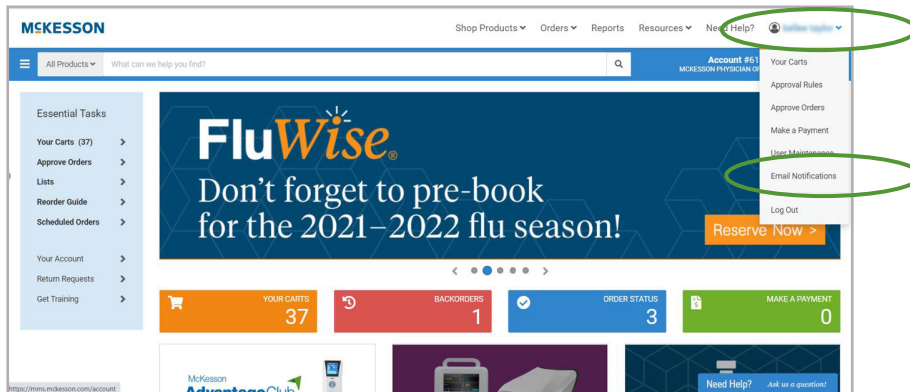


# How to receive an email notification through McKesson SupplyManager<sup>SM</sup>

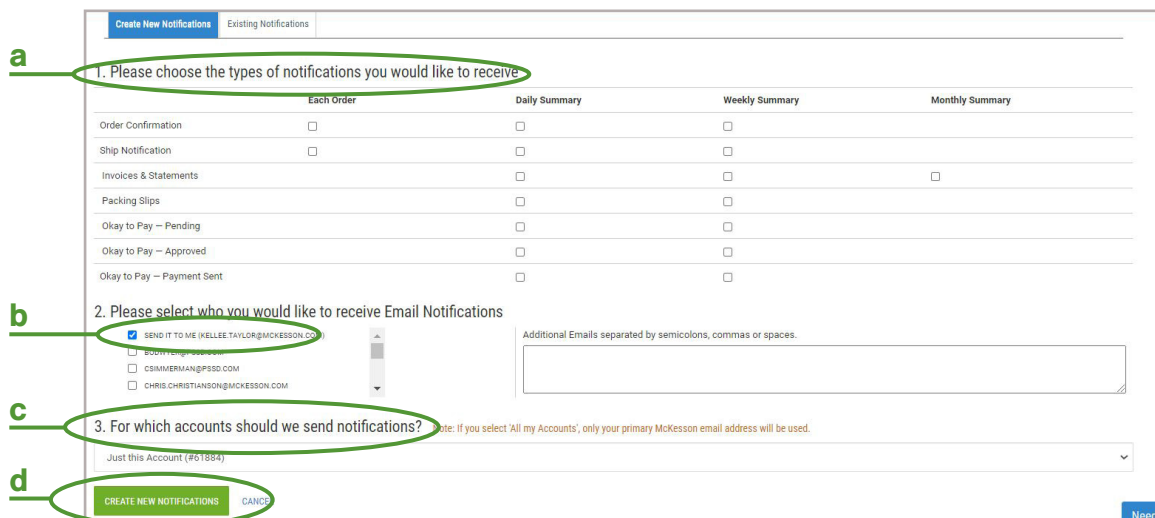
- 1 Log onto SupplyManager
- 2 Hover over your name and select “**Email Notifications**”



- 3 On this page, you can see all the notifications that are available to you and any that you have already set up. You can choose to get email notifications for *order confirmation*, *shipment notifications*, *invoices* and *statements and packing slips*. These options are set up for the time period you select below.

**Here are the steps to complete this:**

- a. Check the box for the notification that you would like to receive
- b. Select who you would like to receive these email notifications. You will be the default, but you can also select other names on your account.
- c. Select the account or accounts that should receive the notifications
- d. Click “**Create New Notification**”



**Questions? Contact Customer Support at 800.422.0280**