



## Imperial Distributors Canada Inc. (IDCI)

### Vendor Configuration Guide

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## Overview

Imperial Distributors Canada Inc will be integrating its Third Party and Point of Sale Systems with the objective of improving efficiency by amalgamating systems, reducing redundancies and enhancing overall operational execution.

To assist pharmacies with this change, two new vendors have been added to the Kroll application in versions 10.29.35 and higher. Please configure the new vendor (AB and/or BC vendor) and download a catalog to link item numbers to drug packs. Username and passwords can be obtained from Imperial directly. For detailed instructions, please see the following.

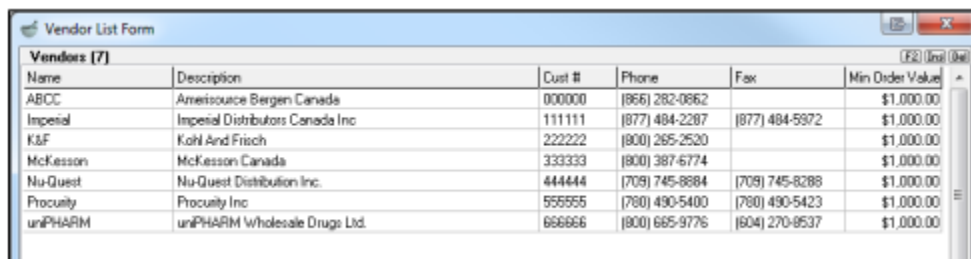
## Vendor Configuration, Ordering, and Receiving

The following document provides information on the requirements and set-up of Secure File Transfer Protocol (SFTP) vendor ordering and receiving, specifically to align with changes made by Imperial Distributors Canada Inc. Detailed instructions are given on how to configure your system for vendor communication, how to upload drug orders, how to download invoices into your system, and how to import a catalogue.

### Vendor Configuration

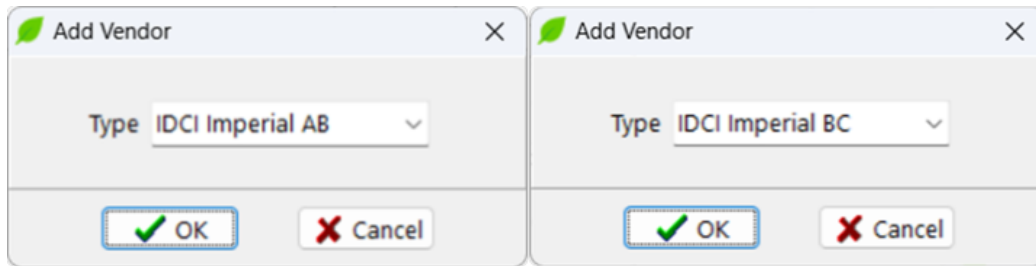
This section outlines the configuration settings required to setup Secure File Transfer Protocol (SFTP) ordering and receiving in Kroll.

