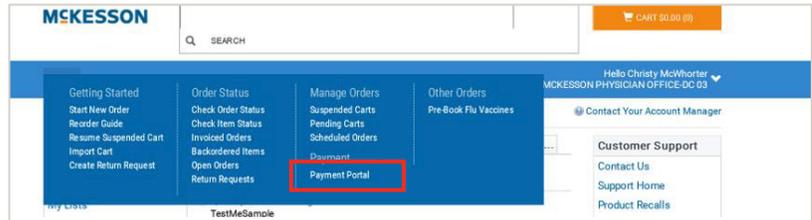




McKesson SupplyManagerSM: Payment Portal Access

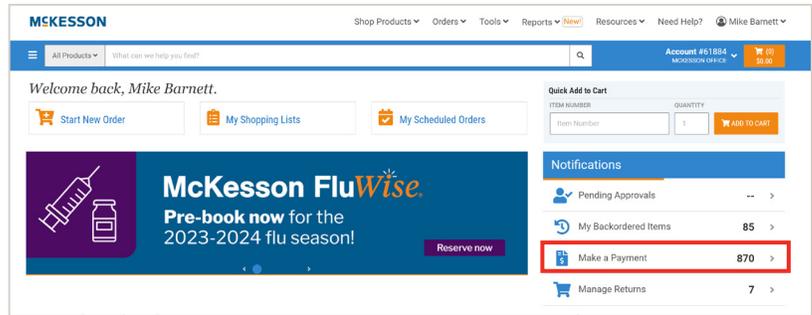
1 Once you have logged into McKesson SupplyManager, you will see this screen or the screen below depending on your homepage. Click on **“Orders”** on the toolbar.



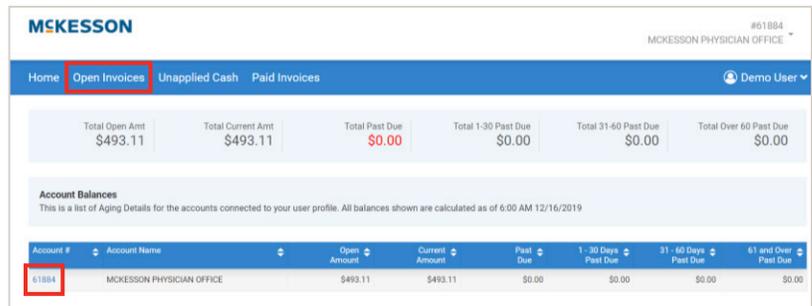
2 Click on **“Payment Portal”**

Or you may see this screen based on your homepage

1 Once you have logged into SupplyManager, if this is the screen you see, click on **“Make a Payment”** on the toolbar.

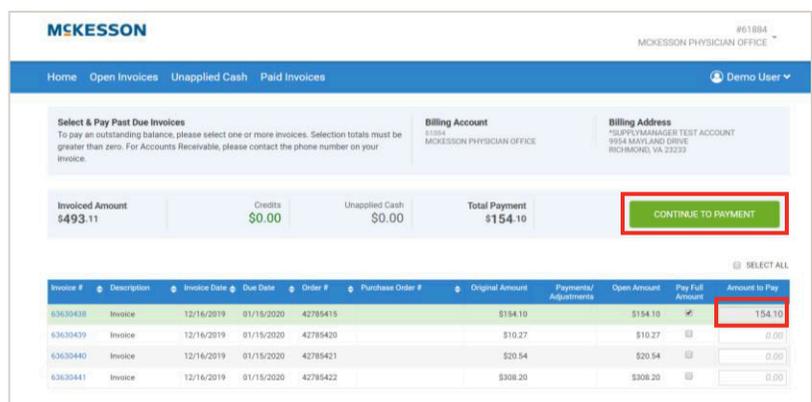


3 Once in the **“Payment Portal”**, it brings you to the **“Aging Details”**



4 From here, you can click on your account to see your invoices (you can also click on the **“Open Invoices”** link on the toolbar to get to the same screen)

5 From here, you can pay an invoice in full by selecting the checkbox **“Pay Full Amount”** and it will enter the full amount in the **“Amount to Pay”** or hit **“Select All”** to pay all open invoices



