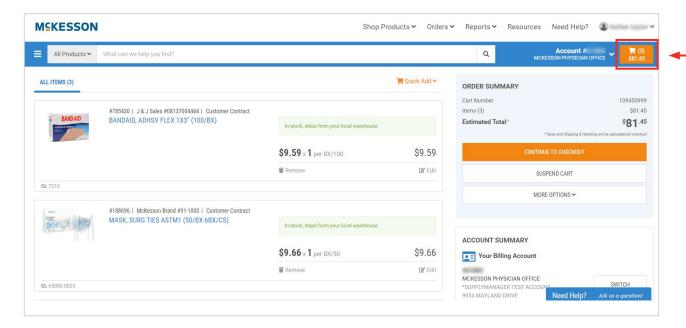


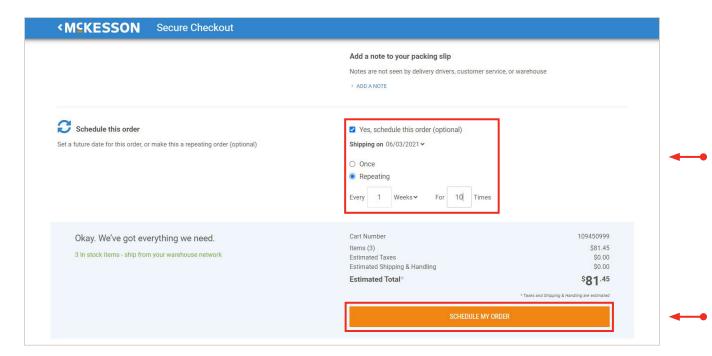
## **How to Schedule Orders** in McKesson SupplyManager<sup>sm</sup>

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".



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.



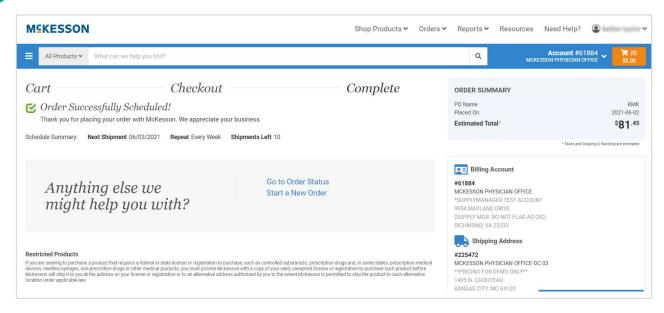
## For example:

**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.

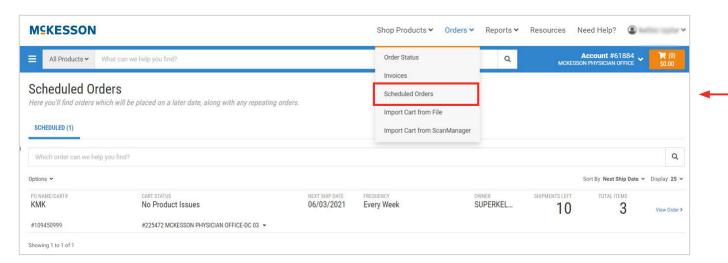
3 Click "Schedule My Order" and you're all set!

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



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.



**Questions?**