How to place an order on McKesson SupplyManager™

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

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
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

- 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