



**A quick guide**

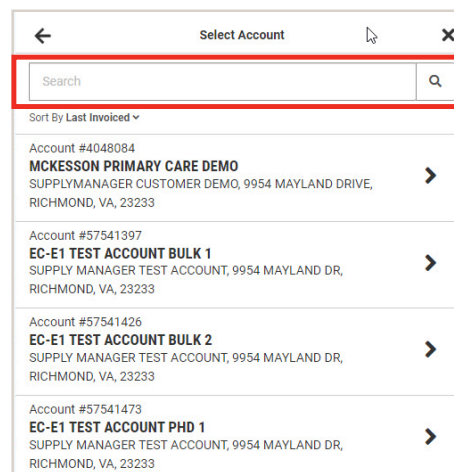
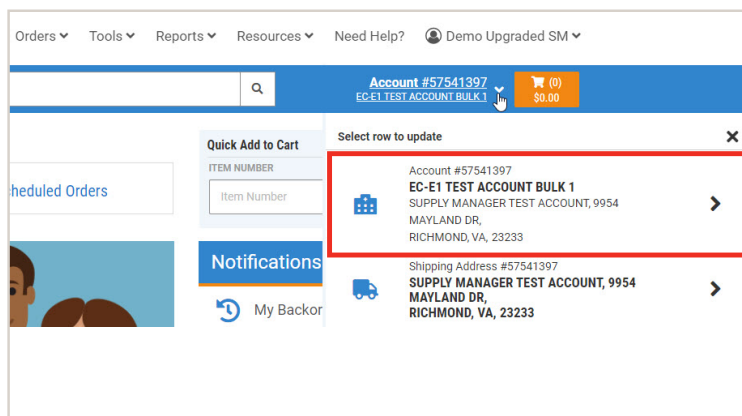
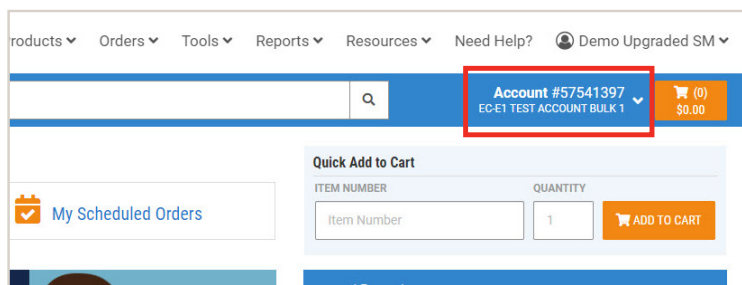
# Bulk Ordering

Join hundreds of thousands of users enjoying an enhanced McKesson SupplyManager<sup>SM</sup> experience with updated features based on customer feedback.

**Click into your account in the upper right corner of the screen.**

If you need to switch accounts:

- Click the down arrow next to your account number
- Click the arrow next to your account from the drop down menu
- Choose an available account from the list or search by account number, name, address, city or state



## Starting your order:

- To start a new order, click **Start New Order**
- Click **My Shopping Lists** to order from your lists
- Quickly add an item to the cart by entering a number and quantity in the **Quick Add to Cart** section
- Search for items by entering search terms in the search box at the top of the screen
- View previously purchased items in the middle of your screen
- View your cart by clicking on the orange cart button

The screenshot displays the McKesson website interface. At the top, there's a navigation bar with links like 'Shop Products', 'Orders', 'Tools', 'Reports', 'Resources', and 'Need Help?'. Below this is a search bar and a user account section showing 'Account #57541397' and a cart icon with '(1)' item and '\$2.87'. The main content area shows a 'Working Cart #145108509' with an 'Add to Cart' button highlighted by a red box. Below the cart, there's a list of items, including 'SPONGE, GAUZE 8PLY N/S 2"X2" (200/PK 25PK/CS)' with a price of '\$2.87 x 1 per BX/200'. On the right side, there's an 'ORDER SUMMARY' section showing 'Cart Number 145108509', 'Items (1) \$2.87', and 'Estimated Total\* \$2.87'. Below this is a 'CONTINUE TO CHECKOUT' button. Further down, there's a section for 'Patient', 'Clinician', and 'Billing Account' information, each with a 'SWITCH' button. The 'Billing Account' section is highlighted with a red box. At the bottom right, there's a 'CONTINUE TO CHECKOUT' button, a 'SAVE CART' button, and a 'MORE OPTIONS' dropdown menu, all highlighted with red boxes. Red arrows point to these buttons from the right side of the image.

