

How to Schedule Orders in McKesson SupplyManagerSM

Schedule a future order or automate routine orders for commonly used supplies by creating a scheduled order. Here are a few things to remember for setting up a scheduled order:



An email address is required to schedule an order.



Scheduling an order is optional. If you only want your order placed once and placed today, you do not need to schedule your order.



You will receive an email reminder one day before each occurrence of your scheduled order.

- 1 Add your items to your cart and click on the cart in the upper right-hand corner. From here, you will select “Continue to purchase”

The screenshot displays the McKesson SupplyManager web interface. At the top, there are navigation links for Shop Products, Orders, Reports, Resources, and Need Help?. The user is logged in as 'MCKESSON PHYSICIAN OFFICE'. In the top right corner, a shopping cart icon is circled in green, showing 3 items and a total of \$81.45. Below the navigation bar, the main content area shows 'ALL ITEMS (3)' with a 'Quick Add' button. Two items are listed:

- BANDAID, ADHSV FLEX 1X3" (100/BX)**: #785430 | J & J Sales #08137004444 | Customer Contract. Price: \$9.59 x 1 per BX/100 = \$9.59. Status: In stock, ships from your local warehouse. Options: Remove, Edit.
- MASK, SURG TIES ASTM1 (50/BX 6BX/CS)**: #188696 | McKesson Brand #91-1000 | Customer Contract. Price: \$9.66 x 1 per BX/50 = \$9.66. Status: In stock, ships from your local warehouse. Options: Remove, Edit.

On the right side, the 'ORDER SUMMARY' section shows:

- Cart Number: 109450999
- Items (3): \$81.45
- Estimated Total*: \$81.45

Below the summary are buttons for 'CONTINUE TO CHECKOUT', 'SUSPEND CART', and 'MORE OPTIONS'. At the bottom right, the 'ACCOUNT SUMMARY' section shows the user's billing account information and a 'Need Help?' button.

- 2 Check the box that says “Yes, schedule this order.” You will then select the date that you want your order to ship on. Please note this is the day the item/s will ship and not the delivery date. Next, you will select if you want to do this once or if you want this as an ongoing order. If you do decide to make this order ongoing, you will select the frequency and how many times you would like the order repeated.

< MCKESSON Secure Checkout

Add a note to your packing slip
Notes are not seen by delivery drivers, customer service, or warehouse
▶ ADD A NOTE

Schedule this order
Set a future date for this order, or make this a repeating order (optional)

Yes, schedule this order (optional)

Shipping on 06/03/2021 ▼

Once
 Repeating

Every Weeks ▼ For Times

Okay. We've got everything we need.	Cart Number	109450999
3 In stock items - ship from your warehouse network	Items (3)	\$81.45
	Estimated Taxes	\$0.00
	Estimated Shipping & Handling	\$0.00
	Estimated Total*	\$81.45

* Taxes and Shipping & Handling are estimated

SCHEDULE MY ORDER


For example:

Date= 6/3/2021 **Frequency=** Every week **How many times?=**10



This will place your order 10 times. First on 6/3/2021, second on 6/10/2021 and will continue weekly.

- 3 Click “schedule my order” and you’re all set!


4 The next page will be your confirmation and display all of your information.

MCKESSON Shop Products ▾ Orders ▾ Reports ▾ Resources Need Help?  *William Taylor* ▾

All Products ▾ What can we help you find?

Account #61884   (0) \$0.00

Cart ————— **Checkout** ————— **Complete**

 **Order Successfully Scheduled!**
Thank you for placing your order with McKesson. We appreciate your business.

Schedule Summary: **Next Shipment** 06/03/2021 **Repeat** Every Week **Shipments Left** 10

Anything else we might help you with? [Go to Order Status](#) [Start a New Order](#)

ORDER SUMMARY
PO Name: KMK
Placed On: 2021-06-02
Estimated Total* **\$81.45**
* Taxes and Shipping & Handling are estimated


Billing Account
#61884
MCKESSON PHYSICIAN OFFICE
*SUPPLYMANAGER TEST ACCOUNT
9954 MAYLAND DRIVE
(SUPPLY MGR: DO NOT FLAG AS OIC)
RICHMOND, VA 23233

Shipping Address
#225472
MCKESSON PHYSICIAN OFFICE-DC 03
PRICING FOR DEMO ONLY
1405 N. CHOUTEAU
KANSAS CITY, MO 64120



Restricted Products
If you are seeking to purchase a product that requires a federal or state license or registration to purchase, such as controlled substances, prescription drugs and, in some states, prescription medical devices, needles/syringes, non-prescription drugs or other medical products, you must provide McKesson with a copy of your valid, unexpired license or registration to purchase such product before McKesson will ship it to you at the address on your license or registration or to an alternative address authorized by you to the extent McKesson is permitted to ship the product to such alternative location under applicable law.

You can change or cancel your scheduled orders anytime.

You will receive an email reminding you that your order will be placed the next day. Future scheduled orders appear under Orders > Scheduled Orders. There, you may modify your orders or delete them from the schedule.

MCKESSON Shop Products ▾ **Orders** ▾ Reports ▾ Resources Need Help?  *William Taylor* ▾

All Products ▾ What can we help you find?

Account #61884   (0) \$0.00

Scheduled Orders
Here you'll find orders which will be placed on a later date, along with any repeating orders.

SCHEDULED (1)

Which order can we help you find?

Options ▾ Sort By **Next Ship Date** ▾ Display **25** ▾

PO NAME/CART#	CART STATUS	NEXT SHIP DATE	FREQUENCY	OWNER	SHIPMENTS LEFT	TOTAL ITEMS	
KMK	No Product Issues	06/03/2021	Every Week	SUPERKEL...	10	3	View Order >
#109450999	#225472 MCKESSON PHYSICIAN OFFICE-DC 03 ▾						

Showing 1 to 1 of 1