



How to place an order on McKesson SupplyManagerSM

Build your order using any of the following 4 steps:

1 Add items directly to your cart

- Click on the “**Cart**” in the upper right corner of the screen
- Enter in the McKesson item number or a search term in the item number field
- Enter the quantity desired and click “**Add to Cart**”
- If you want to enable Quick Add item entry, click on “**Quick Add**” in the center-right of the page



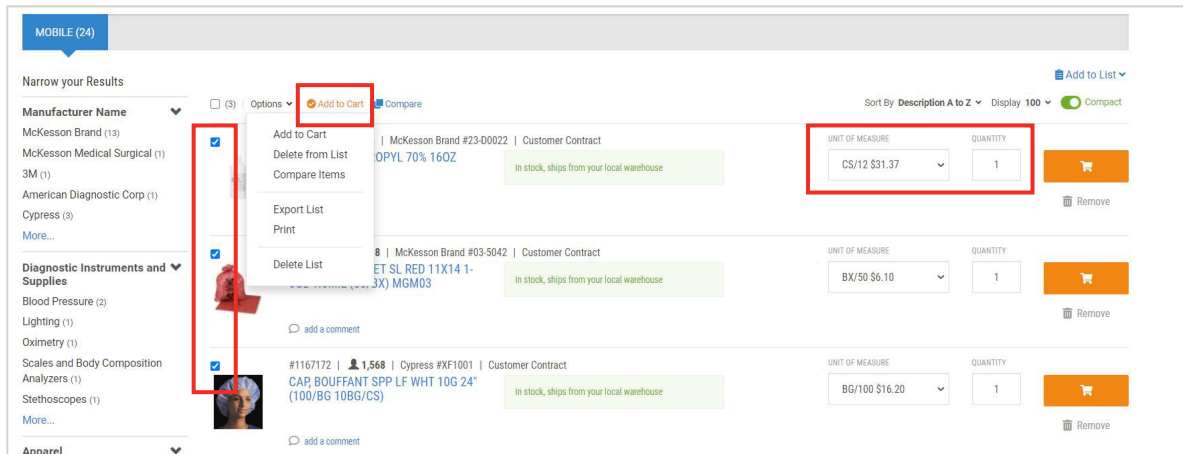
2 Search the catalog

- Enter a search term (brand name, McKesson item number, descriptive terms, manufacturer name, manufacturer number, etc.) into the search bar and click “**Search**”
- Click the refinements on the left to narrow your search
- Click on the item description to see the item details with options to find similar items and view safety data sheets if desired
- Add the item to your order by entering a quantity and clicking the “**Add to Cart**”



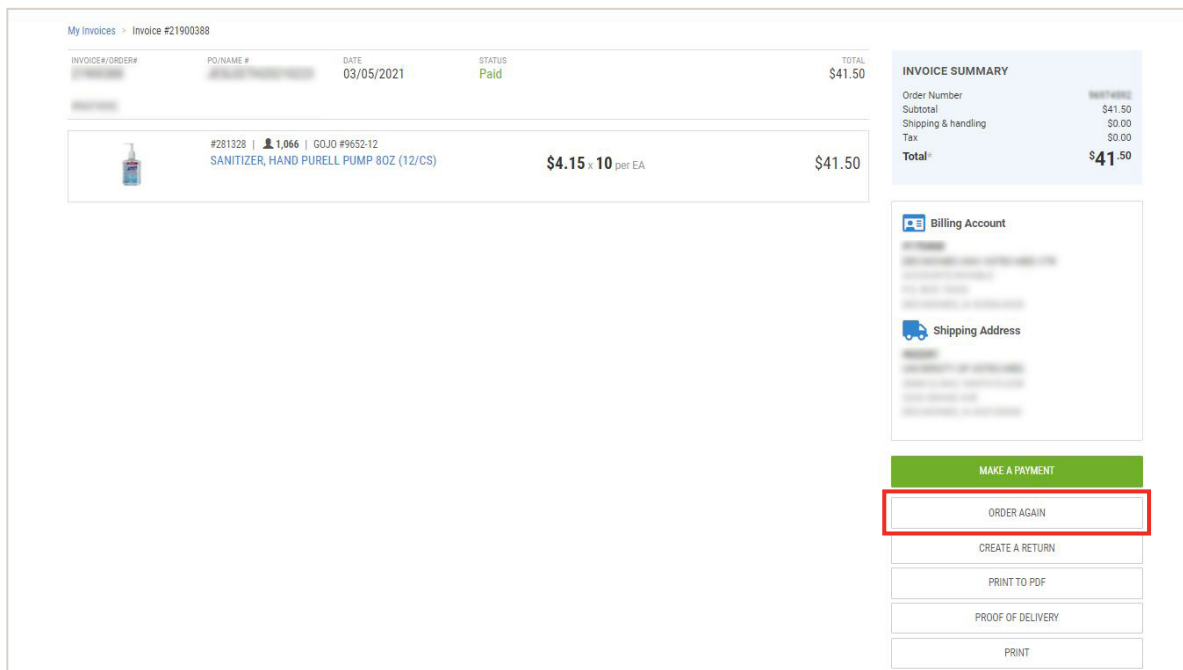
3 Use saved lists

- Click **"My Shopping Lists"** on the top of the homepage or find **"Lists"** under **"Shop Products"** in the top navigation bar
- On the **"Your Lists"** page, choose the list you want to work with
- Select desired items by checking the checkboxes on the left. Select desired UOM and enter a quantity
- When ready, click **"Add to Cart"** above the items to add multiple items at one time