1. From the main screen, go to **Utilities > Drug Ordering > Edit Vendor List**. The Vendor List Form will appear.

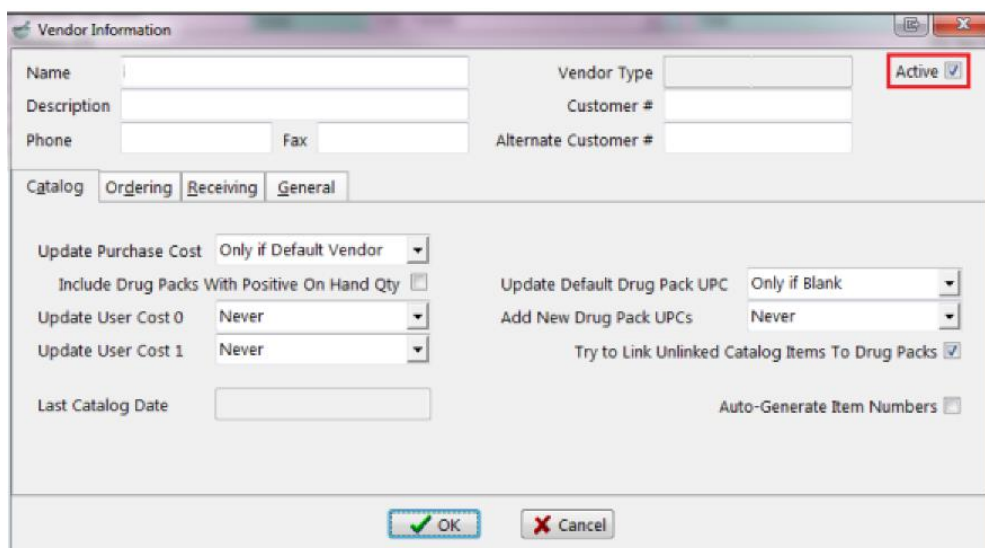


Name	Description	Cust #	Phone	Fax	Min Order Value
ABCC	Ametsource Bergen Canada	000000	(866) 282-0862		\$1,000.00
Imperial	Imperial Distributors Canada Inc	111111	(877) 484-2287	(877) 484-5972	\$1,000.00
K&F	Kohl And Frisch	222222	(800) 265-2520		\$1,000.00
McKesson	McKesson Canada	333333	(800) 387-6774		\$1,000.00
Nu-Quest	Nu-Quest Distribution Inc.	444444	(709) 745-8884	(709) 745-8288	\$1,000.00
Procuity	Procuity Inc	555555	(780) 490-5400	(780) 490-5423	\$1,000.00
uniPHARM	uniPHARM Wholesale Drugs Ltd.	666666	(800) 665-9776	(604) 270-8537	\$1,000.00

2. Click **Ins** to add a new vendor entry. Select the provincial-specific vendor from the **Type** dropdown menu and click **OK**.



3. Ensure the **Active** checkbox is checked. This will ensure the vendor record is active and orders for that vendor can be generated and received.

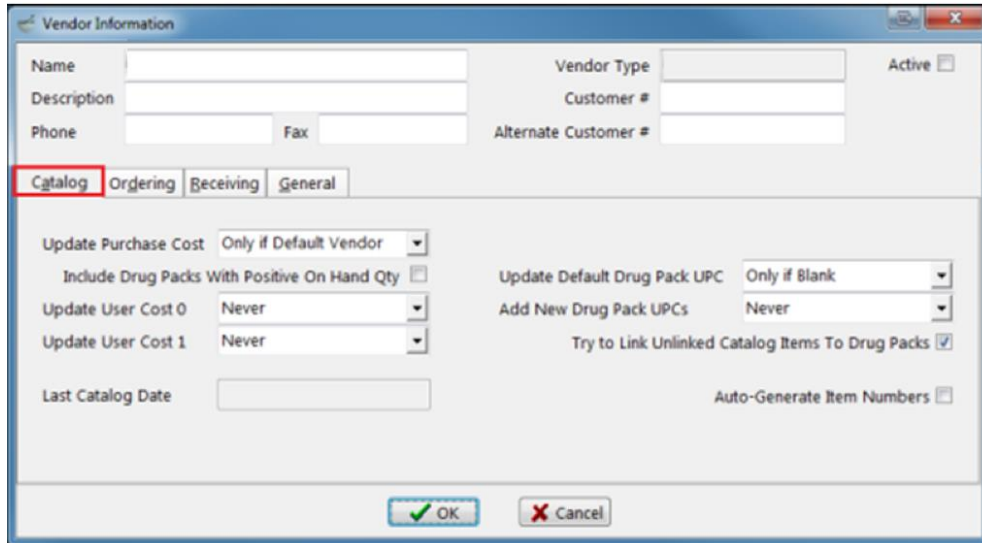


- **Name:** Enter the name of the vendor.
- **Description:** Enter the vendor description.
- **Phone:** Enter the vendor's phone number.
- **Fax:** Enter the vendor's fax number.
- **Customer #:** Enter your pharmacy's unique vendor account number (provided by the vendor).
- **Alternate Customer #:** Enter an alternate customer number (if available)

Optionally, the old Imperial vendor can be inactivated by unchecking the Active box on the Vendor Information screen. This will remove the old entry from the list of available vendors when generating orders and communicating with vendors.

## Catalog Tab

This section describes the contents of the **Catalog** tab on the **Vendor Information** screen.



**NOTE:** The fields on this screen are determined by the values entered in the **User Cost 0 Label**, **User Cost 1 Label**, etc. fields in **File > Configuration > Store > Drug**. These values are also reflected on the Drug card, General tab.

