



# How to Schedule Orders in McKesson SupplyManager<sup>SM</sup>

Schedule a future order or automate routine orders for commonly used supplies by creating a scheduled order. Here are a few things to remember for setting up a scheduled order:

- ▶ **An email address is required** to schedule an order.
- ▶ **Scheduling an order is optional.** If you only want your order placed once and placed today, you do not need to schedule your order.
- ▶ **You will receive an email reminder** one day before each occurrence of your scheduled order.

- 1 Add your items to your cart and click on the cart in the upper right-hand corner. From here, you will select **“Continue to Purchase”**.

The screenshot shows the McKesson SupplyManager interface. At the top right, there is a navigation bar with 'Shop Products', 'Orders', 'Reports', 'Resources', and 'Need Help?'. Below this is a search bar and a user profile icon. In the top right corner, a shopping cart icon is highlighted with a red box and a red arrow, showing '(3)' items and a total of '\$81.45'. The main content area is divided into two columns. The left column, titled 'ALL ITEMS (3)', lists two items: 'BAND-AID BANDAID, ADHSV FLEX 1X3" (100/BX)' priced at \$9.59 and 'MASK, SURG TIES ASTM1 (50/BX 6BX/CS)' priced at \$9.66. The right column contains an 'ORDER SUMMARY' section with a 'CONTINUE TO CHECKOUT' button, a 'SUSPEND CART' button, and a 'MORE OPTIONS' dropdown. Below the order summary is an 'ACCOUNT SUMMARY' section showing the user's billing account as 'MCKESSON PHYSICIAN OFFICE'.

- 2 Check the box that says **“Yes, Schedule This Order”**. You will then select the date that you want your order to ship on. Please note this is the day the item/s will ship and not the delivery date. Next, you will select if you want to do this once or if you want this as an ongoing order. If you do decide to make this order ongoing, you will select the frequency and how many times you would like the order repeated.

**< MCKESSON** Secure Checkout

Add a note to your packing slip  
Notes are not seen by delivery drivers, customer service, or warehouse  
[ADD A NOTE](#)

**Schedule this order**  
Set a future date for this order, or make this a repeating order (optional)

Yes, schedule this order (optional)  
Shipping on 06/03/2021  
 Once  
 Repeating  
Every 1 Weeks For 10 Times

Okay. We've got everything we need.  
3 In stock items - ship from your warehouse network

Cart Number	109450999
Items (3)	\$81.45
Estimated Taxes	\$0.00
Estimated Shipping & Handling	\$0.00
<b>Estimated Total*</b>	<b>\$81.45</b>

\* Taxes and Shipping & Handling are estimated

**SCHEDULE MY ORDER**

### For example:

**Date= 6/3/2021    Frequency= Every week    How many times?=10**

This will place your order 10 times. First on 6/3/2021, second on 6/10/2021 and will continue weekly.

- 3 Click **“Schedule My Order”** and you're all set!

4 The next page will be your confirmation and display all of your information.

The screenshot shows the McKesson checkout confirmation page. At the top, there is a navigation bar with the McKesson logo, a search bar, and account information for 'Account #61884 MCKESSON PHYSICIAN OFFICE' with a shopping cart icon showing 0 items for \$0.00. The main content area is divided into three sections: 'Cart', 'Checkout', and 'Complete'. A green checkmark icon indicates 'Order Successfully Scheduled!' with a thank you message. Below this, a 'Schedule Summary' shows 'Next Shipment 06/03/2021', 'Repeat Every Week', and 'Shipments Left 10'. A large grey box contains the text 'Anything else we might help you with?' and two buttons: 'Go to Order Status' and 'Start a New Order'. On the right, an 'ORDER SUMMARY' box lists 'PO Name KMK', 'Placed On 2021-06-02', and 'Estimated Total \$81.45'. Below this, a 'Billing Account' section shows details for account #61884, and a 'Shipping Address' section shows details for address #225472. A 'Restricted Products' section at the bottom left provides information about purchasing controlled substances and prescription drugs.

You can change or cancel your scheduled orders anytime.

You will receive an email reminding you that your order will be placed the next day. Future scheduled orders appear under “**Orders > Scheduled Orders**”. There, you may modify your orders or delete them from the schedule.

The screenshot shows the McKesson 'Scheduled Orders' page. The navigation bar is the same as in the previous screenshot. The main heading is 'Scheduled Orders' with a sub-heading 'Here you'll find orders which will be placed on a later date, along with any repeating orders.' Below this, there is a search bar and a table of scheduled orders. A dropdown menu is open over the 'Orders' navigation item, with 'Scheduled Orders' highlighted by a red box and a red arrow pointing to it from the right. The table has columns for 'PO NAME/CART #', 'CART STATUS', 'NEXT SHIP DATE', 'FREQUENCY', 'OWNER', 'SHIPMENTS LEFT', and 'TOTAL ITEMS'. The first row shows 'KMK' as the PO name, 'No Product Issues' as the cart status, '06/03/2021' as the next ship date, 'Every Week' as the frequency, 'SUPERKEL...' as the owner, '10' as shipments left, and '3' as total items. A 'View Order' link is present at the end of the row. The page also shows 'SCHEDULED (1)' and 'Showing 1 to 1 of 1'.

