

## A quick guide to the **enhanced** McKesson SupplyManager<sup>SM</sup>

### Are you ready to get more out of your SupplyManager experience?

**Exciting enhancements and new features** on SupplyManager will help you get the most out of your online experience, offering greater efficiency and more information at your fingertips than ever before. Here's a quick look at what's new, as well as a helpful guide to navigating the enhanced SupplyManager interface.



#### **New payment features**

Enroll in Autopay, make partial or full payments, review balances, past invoices or pay by credit card

#### **Live chat**

Highly-trained Live Chat agents are available to answer your questions during regular business hours



#### **Personalized experience**

Customized features let you control spend and tailor SupplyManager to fit your needs

#### **Simplified returns**

Online returns to get what you need so you can get back to business



# What's different?

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

# Tabs and tips

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

Navigation bar across the top	
<b>Shop Products</b>	“Browse the Catalog,” “Lists,” “Reorder Guide,” “Advantage Club” and “Flu Pre-Book”
<b>Orders</b>	Approve orders and check your order status, invoices, scheduled orders, saved carts and return requests
<b>Tools</b>	View ScanManager, Spend Manager and other tools
<b>Reports</b>	Access reports like usage, invoice detail and Safety Data Sheets
<b>Resources</b>	Find information on services, tools, business information and free webinars available from McKesson
<b>Need Help</b>	Use a quick way to send an email to your account manager, customer service, and our product and technical support teams
<b>Under Your Name</b>	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)

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”**



## Need help? We're here to answer your questions.

For support questions, call **800.422.0280**. You can also email us at [SupplyManager@mckesson.com](mailto:SupplyManager@mckesson.com). For even more resources on the upcoming enhanced SupplyManager experience, including what's changing, new features and more, please visit [mms.mckesson.com/resources/new-supplymanager-resources](https://mms.mckesson.com/resources/new-supplymanager-resources).