- **Update Purchase Cost:** This configuration determines if and when the **Purchase** field on the Drug card gets updated during a **[Vendor]** catalog load
  - **Never:** The purchase price is never updated during a catalog load.
  - **Always:** The purchase price is always updated during catalog load, even for non-default vendors.
  - **Only if Default Vendor:** The purchase price is updated during a catalog load only if the vendor is set as the **Default Vendor** on the Drug card.
- **Include Drug Packs with Positive On Hand Qty:** When this option is checked, loading a catalog will update the purchase price for drugs with a negative (-), positive (+), and with zero (0) on-hand quantity. Note that the catalog price will override whatever is currently listed in the Purchase Price field on the Drug card.

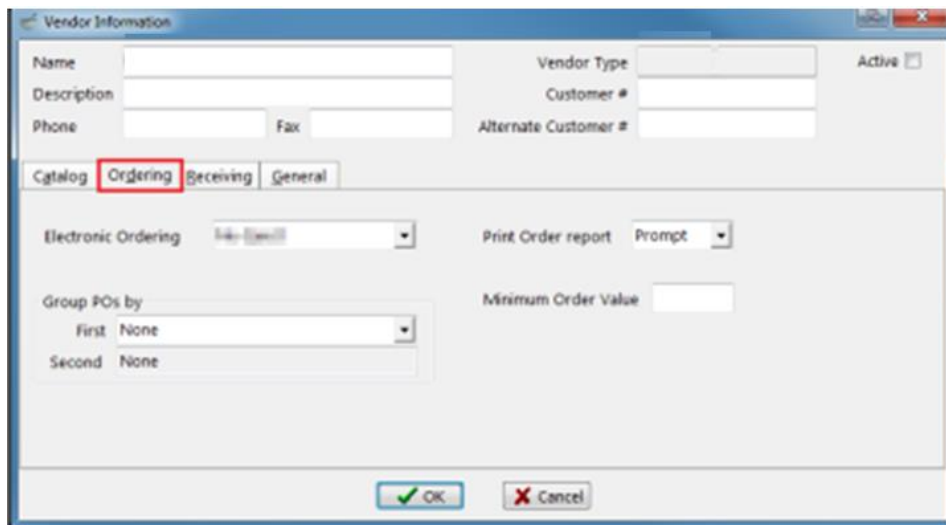
**NOTE:** This option has no function when the **Update Purchase Cost** is set to 'Never'.

- **Update User Cost 0:** This option determines if and when the Update User Cost 0 field on a Drug card gets updated during a [Vendor] catalog load.
  - **Never:** The Update User Cost 0 field is never updated during a catalog load.
  - **Always:** The Update User Cost 0 field is always updated during a catalog load, even for non-default vendors.
  - **Only if Default Vendor:** The Update User Cost 0 field is updated during a catalog load only if the vendor is set as the Default Vendor on the Drug card.
- **Update User Cost 1:** This option determines if and when the User Cost 1 field on the Drug card gets updated during a [Vendor] catalog load.
  - **Never:** The Update User Cost 1 field is never updated during a catalog load.
  - **Always:** The Update User Cost 1 field is always updated during a catalog load, even for non-default vendors.
  - **Only if Default Vendor:** The Update User Cost 1 field is updated via a catalog load only if the vendor is set as the Default Vendor on the Drug card.
- **Last Catalog Date:** This is a read-only field that displays the last time a catalog was uploaded into the system.
- **Update Default Drug Pack UPC:** This configuration determines if and when the default UPC field on the Drug card gets updated during a catalog load.
  - **Never:** The UPC field is never updated during a catalog load.
  - **Always:** The UPC field will get updated every time a catalog is loaded.
  - **Only if Blank:** The UPC field will only be updated during a catalog upload when the field is blank; otherwise the existing entry in the UPC field will remain unchanged.
  - **Only if Default Vendor:** The UPC field will only be updated during a catalog load only if only if the vendor is set as the Default Vendor on the Drug card.
- **Add New Drug Pack UPCs:** This configuration determines if and when a new UPC that exist in the catalog but not in the Drug card gets added. **Note** that even when a new UPC is added as a result of this configuration, it will not be set as the default UPC; rather, it will be added as a supplementary UPC in the UPC tab on the Drug card.
  - **Never:** New drug pack UPCs will never be added to the Drug card during a catalog load.
  - **Always:** New drug pack UPCs will always be added to the Drug card during a catalog load.
  - **Only if Default Vendor:** New drug pack UPCs will only be added to the Drug card during a catalog load only if the vendor is set as the Default Vendor on the Drug card.

