

ScanManager and CSOS customers

A quick guide to preparing for your **enhanced McKesson SupplyManagerSM experience**

ACTIONS REQUIRED

If you use ScanManager:

You must update the browser on your scanning device to Google Chrome by **June 19, 2023** to continue ordering products. [SEE INSTRUCTIONS BELOW](#)

If you order products using a CSOS certificate:

Starting on June 19, 2023, you must transfer your CSOS certificate. If this action isn't completed, you will not be able to order DEA-regulated pharmaceuticals through SupplyManager. [SEE INSTRUCTIONS ON NEXT PAGE](#)



For ScanManager customers:

How to switch your device's browser to Google Chrome

- 1 Plug the handheld cradle into your PC.**
- 2 Make sure the AC adaptor is connected to power.** If so, the red power LED will be lit on the cradle.
- 3 Connect the Opticon cradle to the PC** with either the USB cable or serial cable. Make sure the handheld is set in the cradle upside down such that 'Opticon' reads correctly at the base.
- 4 The setup is a two-step installation process.** *You may need administrator rights on your computer to complete these steps.*
 - **First, navigate to the Chrome Web Store** to download and install **Google Chrome**. Follow the prompts to add the **Data Transfer Extension** onto your browser.
 - **Second, please download the Opticon Driver.** Double-click **McKesson_Installer.exe**, accept the default selections and install the driver.
- 5 You must restart your PC** once the driver is installed.



For CSOS customers:

How to upload CSOS certificates on the enhanced SupplyManager

- 1 Browse to your CSOS Certificates folder.** There should be a shortcut to the CSOS folder on your computer desktop.
- 2 Locate your signing certificate(s).** The file name is typically your first name and the expiration date of the DEA number (example: 'John sign 12-30-2022').
- 3 Change the file name to the DEA number** using uppercase letters (example: 'AA1234567').
- 4 Log in to your SupplyManager account** with a user ID that has permissions to sign CSOS orders.
- 5 Hover over “Orders” and select “CSOS Orders”.**
- 6 Select “Upload CSOS Signing Certificates”.**

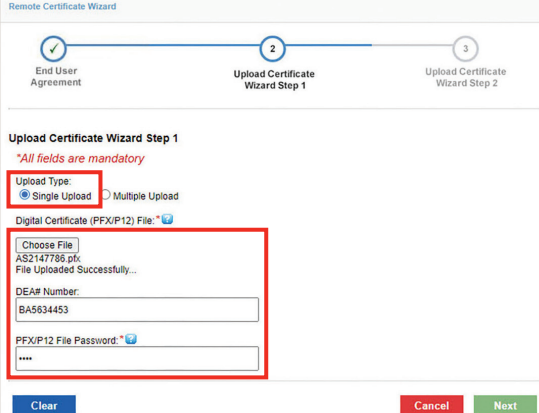
The screenshot shows the McKesson SupplyManager interface. At the top, there is a navigation bar with 'Shop Products', 'Orders', 'Reports', 'Resources', 'Need Help?', and 'CSOS User'. Below this is a search bar and a shopping cart icon. The main content area is titled 'Controlled Substance Ordering System'. There is a filter section with 'APPLY FILTERS' and buttons for 'Last 30 Days', 'Shipping Address', 'Status', and 'APPLY'. A search bar is also present. At the bottom, there is a table header with columns: PO NAME, ORDER #, ORDER DATE, DROP SHIP #, DEA LICENSE, LAST UPDATE, and STATUS. A red box highlights the 'Upload CSOS Signing Certificates' link in the top right corner, with a red arrow pointing to it from the right.

- 7 Review the one-time user agreement and select “I Agree”**

The screenshot shows the 'Managing CSOS Certificates' page. At the top, there is a navigation bar with 'Shop Products', 'Orders', 'Reports', 'Resources', 'Need Help?', and 'CSOS User'. Below this is a search bar and a shopping cart icon. The main content area is titled 'Managing CSOS Certificates'. There is a 'Remote Certificate Wizard' section with a progress bar showing three steps: 1. End User Agreement, 2. Upload Certificate Wizard Step 1, and 3. Upload Certificate Wizard Step 2. The 'End User Agreement' step is currently active. Below the progress bar, there is a section titled 'REMOTE CERTIFICATE STORE (RCS) USER AGREEMENT'. The text of the agreement is visible, and at the bottom right, there are two buttons: 'Disagree' and 'I Agree'. A red arrow points to the 'I Agree' button from the right.

