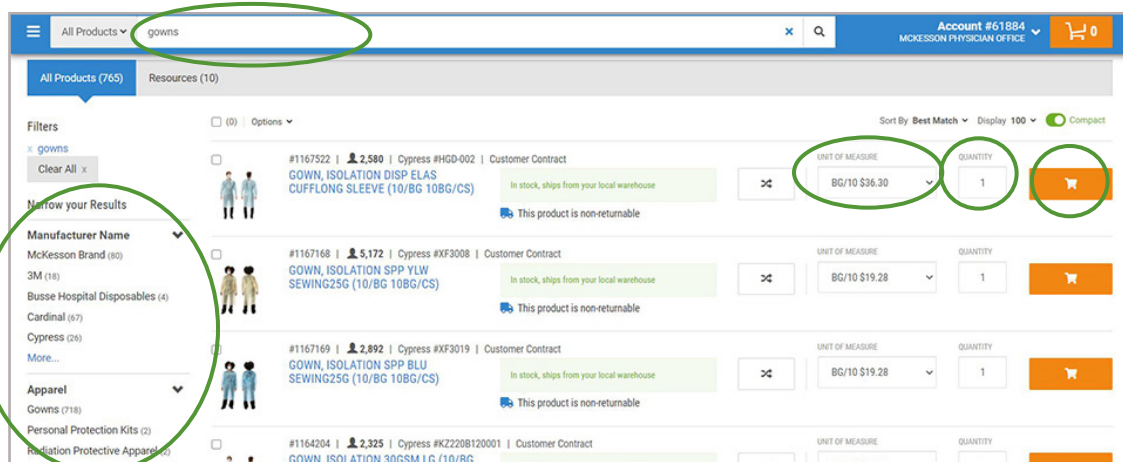
1 Add items directly to your cart

- Click on the “**Cart**” in the upper right corner of the screen
- Enter in the McKesson item number or a search term in the item number field
- Enter the quantity desired and click “**Add to Cart**”
- If you want to enable Quick Add item entry, click on “**Quick Add**” in the center-right of the page



2 Search the catalog

- Enter a search term (brand name, McKesson item number, descriptive terms, manufacturer name, manufacturer number, etc.) into the search bar and click “**Search**”
- Click the refinements on the left to narrow your search
- Click on the item description to see the item details with options to find similar items and view safety data sheets if desired
- Add the item to your order by entering a quantity and clicking the “**Add to Cart**”



3 Use saved lists

- Click **“Lists”** under “Essential Tasks” or in the main menu under “Shop Products”
- On the **“Your Lists”** page, choose the list you want to work with
- Select desired items by checking the checkboxes on the left. Select desired UOM and enter a quantity
- When ready, click **“Add to Cart”** above the items to add multiple items at one time

MOBILE (24)

Narrow your Results

Manufacturer Name

McKesson Brand (13)

McKesson Medical Surgical (1)

3M (1)

American Diagnostic Corp (1)

Cypress (3)

More...

Diagnostic Instruments and Supplies

Blood Pressure (2)

Lighting (1)

Oximetry (1)

Scales and Body Composition Analyzers (1)

Stethoscopes (1)

More...

Apparel

Options

☑ Add to Cart

☑ Compare

☑ Add to Cart

☑ Delete from List

☑ Compare Items

☑ Export List

☑ Print

☑ Delete List

Sort By Description A to Z

Display 100

Compact

UNIT OF MEASURE QUANTITY

CS/12 \$31.37 1

Remove

UNIT OF MEASURE QUANTITY

BX/50 \$6.10 1

Remove

UNIT OF MEASURE QUANTITY

BG/100 \$16.20 1

Remove

4 Use invoiced orders to re-order using a previous order

- Hover over “Orders” in the main menu and click **“Invoices”**
- On the “Invoiced Orders” page, choose the invoice you’d like to work with
- When ready, click **“Order Again”** in the lower right-hand corner of your screen
- This will re-order your *entire order*

My Invoices > Invoice #21900388

INVOICE#/ORDER#	PO/NAME #	DATE	STATUS	TOTAL
		03/05/2021	Paid	\$41.50

	#281328 1,066 GOJO #9652-12 SANITIZER, HAND PURELL PUMP 8OZ (12/CS)	\$4.15 x 10 per EA	\$41.50
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INVOICE SUMMARY

Order Number	\$41.50
Subtotal	\$41.50
Shipping & handling	\$0.00
Tax	\$0.00
Total	\$41.50