- **Try to Link Unlinked Catalog Items to Drug Packs:** When this option is checked, Kroll will attempt to link item numbers in the catalog that are not yet attached to the Drug card.
- **Auto-Generate Item Numbers:** When this option is checked, the item number that the vendor uses to identify order items is auto-generated. This option is normally used by Direct Vendors only, and is not permitted for vendors with **Electronic Ordering** (Ordering tab) and/or **Electronic Receiving** (Receiving tab) values set to anything other than 'None'.

## Ordering Tab

This section describes the contents of the **Ordering** tab on the **Vendor Information** screen.



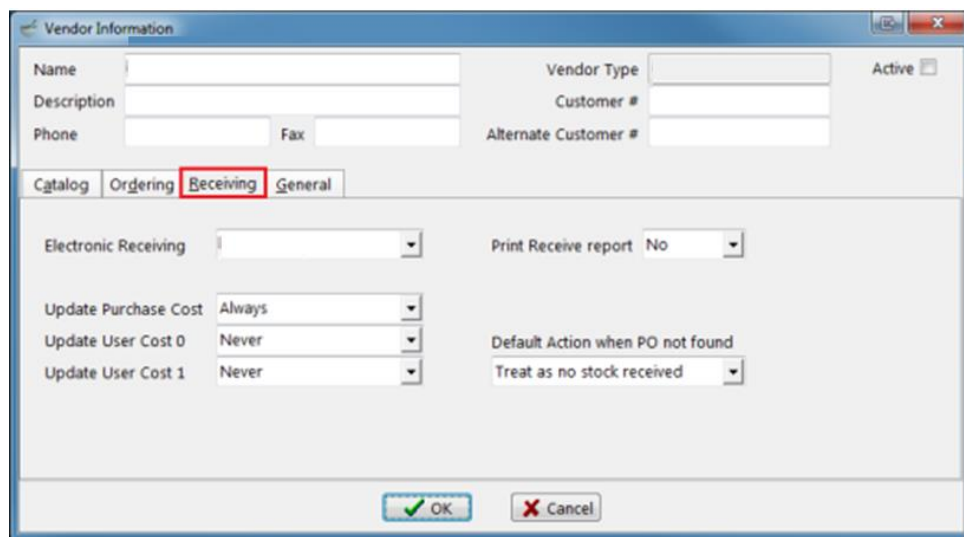
- **Electronic Ordering:** Select the appropriate option from the dropdown menu
- **Group POs by:** This option determines how purchase order (PO) items are grouped. The following options are available from the **First** and **Second** dropdown menus:
  - Catalog Special Handling
  - Drug Group (Ordering)
  - Drug Location
  - Drug Schedule

If you select **Drug Schedule**, for example, from the **First** dropdown menu, the PO items will be grouped by drug schedule, and a separate PO number will be generated for each drug schedule. If you select **Drug Group (Ordering)**, for example, from the **Second** dropdown menu, the items in each drug schedule PO will be subcategorized according to drug group.

- **Print Order report:** This option determines if a Print Order report is generated when placing an order.
  - **Yes:** A **Purchase Order** report will be sent directly to the printer once an order is placed.
  - **No:** A **Purchase Order** report will not be generated when an order is placed.
  - **Prompt:** The **Purchase Order** report options screen will appear once an order is placed. This screen allows you to configure report options prior to printing, previewing, or exiting the report.
- **Minimum Order Value:** Enter the minimum value of drugs required to place an order with the vendor.

## Receiving Tab

This section describes the contents of the **Receiving** tab on the **Vendor Information** screen.



The screenshot shows the 'Vendor Information' window with the 'Receiving' tab selected. The 'Receiving' tab is highlighted with a red box. The form contains the following fields and options:

- Electronic Receiving:** A dropdown menu.
- Print Receive report:** A dropdown menu set to 'No'.
- Update Purchase Cost:** A dropdown menu set to 'Always'.
- Update User Cost 0:** A dropdown menu set to 'Never'.
- Update User Cost 1:** A dropdown menu set to 'Never'.
- Default Action when PO not found:** A dropdown menu set to 'Treat as no stock received'.

At the bottom of the window, there are 'OK' and 'Cancel' buttons.

- **Electronic Receiving:** Select the vendor from the dropdown menu.
- **Update Purchase Cost:** This configuration determines if and when the **Purchase** field on the Drug card gets updated when an electronic invoice is received.
  - **Never:** The purchase price is never updated when an electronic invoice is received.
  - **Always:** The purchase price is always updated when an electronic invoice is received, even for non-default vendors.