**McKesson** Shop Products ▾ Orders ▾ Tools ▾ Reports ▾ Resources ▾ Need Help? Demo Upgraded SM ▾

My Formulary ▾ What can we help you find?

Account #57541397 (1) \$2.87

Working Cart #145108509

Add to Cart

ALL ITEMS (1)

#373772 | McKesson Brand #22082000 | Customer Contract  
SPONGE, GAUZE 8PLY N/S 2"X2" (200/PK 25PK/CS)

In Stock • Get it Monday, Aug 28 order by 3:00pm today  
Arrives from your local warehouse.

\$2.87 x 1 per BX/200 \$2.87

Remove Edit

ORDER SUMMARY

Cart Number 145108509  
Items (1) \$2.87  
Estimated Total\* \$2.87

\* Taxes and Shipping & Handling will be calculated at checkout

CONTINUE TO CHECKOUT

Account #57541473 (1) \$24.66  
EC-E1 TEST ACCOUNT PHD 1

ORDER SUMMARY

Cart Number 2048721  
Items (1) \$24.66  
Estimated Total\* \$24.66

\* Taxes and Shipping & Handling will be calculated at checkout

CONTINUE TO CHECKOUT

SAVE CART

MORE OPTIONS ▾

Patient #8934 JOHN DOE SWITCH

Clinician #N123 NURSE NATHAN SWITCH

Billing Account #57541473  
EC-E1 TEST ACCOUNT PHD 1  
SUPPLY MANAGER TEST ACCOUNT  
9954 MAYLAND DR  
RICHMOND, VA 23233  
GLN# (None) SWITCH

## Notice the options on the right of the screen:

- Click **Continue to Checkout** to submit your order
- Click **Save Cart** to save cart and come back later.
- Click **More Options** to save as a list, export, print barcodes or delete the cart
- Click **Switch** if you need to change the billing account or ship to address

**When you click **Checkout**, the Secure Checkout screen will open**

- Enter a purchase order/  
name
- Choose a payment  
method
- Click **Place My Order**  
when ready to submit

- When the order has been submitted – you will see a confirmation screen

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The screenshot displays the McKesson Secure Checkout interface across three tabs: **Cart**, **Checkout**, and **Complete**.

**Cart Tab:**

- Billing Account:** #57541397, EC-E1 TEST ACCOUNT BULK 1, SUPPLY MANAGER TEST ACCOUNT, 9954 MAYLAND DR, RICHMOND, VA 23233.
- Shipping Address:** #57541397, EC-E1 TEST ACCOUNT BULK 1, SUPPLY MANAGER TEST ACCOUNT, 9954 MAYLAND DR, RICHMOND, VA 23233.
- Total Items:** 1. [Get it - Estimated Delivery Dates](#)
- Monday, Aug 28** (1 item) with a product image.

**Checkout Tab:**

- Purchase Order/Name:** myorder (Characters left: 43).
- Payment Method:** ☒ Pay by Invoice, ☐ Pay by Credit Card. [Add a Card](#)
- Email Confirmation:** A confirmation will be sent to User@gmail.com. [ADD ADDITIONAL EMAILS FOR CONFIRMATION](#)
- Add a note to your packing slip:** Notes are not seen by delivery drivers, customer service, or warehouse. [ADD A NOTE](#)

**Summary Section:**

Cart Number	145108509
Items (1)	\$2.87
Estimated Taxes	\$0.17
Estimated Shipping & Handling	\$0.00
<b>Estimated Total*</b>	<b>\$3.04</b>

\* Taxes and Shipping & Handling are estimated.

**PLACE MY ORDER** button.

**Complete Tab:**

- Order Successfully Completed:** Thank you for placing your order with McKesson. We appreciate your business.
- ORDER SUMMARY:**
  - Order Number: DEMO145108509
  - PO Name: 1052-MCKN
  - Placed On: 2023-08-24
  - Completed By: DEMOUMH
  - Estimated Total:** \$3.04
- Go to Order Status** / **Start a New Order**
- Billing Account:** #57541397, EC-E1 TEST ACCOUNT BULK 1, SUPPLY MANAGER TEST ACCOUNT, 9954 MAYLAND DR, RICHMOND, VA 23233.
- Shipping Address:** #57541397, EC-E1 TEST ACCOUNT BULK 1, SUPPLY MANAGER TEST ACCOUNT, 9954 MAYLAND DR, RICHMOND, VA 23233.

**Footer:** 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, intravenous bags 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 alternate address authorized by you to the extent McKesson is permitted to ship the product to such alternative location(s) under FDA rules.

## Questions?

Contact the SupplyManager Help Desk at 800.422.0280