Payment Portal Access

1. Once you have logged into McKesson SupplyManager, you will see this screen or the screen below depending on your homepage. Click on ‘Orders’ on the toolbar.

2. Click on ‘Payment Portal’

Or you may the screen below based on your homepage

3. Once in the ‘Payment Portal’, it brings you to the ‘Aging Details’

4. From here, you can click on your account to see your invoices (you can also click on the ‘Open Invoices’ link on the toolbar to get to the same screen)

5. From here, you can pay an invoice in full by selecting the checkbox ‘Pay Full Amount’ and it will enter the full amount in the ‘Amount to Pay’ or hit ‘Select All’ to pay all open invoices

6. You can also choose to ‘Short Pay’ by entering the amount you want to pay in the ‘Amount to Pay’ – will illustrate this on the next page

7. Click ‘Continue to Payment’ to pay the invoice

You can click on any of the arrows in the blue headings to sort differently
8. To ‘Short Pay’ simply put in the amount you want to pay in the ‘Amount to Pay’ box.

9. Click ‘Continue to Payment’.

10. Click on the drop-down box to select the reason you are choosing to Short Pay.

11. Enter comments in the text box.

12. Click on ‘Continue to Payment’.

13. Click on the ‘Payment Method’ drop-down box to select your payment method.
14. Enter your bank account (or credit card if you selected to pay by credit card) information in the text fields

15. Scroll down to see the remainder of the page to accept the payment conditions

16. Click on the ‘I accept the ACH terms above’ check box

17. Click on the green ‘Continue’ button

ACH stands for Automated Clearing House. This works as an electronic check and moves money from your bank account to pay for the invoice.
18. Once you have entered, your Payment Method, click on the green 'Make Payment' button.

This page confirms that you have successfully processed your payment.

Additional comments: You can click on the blue toolbar at any time to view Open Invoices, Unapplied Cash and Paid Invoices.