6 You can also choose to **“Short Pay”** by entering the amount you want to pay in the **“Amount to Pay”** – will illustrate this on the next page

7 Click **“Continue to Payment”** to pay the invoice

You can click on any of the arrows in the blue headings to sort differently

8 To “**Short Pay**” simply put in the amount you want to pay in the “**Amount to Pay**” box

9 Click “**Continue to Payment**”

MCKESSON #618B4 MCKESSON PHYSICIAN OFFICE

Home Open Invoices Unapplied Cash Paid Invoices Demo User

Select & Pay Past Due Invoices
To pay an outstanding balance, please select one or more invoices. Selection totals must be greater than zero. For Accounts Receivable, please contact the phone number on your invoice.

Billing Account
#618B4 MCKESSON PHYSICIAN OFFICE

Billing Address
*SUPPLYMANAGER TEST ACCOUNT
9954 MAYLAND DRIVE
RICHMOND, VA 23233

Invoiced Amount \$493.11 Credits \$0.00 Unapplied Cash \$0.00 Total Payment \$100.00 **CONTINUE TO PAYMENT**

SELECT ALL

Invoice #	Description	Invoice Date	Due Date	Order #	Purchase Order #	Original Amount	Payments/Adjustments	Open Amount	Pay Full Amount	Amount to Pay
63630438	Invoice	12/16/2019	01/15/2020	42785415		\$154.10		\$154.10	<input type="checkbox"/>	100.00
63630439	Invoice	12/16/2019	01/15/2020	42785420		\$10.27		\$10.27	<input type="checkbox"/>	0.00
63630440	Invoice	12/16/2019	01/15/2020	42785421		\$20.54		\$20.54	<input type="checkbox"/>	0.00
63630441	Invoice	12/16/2019	01/15/2020	42785422		\$308.20		\$308.20	<input type="checkbox"/>	0.00



10 Click on the drop-down box to select the reason you are choosing to Short Pay

11 Enter comments in the text box

12 Click on “**Continue to Payment**”

MCKESSON #618B4 MCKESSON PHYSICIAN OFFICE

Home Open Invoices Unapplied Cash Paid Invoices Demo User

Invoiced Amount \$493.11 Credits \$0.00 Unapplied Cash \$0.00 Total Payment \$100.00 BACK **CONTINUE TO PAYMENT**

Review *Short Pay* Payment Complete

Enter Short Pay Reason
Please provide a reason as to why you are choosing not to pay the full invoice amount.

Invoice #	Description	Open Amount	Amount to Pay	Difference	Reason	Comments
63630438	Invoice	\$154.10	\$100.00	\$54.10	Product Returned	Didn't need the product

Product Returned (selected)
Select One
Freight & Handling
Product Damaged
Product Returned
Product Quantity Incorrect
Incorrect Purchase Order
Paid Previously
Incorrect Price
Tax Rate Incorrect
Item is Non-taxable
Other



13 Click on the “**Payment Method**” drop down box to select choose your payment method

MCKESSON #618B4 MCKESSON PHYSICIAN OFFICE

Home Open Invoices Unapplied Cash Paid Invoices Christy McWhorter

Invoiced Amount \$38.04 Credits \$0.00 Unapplied Cash \$0.00 Total Payment \$38.04 BACK **MAKE PAYMENT**

Review *Payment* Complete

Billing Account #618B4 MCKESSON PHYSICIAN OFFICE *SUPPLYMANAGER TEST ACCOUNT 9954 MAYLAND DRIVE (SUPPLY MGR: DO NOT FLAG AS OIC) RICHMOND, VA 23233

Payment Methods:
Add a payment method



14 Enter your bank account (or credit card if you selected to pay by credit card) information in the text fields

15 Scroll down to see the remainder of the page to accept the payment conditions

MCKESSON #61884 MCKESSON PHYSICIAN OFFICE

Home Open Invoices Unapplied Cash Paid Invoices Demo User

Billing Account

#61884
MCKESSON PHYSICIAN OFFICE
*SUPPLYMANAGER TEST ACCOUNT
9954 MAYLAND DRIVE
(SUPPLY MGR. DO NOT FLAG AS DIC)
RICHMOND, VA 23233

Enter your bank account information

Bank Account Name
USAA

Routing Number
314074269
USAA FEDERAL SAVINGS BANK

Account Number
332145654

Confirm Account Number
332145654

Save Bank Account

Nickname (Optional)

16 Click on the **"I accept the ACH terms above"** check box

17 Click on the green **"Continue"** button. ACH stands for Automated Clearing House. This works as an electronic check and moves money from your bank account to pay for the invoice.

