

# Navigating your new McKesson SupplyManager<sup>SM</sup>

## *What's different?*

	Current SupplyManager	Upgraded SupplyManager
<b>Login Page</b>	<i>mms.mckesson.com</i>	<b>No change</b>
<b>Switch Accounts</b>	Upper right corner – click your Account Name to Switch Accounts	<b>No change</b>
<b>Cart</b>	Orange button in upper right corner of screen	Orange button in upper right corner of screen in blue bar
<b>Reorder Guide</b>	Essential Tasks → Reorder Guide  Top Navigation Bar → Lists → Reorder Guide	Essential Tasks → Reorder Guide  Top Navigation Bar → Shop Products → Reorder Guide
<b>Lists</b>	Essential Tasks → My Lists  Top Navigation Bar → Lists	Essential Tasks → Lists  Top Navigation Bar → Shop Products → Lists
<b>Suspended Carts</b>	Essential Tasks → Suspended Carts  Top Navigation Bar → Orders → Resume Suspended Cart	Essential Tasks → Your Carts  Click Your Name in upper right → Your Carts
<b>Approvals</b>	Essential Tasks → Approvals  Top Navigation Bar → Orders → Pending Orders	Essential Tasks → Approve Orders  Click Your Name in upper right → Approve Orders
<b>Scheduled Orders</b>	Essential Tasks → Scheduled Orders  Top Navigation Bar → Orders → Scheduled Orders	<b>No change</b>
<b>Order Status</b>	Essential Tasks → Check Order Status  Top Navigation Bar → Orders → Check Order Status	Top Navigation Bar → Orders → Order Status
<b>Returns</b>	Essential Tasks → Create Return Request  Top Navigation Bar → Orders → Create Return Request	Essential Tasks → Return Requests
<b>Invoices</b>	Top Navigation Bar → Orders → Invoices  Top Navigation Bar → Reports → View Invoice or Drill to Invoice	<b>No change</b>
<b>Product Recalls</b>	Customer Support → Product Recalls	Essential Tasks → Your Account → Resources → Product Recalls
<b>Contact your Account Manager</b>	Upper right side of screen (“Contact your Account Manager”)	Upper right corner in Top Navigation Bar (“Need Help?”)

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# Tabs and tips

### Essential tasks

<b>Your Carts</b>	Carts are saved under <b>"Your Carts"</b>
<b>Approve Orders</b>	View orders pending approval
<b>Lists</b>	View managed, shared and personal lists
<b>Reorder Guide</b>	Add frequently ordered items to your cart right from the list
<b>Scheduled Orders</b>	Set up an order to recur on a regular basis when you are in the cart during checkout
<b>Your Account</b>	Go to your account dashboard
<b>Return Requests</b>	Start a return with this link
<b>Get Training</b>	View a live demo or watch a pre-recorded one

### Navigation bar across the top

<b>Shop Products</b>	<b>"Browse the Catalog," "Lists," "Reorder Guide" and "Advantage Club"</b>
<b>Orders</b>	Check your order status, invoices and scheduled orders
<b>Reports</b>	Access reports like usage, invoice detail and Safety Data Sheets
<b>Resources</b>	Find information on services, tools, business information and free webinars available from McKesson
<b>Need Help</b>	Use a quick way to send an email to your account manager, customer service, and our product and technical support teams
<b>Under Your Name</b>	Find your carts, make a payment and see email notifications. If you are set up for order approval, you will see approval rules and can approve orders. (Depending on your permissions – you may also see user maintenance and other maintenance options).

#### Notes:

- Clicking on your account name will give you the **Switch Account** feature (you only see accounts you are attached to)
- Clicking the McKesson logo will take you back to the **home page**
- In the search bar, remember to make sure the drop down is searching under **All Products**
- Clicking on the PPE green banner will take you to **PPE supplies** that are available and not subject to allocation

## *New views in SupplyManager catalog/lists/reorder guide*

Check out the **“Display”** and **“Compact”** settings on the catalog search results, list and reorder guide pages.

- **“Display”** defaults to 10, but you add up to 100 per page. *Once you set this value, it becomes your default value for future catalog search results, lists and the reorder guide.*
- The default view in catalog search results, lists and the reorder guide is to show a detailed set of product information on the screen. The **“Compact”** setting compresses the data on the screen to show more products on the screen for less scrolling.
- Once you set either of these options, these settings will become your default view.

The screenshot displays the 'My Formulary - Search Results for gloves' page. At the top, there's a navigation bar with 'My Formulary' and 'gloves' search terms. Below this, the search results are shown with a filter for 'gloves' and a 'Clear All' button. The main content area features a product listing for 'GLOVE, EXAM NTRL MED N/S CHEM03.5C (200/BX 10BX/CS)'. The product details include the item number #765875, a price of 24.851, and the manufacturer HENRY SCHEIN INC #9007439. The unit of measure is BX/200 \$38.61, and the quantity is 1. A green circle highlights the 'Options' dropdown in the 'Search Within' section. Another green circle highlights the 'Compact' view toggle, which is currently selected, next to the 'Display 10' option. The 'Sort By' is set to 'Best Match'.