- **Only if Default Vendor:** The purchase price is updated when an electronic invoice is received, only if the vendor is set as the **Default Vendor** on the Drug card.

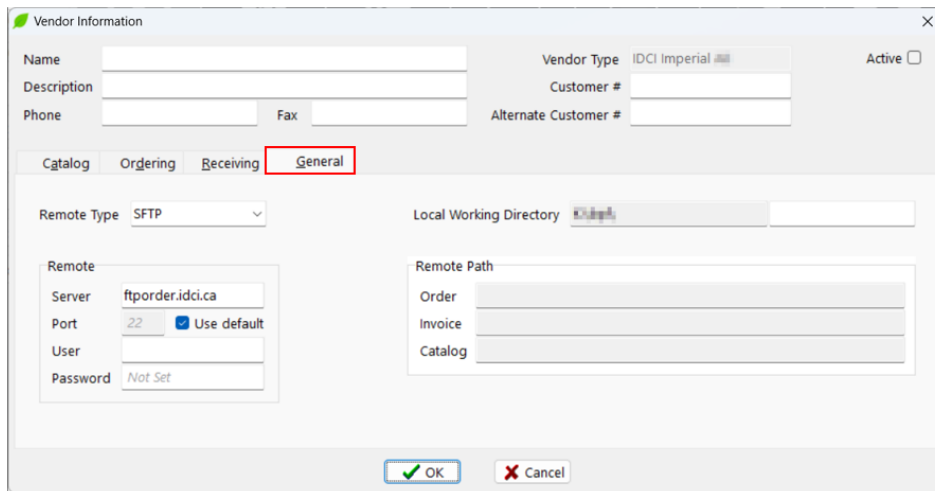
**NOTE:** Only items listed in the invoice will have their cost fields updated.

- **Update User Cost 0:** This option determines if and when the **Update User Cost 0** field on a Drug card gets updated when an electronic invoice is received.
  - **Never:** The **Update User Cost 0** field is never updated during a catalog load.
  - **Always:** The **Update User Cost 0** field is always updated during a catalog load, even for non-default vendors.
  - **Only if Default Vendor:** The **Update User Cost 0** field is updated during a catalog load only if the vendor is set as the **Default Vendor** on the Drug card.
- **Update User Cost 1:** This option determines if and when the **User Cost 1** field on the Drug card gets updated when an electronic invoice is received.
  - **Never:** The **User Cost 1** field is never updated when an electronic invoice is received.
  - **Always:** The **User Cost 1** field is always updated when an electronic invoice is received.
  - **Only if Default Vendor:** The **User Cost 1** field is updated when an electronic invoice is received only if the vendor is set as the **Default Vendor** on the Drug card.
- **Print Receive report:** This option determines if a Print Receive report is generated when an electronic invoice is received.
  - **Yes:** The report will be sent directly to the printer once the **Processing Invoice File(s)** task is complete.
  - **No:** The report will not be printed after the **Processing Invoice File(s)** task is complete.
  - **Prompt:** The **Receiving Order Report** options screen will appear once the **Processing Invoice File(s)** task is complete. This screen allows you to configure report options prior to printing, previewing, or exiting the report.
- **Default Action when PO not found:** This option lets you set the default action when there is no PO found in Kroll that matches the PO coming in on the Vendor invoice file. This occurs when an order is sent to the vendor outside of the Kroll application.
  - **Treat as no stock received:** Inventory and prices for products in the invoice will not get updated in Kroll. The invoice will be marked as **Received**.
  - **Treat like no-PO received:** Inventory and prices for products in the invoice will get updated in Kroll even when there is no matching PO in the Kroll system. The invoice will be marked as **Received**.

- **Skip PO:** Inventory and prices for products in the invoice will not get updated in Kroll. The invoice will be marked as **Outstanding** so it can be received later.

## General Tab

This section describes the contents of the **General** tab on the **Vendor Information** screen.



- **Remote Type:** This option lets you select the method by which orders are placed to the vendor. Most stores will use the option **SFTP** (Secure File Transfer Protocol).

**NOTE:** If you wish to change the Remote Type value, you must contact the vendor so that they can make the same configuration change on their end. If the store and the vendor have mismatched Remote Type values, orders will not be successfully sent or received.

- **Remote:** This section determines what login credentials are needed when placing an order to a vendor, if applicable.
  - **Server:** Enter the SFTP server name of the vendor or IP address.
    - ftporder.idci.ca
  - **Port:** Click to select 'Use default'
    - Default setting = 22
  - **User:** Enter the user name that has been assigned by the vendor.
  - **Password:** Enter the password that has been assigned by the vendor.