Bank Routing and Account Numbers are located across the bottom of each check.

YOUR NAME 1000000
1234 Main Street
Somewhere, ST 00000 DATE _____

PAY TO THE ORDER OF \$ _____ DOLLARS

04 407 23 24 0001 234 56 789 11 23

Routing Number Account Number Check Number

ACH Customers

Customer authorizes McKesson Medical-Surgical, Inc. ("McKesson"), to initiate ACH credit and debit entries to/from Customer's business account indicated above for amounts owed on invoices or statements that are provided to Customer and Customer hereby authorized Customer's named financial institution(s) (the "Institution(s)"), to accept the ACH credit and debit entries. Authority to initiate ACH credit and debit entries shall remain in full force and effect until McKesson's Credit Department has received written notice from Customer 30 days in advance of its termination of such authorization. Customer understands that Customer has the legal right to stop payment of an ACH credit or debit entry by notification to Institution; provided, prior to such action, Customer shall give McKesson 30 days written notice to permit McKesson to take any necessary actions to avoid disruptions in payment from Customer. Customer agrees to follow NACHA rules applicable to ACH transactions.

I accept the ACH terms above.

CANCEL CONTINUE

18 Once you have entered, your Payment Method, click on the green **"Make Payment"** button.

MCKESSON #61884 MCKESSON PHYSICIAN OFFICE

Home Open Invoices Unapplied Cash Paid Invoices Demo User

Invoiced Amount \$493.11 Credits \$0.00 Unapplied Cash \$0.00 Total Payment \$100.00 BACK MAKE PAYMENT

Review Short Pay Payment Complete

Billing Account

#61884
MCKESSON PHYSICIAN OFFICE
*SUPPLYMANAGER TEST ACCOUNT
9954 MAYLAND DRIVE
(SUPPLY MGR. DO NOT FLAG AS DIC)
RICHMOND, VA 23233

Payment Methods:

Your Bank Accounts Institution Last 3

* USAA USAA FEDERAL SAVINGS BANK ****654

Add a payment method

This page confirms that you have successfully processed your payment.

Additional comments: You can click on the blue toolbar at any time to view Open Invoices, Unapplied Cash and Paid Invoices

The screenshot shows the McKesson Physician Office portal. At the top, the McKesson logo is on the left, and the account ID #61884 and office name MCKESSON PHYSICIAN OFFICE are on the right. A navigation bar includes Home, Open Invoices, Unapplied Cash, and Paid Invoices. A user profile for Demo User is visible in the top right. The main content area features a progress bar with four stages: Review, Short Pay, Payment, and Complete. The 'Payment' stage is highlighted, and a green checkmark icon is next to the text 'Payment Successfully Completed'. Below this, a message states: 'Your payment will be processed within 2-3 business days. An email confirmation will be sent to demo.user@democompany.com once payment has been processed.' A table below the message lists invoice details:

Invoice #	Description	Invoice Date	Payment Date	Order #	Purchase Order #	Invoice Amount	Amount Paid
63630438	Invoice	12/16/2019	01/07/2020	42785415		\$154.10	\$100.00

On the right side of the page, there are two summary boxes. The 'PAYMENT SUMMARY' box shows: Payment Method: Bank Account (ACH), Payment Date: 01/07/2020, Bank Account Name: USAA, Bank Account Number: *****, and Total Payment: \$100.00. Below this is a 'RETURN TO MY ACCOUNT BALANCE' button. The 'ACCOUNT SUMMARY' box is titled 'Billing Account' and lists the account name and address: #61884, MCKESSON PHYSICIAN OFFICE, SUPPLYMANAGER TEST ACCOUNT, 9554 MAYLAND DRIVE, (SUPPLY MGR. DO NOT FLAG AS OIC), RICHMOND, VA 23233.