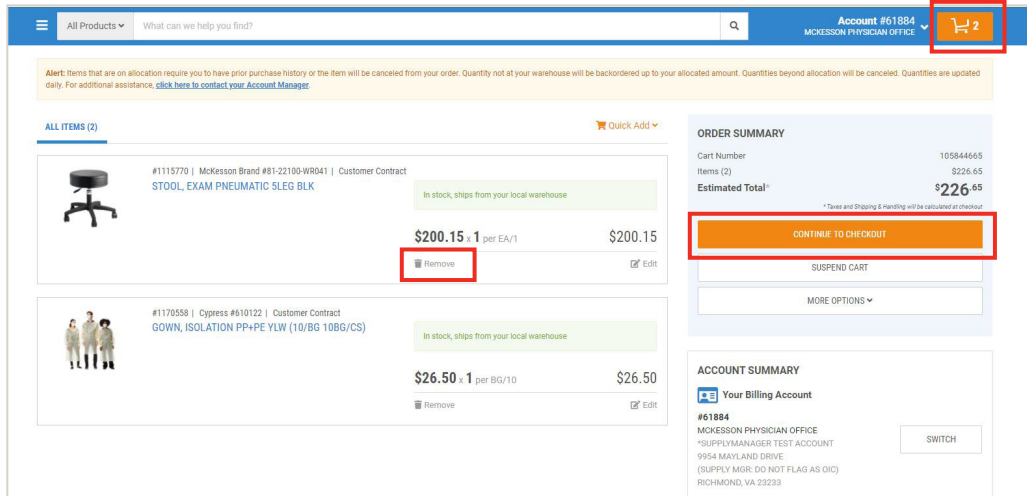
4 Use invoiced orders to re-order using a previous order

- Hover over **"Orders"** in the main menu and click **"Invoices"**
- On the **"Invoiced Orders"** page, choose the invoice you'd like to work with
- When ready, click **"Order Again"** in the lower right-hand corner of your screen
- This will re-order your *entire order*



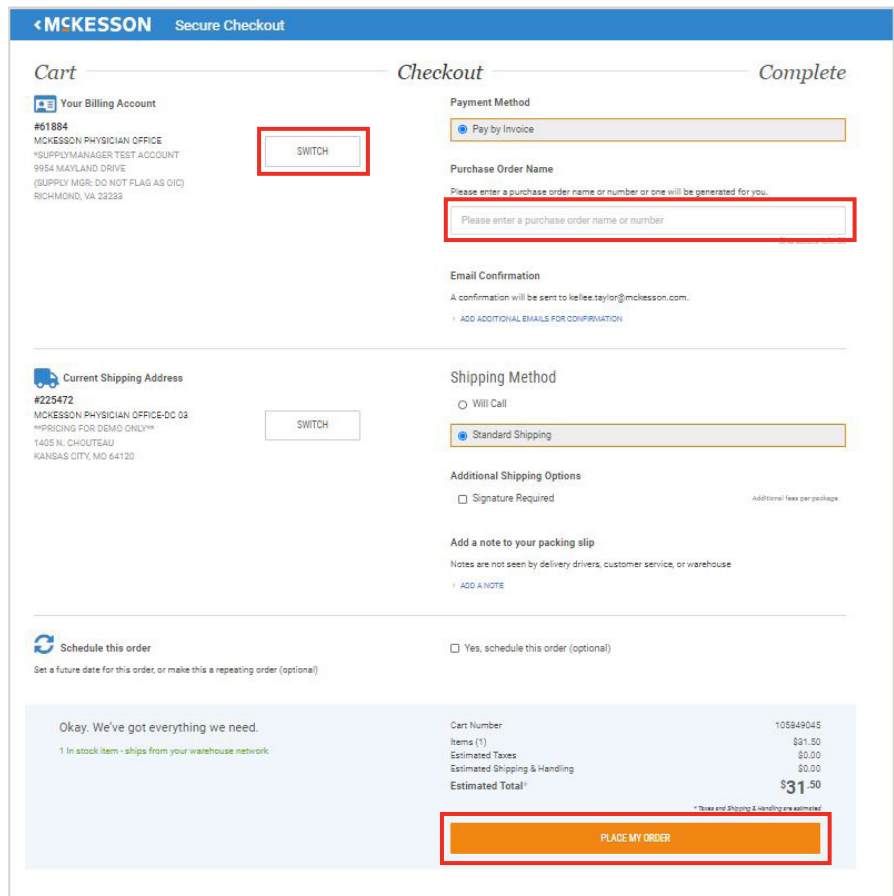
Completing your order

- Click the cart icon in the upper right corner
- Make any necessary changes to unit of measure and quantity
Also delete unnecessary items by clicking **“Remove”** under the item price
- When ready, click **“Continue to Checkout”** and then **“Complete Your Order”**