8 Select Upload Type (single or multiple)

- **If only uploading one certificate**, enter the DEA number and select the certificate file
 - **Enter a password.** It must match the password used when you exported the certificate from your browser
 - **Click “Next”**
- **If uploading multiple certificates**, you do not enter a DEA number
 - **Select the zip file** containing your certificates. *NOTE: All files in the zip file must have the same password*
 - **Enter a password.** It must match the password used when you exported the certificates
 - **Click “Next”**



Remote Certificate Wizard

End User Agreement (1) Upload Certificate Wizard Step 1 (2) Upload Certificate Wizard Step 2 (3)

Upload Certificate Wizard Step 1

**All fields are mandatory*

Upload Type:
 Single Upload Multiple Upload

Digital Certificate (PFX/P12) File: *

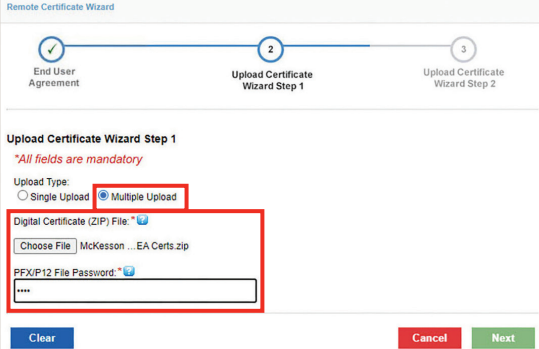
Choose File AS2147786.pfx
File Uploaded Successfully...

DEA# Number:
BA5634453

PFX/P12 File Password: *

Clear Cancel Next

Red arrows point to the 'Single Upload' radio button, the file selection area, and the password field.



Remote Certificate Wizard

End User Agreement (1) Upload Certificate Wizard Step 1 (2) Upload Certificate Wizard Step 2 (3)

Upload Certificate Wizard Step 1

**All fields are mandatory*

Upload Type:
 Single Upload Multiple Upload

Digital Certificate (ZIP) File: *

Choose File McKesson ... EA Certs.zip

PFX/P12 File Password: *

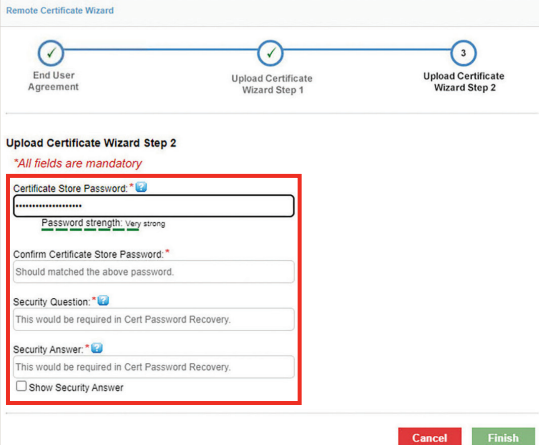
Clear Cancel Next

Red arrows point to the 'Multiple Upload' radio button, the file selection area, and the password field.

9 Password and Security Questions

The first time you set up your certificate store, you will be prompted to enter a password to be used each time you access the certificate store. There's also a security question to be used in case you need to recover your password

- **Enter a strong password** and confirm the password
- **Enter a security question** that you will remember the answer to
- **Enter the security answer**
- **Click “Finish”**



Remote Certificate Wizard

End User Agreement (1) Upload Certificate Wizard Step 1 (2) Upload Certificate Wizard Step 2 (3)

Upload Certificate Wizard Step 2

**All fields are mandatory*

Certificate Store Password: *

Password strength: Very strong

Confirm Certificate Store Password: *
Should match the above password.

Security Question: *

This would be required in Cert Password Recovery.

Security Answer: *
This would be required in Cert Password Recovery.

Show Security Answer

Clear Cancel Finish

A red arrow points to the 'Finish' button.

Once you're finished with the password and security question, you should see your certificate store.

McKESSON Shop Products Orders Reports Resources Need Help? CSOS User

All Products What can we help you find? Q (0) \$0.00

My Account > Controlled Substance Orders > CSOS - Manage Certificates

Managing CSOS Certificates

USER CERTIFICATE STORE SETUP IS COMPLETED

Certificate Store

Issued To	DE#P	Partner	Issuing Date	Expiration Date	Schedule
ValidCA2025 SCColon	AS2147786	Corporate Pharmacy DBA, Hometown Pharmacy	03-Mar-2022	01-Mar-2025	2, 2N, 3, 3N, 4, 5
ValidCA2025 ValidOrderThree	AS2778377	ValidCA ValidOrderThree	03-Mar-2022	01-Mar-2025	2, 3, 3N, 4, 5
ValidCA2025 ValidOrderTen	BA1036641	ValidCA ValidOrderTen	03-Mar-2022	01-Mar-2025	2, 2N, 3, 3N, 4, 5
ValidCA2025 ValidOrderEight	BA2893612	ValidCA ValidOrderEight	03-Mar-2022	01-Mar-2025	2, 2N, 3, 3N, 4, 5
ValidCA2025 SCForwardSlash	BP1245488	Jane Doe/	03-Mar-2022	01-Mar-2025	2, 2N, 3, 3N, 4, 5
ValidCA2025 SCPeriod	BV4990442	Dr. John Martin	03-Mar-2022	01-Mar-2025	2, 2N, 3, 3N, 4, 5

Page 1 of 1 10 View 1 - 6 of 6

Upload New Certificate Manage Security Details Remove Selected Certificates Export Selected Certificates Finish



Need help? We're here to answer your questions.

For ScanManager support questions, call 800.422.0280. You can also email us at SupplyManager@mckesson.com.

For CSOS support questions, call 800.422.0280, select option 5, then select option 6. You can also email us at mms.csos@mckesson.com.

For even more resources on the upcoming enhanced SupplyManager experience, including what's changing, new features and more, please visit mms.mckesson.com/resources/new-supplymanager-resources.