



**A quick guide**

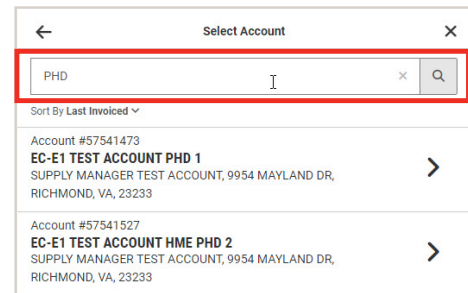
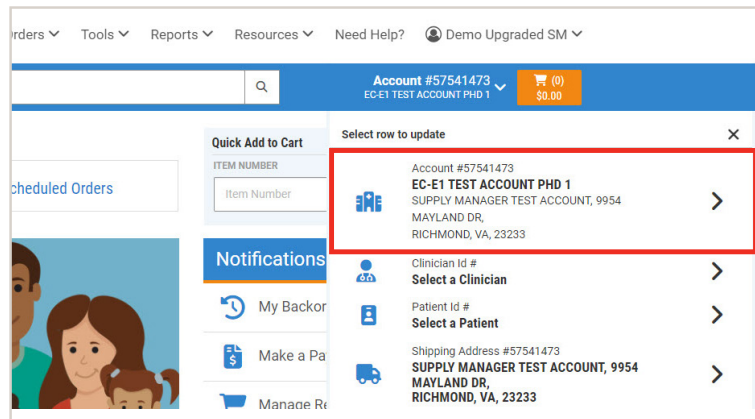
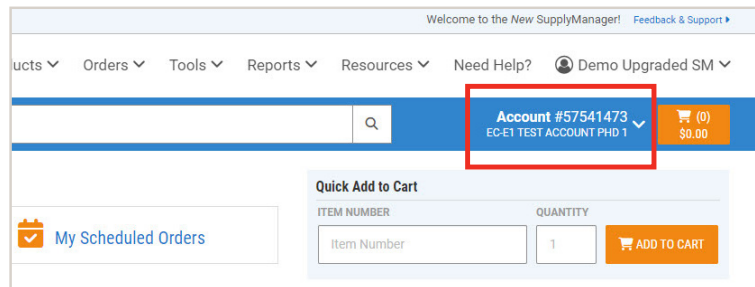
# Patient Home Delivery

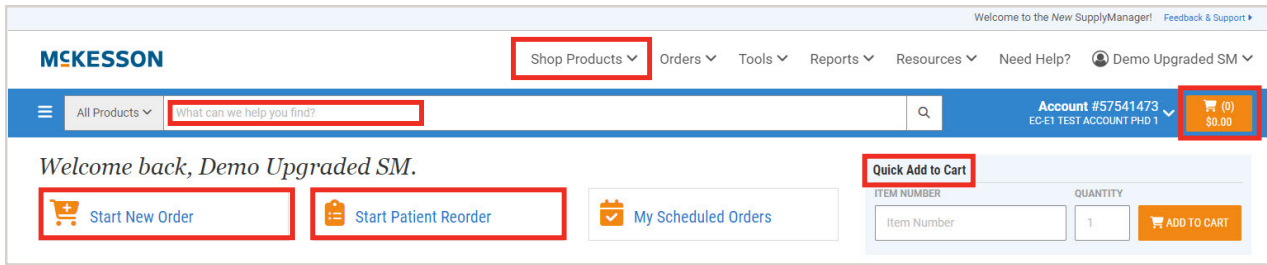
Join hundreds of thousands of users enjoying an enhanced McKesson SupplyManager<sup>SM</sup> experience with updated features based on customer feedback.

**Click into your account in the upper right corner of the screen.**

If you need to switch accounts:

- Click the down arrow next to your account number
- Click the arrow next to your account from the drop down menu
- Choose an available account from the list or search by account number, name, address, city or state



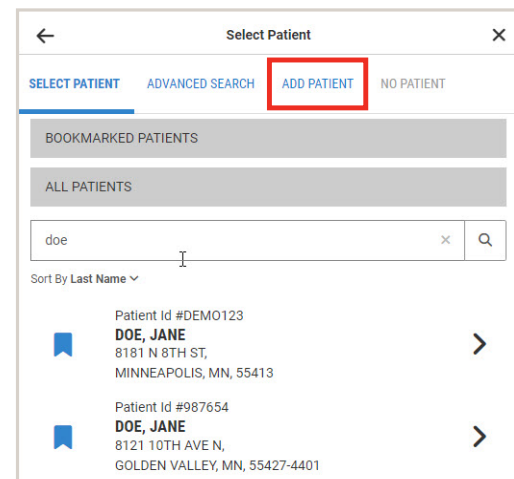
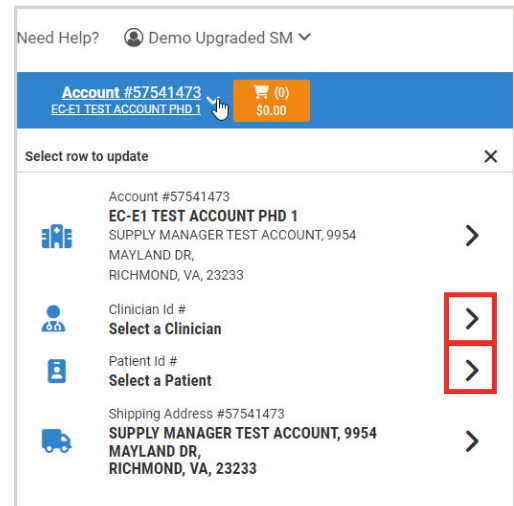