Billing Account

Shipping Address

MAKE A PAYMENT

ORDER AGAIN

CREATE A RETURN

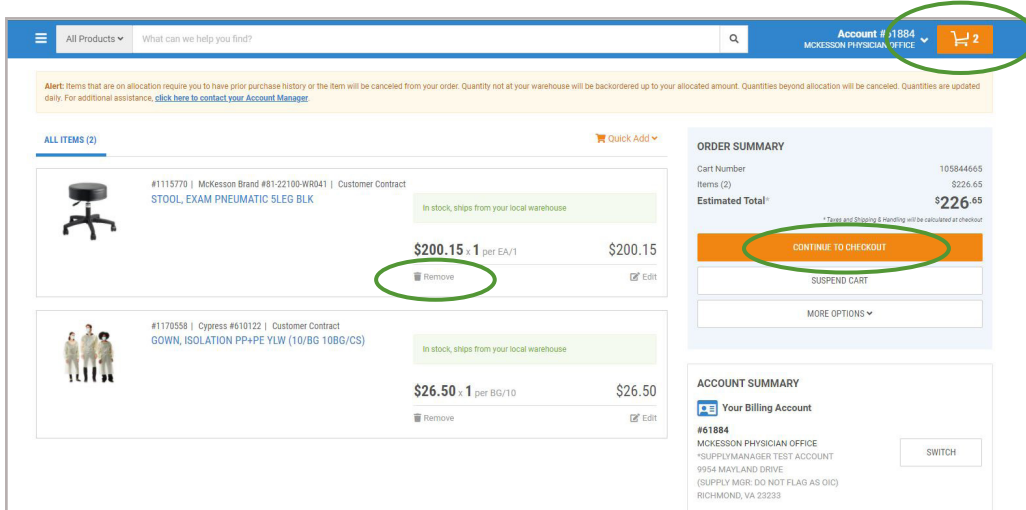
PRINT TO PDF

PROOF OF DELIVERY

PRINT

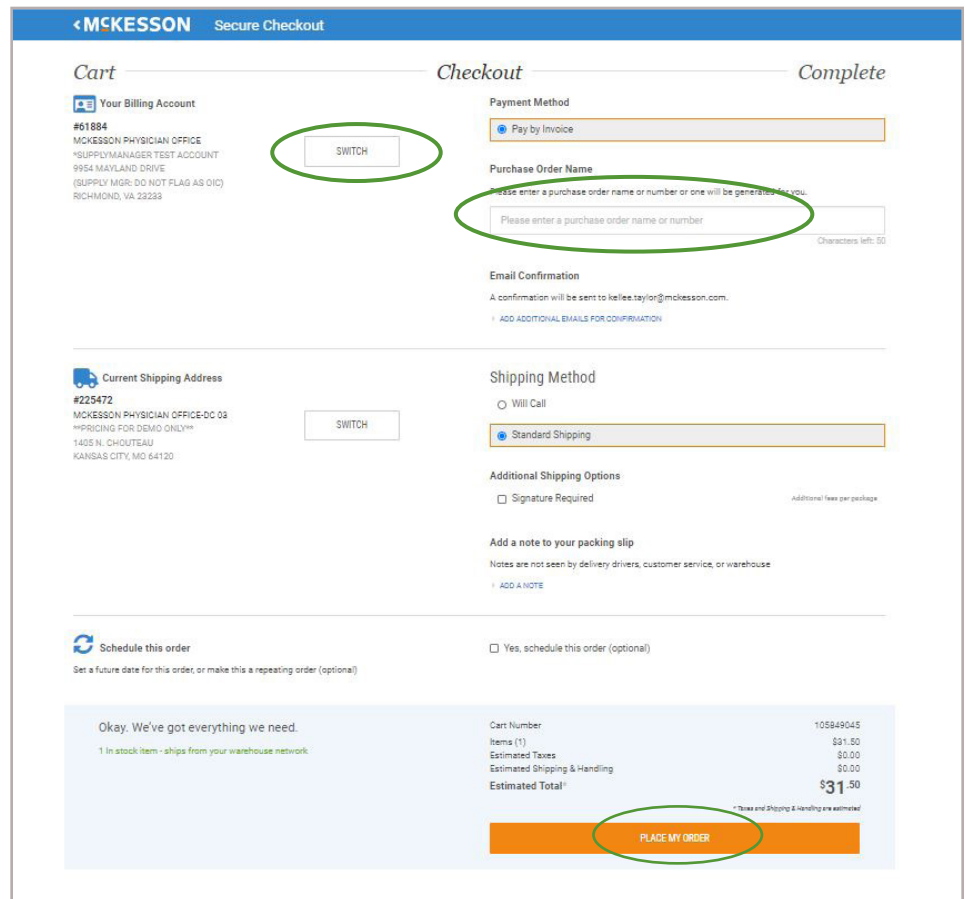
Completing your order

- Click the cart icon in the upper right corner
- Make any necessary changes to unit of measure and quantity.
Also delete unnecessary items by clicking **“Remove”** under the item price
- When ready, click **“Continue to Checkout”** and then **“Complete your order”**



On the checkout page

- Review the Bill To and Ship To information; if incorrect, click **“Switch”** to switch accounts
- Enter your purchase order number. If you leave this blank, one will be assigned to you.
- After you've verified all your information, click **“Place my order”**
- By default, you will receive a cart confirmation email
- On the Order Completion page, make note of your order number and/or print your order confirmation if you would like



Other options available in SupplyManager

The screenshot displays the McKesson SupplyManager interface. At the top, the McKesson logo is on the left, and navigation links for 'Shop Products', 'Orders', 'Reports', 'Resources', and 'Need Help?' are on the right. A search bar is located below the navigation. The main content area features a purple banner with the text 'Gowns, hand sanitizer and more PPE available now' and a 'Shop Products' button. Below the banner are four colored buttons: 'YOUR CARTS 39' (orange), 'BACKORDERS 1' (red), 'ORDER STATUS 3' (blue), and 'MAKE A PAYMENT 0' (green). A sidebar on the left lists 'Essential Tasks' such as 'Your Carts (39)', 'Approve Orders', 'Lists', 'Reorder Guide', 'Scheduled Orders', 'Your Account', 'Return Requests', and 'Get Training'.

- Access open orders, backordered items and shipped orders under “**Order Status**”
- View and create lists via the “**Lists**” under “**Essential Tasks**” or under “**Shop Products**”
- View product history reports and invoices via the “**Reports**” tab
- Contact customer service, get technical support or send feedback via the “**Need Help**” button



Questions?
Contact Customer Support at 800.422.0280