



Navigating your new McKesson SupplyManagerSM

What's different?

	Current SupplyManager	Upgraded SupplyManager
Login Page	mms.mckesson.com	No change
Switch Accounts	Upper right corner – click your Account Name to Switch Accounts	No change
Cart	Orange button in upper right corner of screen	Orange button in upper right corner of screen in blue bar
Reorder Guide	Essential Tasks → Reorder Guide OR Top Navigation Bar → Lists → Reorder Guide	Homepage → Previously Purchased OR Top Navigation Bar → Shop Products → Reorder Guide
Lists	Essential Tasks → My Lists OR Top Navigation Bar → Lists	Top of Homepage OR Top Navigation Bar → Shop Products → Lists
Saved Carts	Essential Tasks → Suspended Carts OR Top Navigation Bar → Orders → Resume Suspended Cart	Homepage → Saved Carts OR Top Navigation Bar → Orders → Saved Carts
Approvals	Essential Tasks → Approvals OR Top Navigation Bar → Orders → Pending Orders	Homepage → Notifications → Pending Approvals OR Top Navigation Bar → Orders → Approve Orders
Scheduled Orders	Essential Tasks → Scheduled Orders OR Top Navigation Bar → Orders → Scheduled Orders	Top of Homepage OR Top Navigation Bar → Orders → Scheduled Orders
Order Status	Essential Tasks → Check Order Status OR Top Navigation Bar → Orders → Check Order Status	Top Navigation Bar → Orders → Order Status
Returns	Essential Tasks → Create Return Request OR Top Navigation Bar → Orders → Create Return Request	Homepage → Notifications → Manage Returns
Invoices	Top Navigation Bar → Orders → Invoices OR Top Navigation Bar → Reports → View Invoice or Drill to Invoice	No change
Product Recalls	Customer Support → Product Recalls	Essential Tasks → Your Account → Resources → Product Recalls
Contact your Account Manager	Upper right side of screen (“Contact your Account Manager”)	Upper right corner in Top Navigation Bar (“Need Help?”)

Tabs and tips

Notifications	
Approve Orders	View orders pending approval
Manage Returns	Start a return with this link
My Backordered Items	View out-of-stock items on your orders
Next Scheduled Order	View your scheduled orders
Make a Payment	Make and view payments

Navigation bar across the top	
Shop Products	“Browse the Catalog,” “Lists,” “Reorder Guide,” “Advantage Club” and “Flu Pre-Book”
Orders	Approve orders and check your order status, invoices, scheduled orders, saved carts and return requests
Tools	View ScanManager, Spend Manager and other tools.
Reports	Access reports like usage, invoice detail and Safety Data Sheets
Resources	Find information on services, tools, business information and free webinars available from McKesson
Need Help	Use a quick way to send an email to your account manager, customer service, and our product and technical support teams
Under Your Name	Make a payment and see email notifications. If you are set up for order approval, you will see approval rules and can approve orders. (Depending on your permissions – you may also see user maintenance and other maintenance options).

Notes:

- Clicking on your account name will give you the **“Switch Account”** feature (you only see accounts you are attached to)
- Clicking the McKesson logo will take you back to the homepage
- In the search bar, remember to make sure the drop down is searching under **“All Products”**

New views in SupplyManager catalog/lists/reorder guide

Check out the “Display” and “Compact” settings on the catalog search results, list and reorder guide pages.

- “Display” defaults to 10, but you add up to 100 per page. *Once you set this value, it becomes your default value for future catalog search results, lists and the reorder guide.*
- The default view in catalog search results, lists and the reorder guide is to show a detailed set of product information on the screen. The “Compact” setting compresses the data on the screen to show more products on the screen for less scrolling.
- Once you set either of these options, these settings will become your default view.

The screenshot shows the SupplyManager interface for a search of 'gloves'. At the top, there is a navigation bar with 'My Formulary' and 'gloves' in the search bar. The account information is 'Account #59339 MCKESSON PRIMARY TEST ACCT' with a shopping cart icon showing 0 items for \$0.00. Below the search bar, the page title is 'My Formulary - Search Results for gloves'. There are filters for 'gloves' and 'Clear All'. The main content area shows 'My Formulary (70)' and 'Resources (10)'. The search results are displayed in a table. The first result is 'GLOVE, EXAM NTRL MED N/S CHEMO3.5C (200/BX 10BX/CS)' with a price of \$38.61 per BX/200. The 'Display' and 'Compact' settings are highlighted with red boxes. The 'Display' setting is set to 10, and the 'Compact' setting is turned on. A red arrow points to the 'Compact' setting.

Search Within	Options	Sort By	Display	Compact
gloves	(0) Options	Best Match	10	On

UNIT OF MEASURE	QUANTITY
BX/200 \$38.61	1



Questions?

Contact the SupplyManager Help Desk at 800.422.0280