## Starting your order:

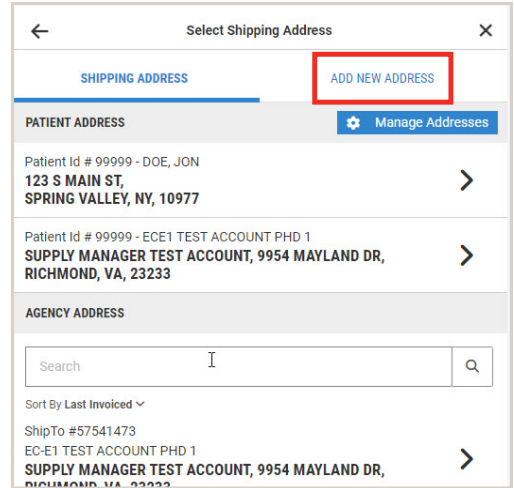
- To start a completely new order for a patient click **Start New Order** on your SupplyManager homepage
- To start a new order for a patient using previously ordered items click **Start Patient Reorder**
- Quickly add an item to the cart by entering an item number and quantity in the **Quick Add to Cart** section
- Search for items by entering search terms in the search box at the top of your homepage
- Click the dropdown menu located in the header and select **Shop Products > Lists** to order from a shopping list
- View your cart by clicking on the orange cart button next to your account information

## The first time you try to add items to your cart, you will be prompted to confirm the required information for the order.

- Click the arrow on the line for **Select a Clinician** (if required)
  - » Search for your clinician by name or Clinician ID or choose from the list
  - » Click **Add Clinician** if you need to add a new clinician
- Click the arrow on the line for **Select Patient**
  - » Search for existing patient by searching by name or Patient ID or choose from the list
  - » If the desired patient is not listed, move from **Select Patient** to **Add Patient** and enter patient information



- Once the patient is selected, choose the address for this shipment, or click **Add New Address**
  - Click **Manage Addresses** to make changes to an existing address



## After your selections have been made, the cart will display your items, patient and clinician information

- Use the **Search** box located in the light blue section directly below **Working Cart #** to search for items
- Use **Patient Reorder Guide** to add items from history to the cart
- Click **Shop Products > Lists** to add items to the cart from a shopping list
- Key items directly into the cart using quick item entry at the top of the cart page

## Notice the options on the right of the screen:

- Click **Continue to Checkout** to submit your order
- Click **Save Cart** to save cart and come back later. NOTE: Items already in your cart will automatically be saved.
- Click **More Options** to save as a list, export, print barcodes or delete the cart
- Click **Switch** if you need to change the clinician or patient

## When you click **Checkout**, the **Secure Checkout** screen will open

- Enter a purchase order/ name
- Enter an episode if required
- Choose a payment method
- Click **Place My Order** when ready to submit
  
- When the order has been submitted - you will see a confirmation screen

< MCKESSON
Secure Checkout

Cart
Checkout
Complete

**Billing Account**

#57541473  
EC-E1 TEST ACCOUNT  
PHD 1  
SUPPLY MANAGER TEST ACCOUNT  
9954 MAYLAND DR  
RICHMOND, VA 23233

**Shipping Address**

#144442326  
ECE1 TEST ACCOUNT  
PHD 1  
SUPPLY MANAGER TEST ACCOUNT  
9954 MAYLAND DR  
RICHMOND, VA 23233

**Patient**

#99999  
JON DOE

**Clinician**

#TEST1  
TEST NURSE

(2) In stock item - ships from your warehouse network

**Purchase Order/Name**

myorder Suggest a PO/Name

Characters left: 43

**Episode**

EPISODE IS LIMITED TO 20 CHARACTERS

A123465 Characters left: 13

**Payment Method**

Pay by Invoice

Pay by Credit Card Add a Card

**Email Confirmation**

A confirmation will be sent to User@gmail.com.

ADD ADDITIONAL EMAILS FOR CONFIRMATION

**Add a note to your packing slip**

Notes are not seen by delivery drivers, customer service, or warehouse

ADD A NOTE

Cart Number	145094599
Items (2)	\$76.60
Estimated Taxes	\$1.67
Estimated Shipping & Handling	\$15.00
<b>Estimated Total*</b>	<b>\$93.27</b>

\* Taxes and Shipping & Handling are estimated

PLACE MY ORDER

MCKESSON
Shop Products Orders Tools Reports Resources Need Help? Demo Upgraded SM

All Products What can we help you find? Account #57541473 EC-E1 TEST ACCOUNT PHD 1 \$93.27

Cart
Checkout
Complete

Order Successfully Completed

Thank you for placing your order with McKesson. We appreciate your business.

**ORDER SUMMARY**

Order Number DEMO145094599

PO Name myorder

Placed On 08/24/2023

Completed By DEMO1008

**Estimated Total\*** **\$93.27**

\* Taxes and Shipping & Handling will be calculated at checkout

Go to Order Status  
Start a New Order

**Patient**

#99999\_JON DOE

**Clinician**

#TEST1 TEST NURSE

**Episode**

A123465

**Restricted Products**

If you are seeking to purchase a product that requires a federal or state license or registration to purchase, such as controlled substances, prescription drugs and, in some cases, prescription medical devices, needles, syringes, non-prescription drugs or other medical products, you must provide McKesson with a copy of your valid, unexpired license or registration to purchase such product before McKesson will ship it to you. An address can only be used for an unexpired order. An unexpired address authorized for the current fulfillment is permitted to ship the product to such destination.



### Questions?

Contact the SupplyManager Help Desk at 800.422.0280