**NOTE:** Users will be provided a new log-in and password communicated by Imperial Distributors. Upon receipt of a new log-in and password, the previous will be disabled.

- **Local Working Directory:** This field displays the path where the vendor files are temporarily stored.
  - Enter a folder location on your local machine.
- **Remote Path:** This field displays the path where the vendor order(s), catalog(s), and invoice(s) are stored. The remote path locations are defined by the vendor

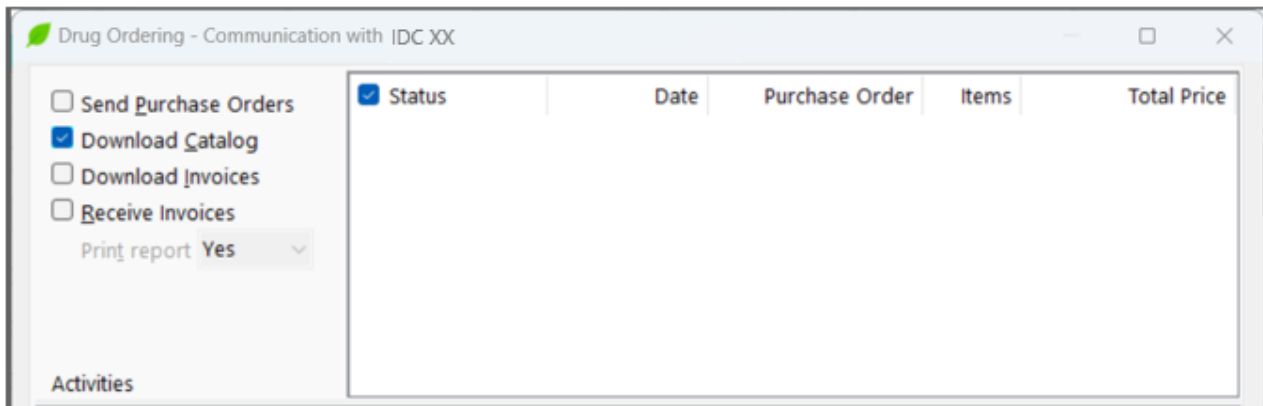
## Updating Catalog Files

To successfully transition from the old Imperial vendor to the new, once the new vendor is configured, please download an Imperial catalogue and link items to drug packs. This will enable ordering from the newly configured vendor when generating the next purchase order.

This section outlines the process for updating catalog files. When you perform this task, you instruct the system to download one or more catalog files posted on the vendor's server.

To begin updating the catalog, execute the following steps.

1. Go to **Utilities > Drug Ordering > Communicate with > [IDC BC] or [IDC AB]**.
2. Place a checkmark next to '**Download Catalog**'.



3. Click **Start** or press **Enter** on the keyboard to begin the process.

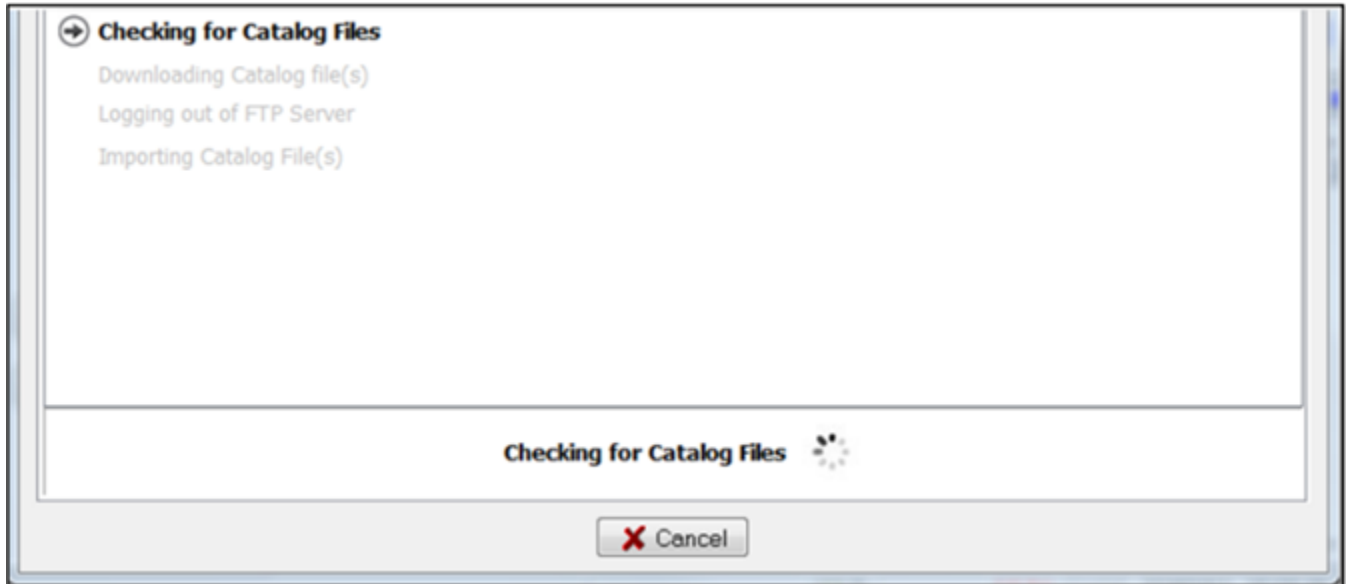
The process to download catalog files consists of three tasks:

- Checking for catalog files
- Downloading catalog files
- Importing catalog files

Checking for catalog files and downloading catalog files are performed in sequence. Importing catalog files is executed after logging out of the vendor's server.

### Checking for Catalog Files

This task involves checking all available catalog files on the vendor's server and determining if there are any new files that need to be imported into Kroll.



When checking is complete the informational panel will show many files were found. The next task, Downloading Catalog File(s), will already be in progress.

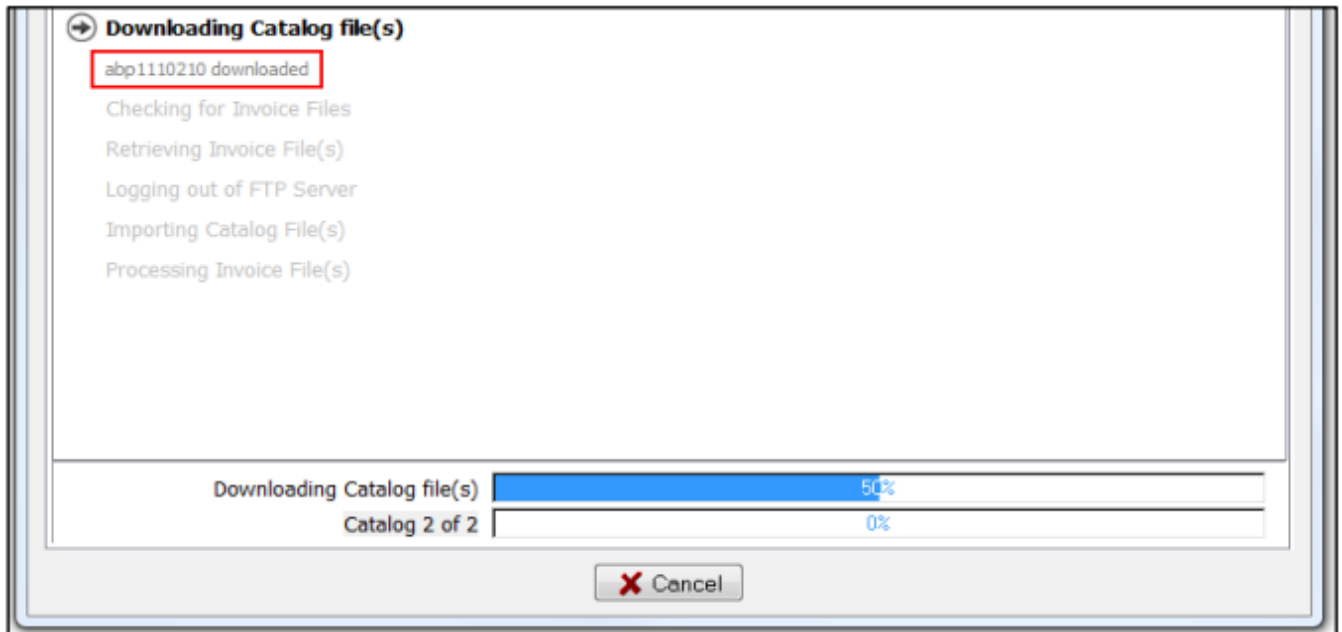


If no catalog files were found, the Downloading Catalog File(s) task will be skipped, as there are no files to download. Later, the Importing Catalog File(s) task will also be skipped. If this occurs upon the first catalogue communication with the new Imperial vendor, please contact the Imperial helpdesk to have a catalogue file posted.