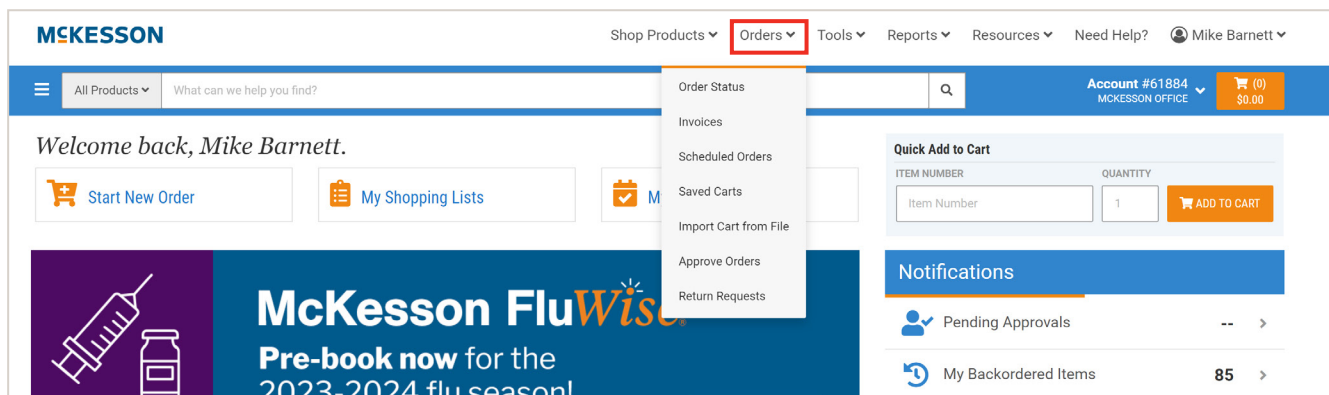
On the checkout page

- Review the Bill To and Ship To information; if incorrect, click **“Switch”** to switch accounts
- Enter your purchase order number. If you leave this blank, one will be assigned to you
- After you’ve verified all your information, click **“Place My Order”**
- By default, you will receive a cart confirmation email
- On the Order Completion page, make note of your order number and/or print your order confirmation if you would like

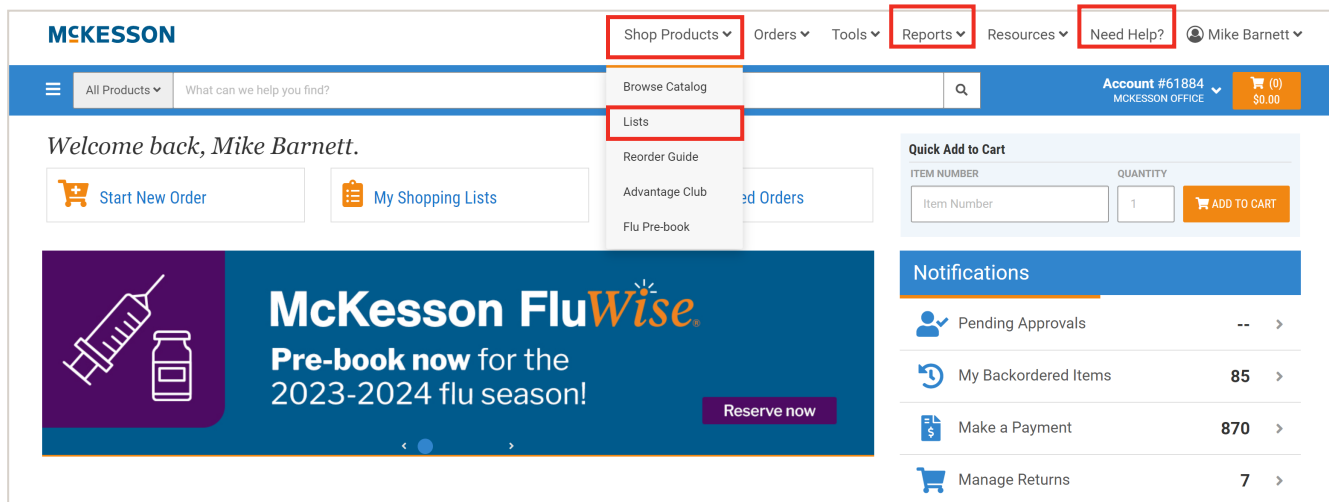


Other options available in SupplyManagerSM:

- Access open orders, backordered items and shipped orders under **“Order Status”**



- View and create lists via **“My Shopping Lists”** at the top of the homepage or under **“Shop Products”**
- View usage reports, invoices and Safety Data Sheets via the **“Reports”** tab
- Contact your account manager, customer service, and our product and technical support teams via the **“Need Help”** button



Questions?

Contact the SupplyManager Help Desk at 800.422.0280