## Downloading Catalog Files

After **Checking for Catalog Files**, the **Downloading Catalog File(s)** task will begin. As soon as each file is downloaded, the information panel will show the corresponding filename. You can look at the two progress bars at the bottom of the screen to determine the progress of the download. The top progress bar shows what percentage of all catalogs have been downloaded and the bottom progress bar shows what percentage of each catalog has been downloaded.



The catalog files will be downloaded in the designated vendor folder where they will sit until they are imported into Kroll. Once all catalog files are downloaded, the information panel will show a status of **Completed**.

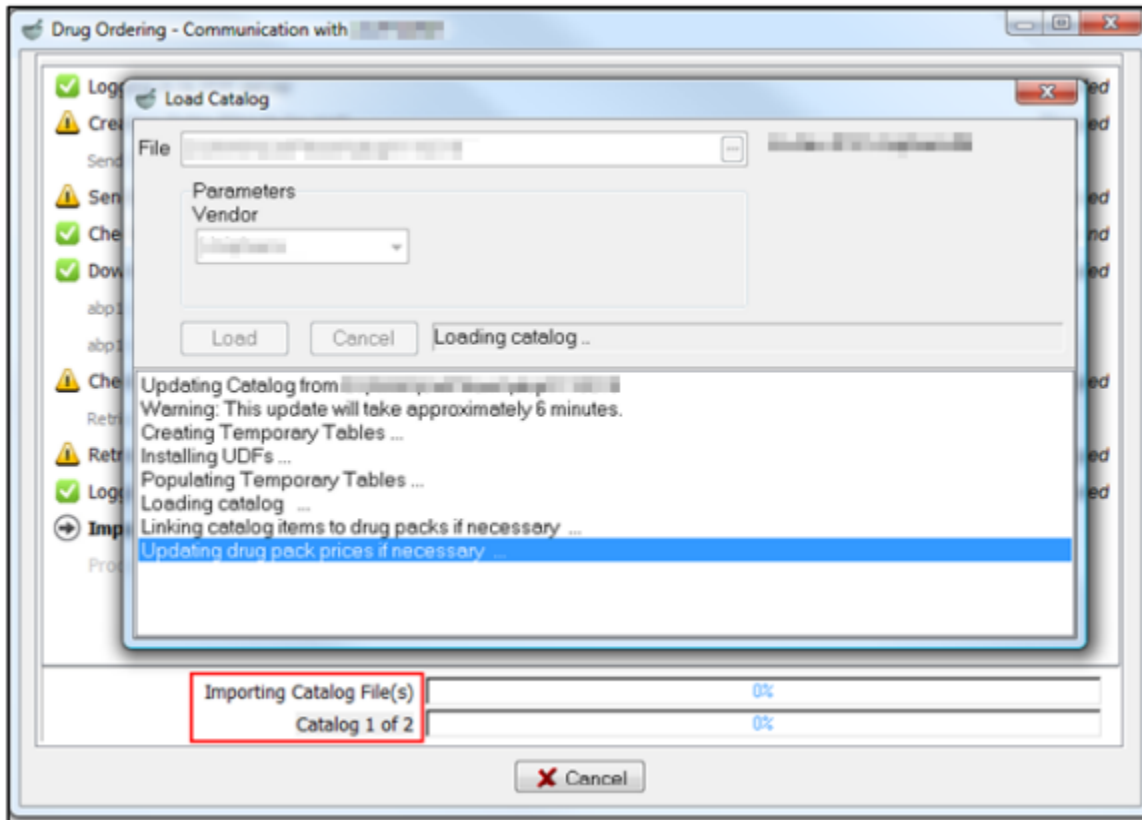


## Importing Catalog Files

The **Importing Catalog Files** task is automatically performed after logging out of the vendor's server. This task will update new catalog information into the Kroll database.



The **Load Catalog** screen will appear. No intervention is required here; the information panel simply displays the progress of the catalog import.



When all files have been imported into the database, the information panel will show a status of **Completed**.

If there are any questions about configuring the vendor in Kroll, please reach out to the Kroll Help Desk at 1-800-263-5876.

For all other inquiries related to this transition or for assistance with the username and password, please contact Imperial Distributors IT support desk at: [support.it@idci.ca](mailto:support.it@idci.ca)