



# Downloading New Catalog Files

User Guide

April 2019

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## Introduction

This document is intended to guide you through the steps on how to update your acquisition or purchase price on your drug files.

## Updating the acquisition or purchase prices for drugs

### 1 - Verifying the drug cost

To verify that your drug file has not been updated to the new wholesale acquisition or vendor costs follow the steps below.

1. Select a Drug Card that has been affected by any provincial pricing changes.
2. Click 'Old Cost' tab.
3. If the price was updated **before any provincial pricing changes, proceed to the next section *Verifying that settings are enabled to update your drug file.***

### 2 - Verifying that settings are enabled to update your drug file

1. Before downloading any catalog, it is advised to check the following settings:
2. Go to **Utilities > Drug Ordering > Edit Vendor List** and sign in
3. Double click on your vendor of choice
4. Ensure the following fields are selected with one of the following options:
  - 'Update Purchase Price' - set to **Always** or **Only if Default Vendor**.
  - 'Include Drug Packs with Positive On Hand Qty' – enabled if you want the prices changed when there is a positive on hand value, and disabled if you do not.
  - 'Update XXXXX Cost' where XXXXX = your vendor of choice to **Never**, **Always** or **Only if Default Vendor**.
5. Once you have completed the above settings, click **OK**.

### 3 - Downloading a Catalog

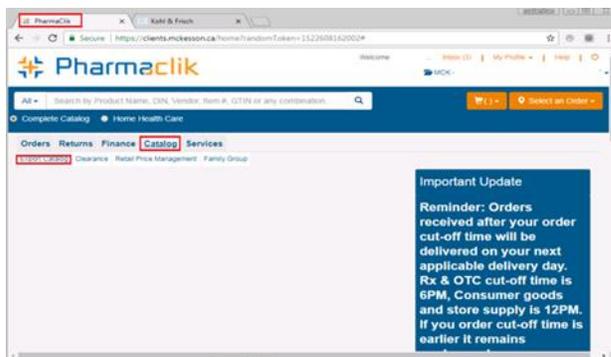
If your preferred vendor is **McKesson**, refer to section 4 *Downloading a McKesson Catalog*.

If your preferred vendor is **K&F** refer to section 5 *Downloading a K&F Catalog*.

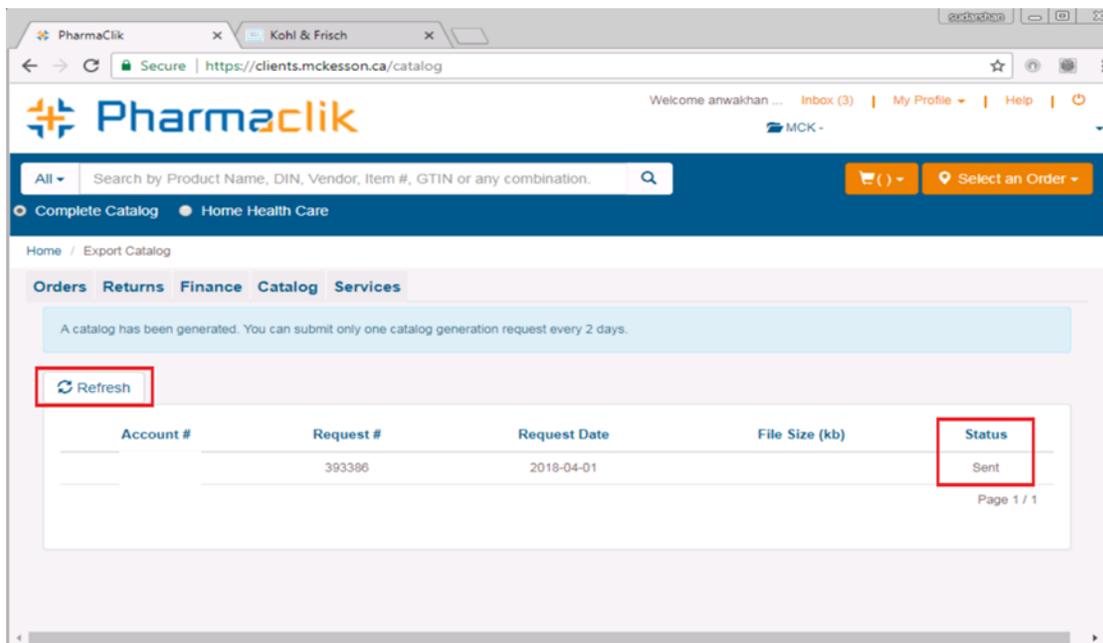
If your preferred vendor is **Unipharm**, **Imperial BC** or **Imperial AB** refer to section 6 *Downloading a Catalog for Unipharm, Imperial BC or Imperial AB*.

### 4 - Downloading a McKesson Catalog

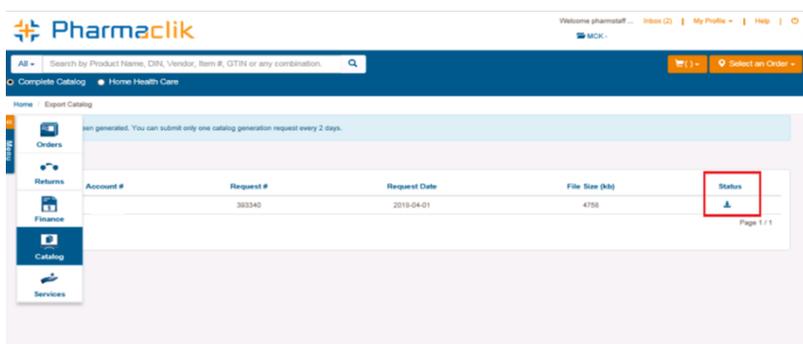
1. Launch Pharmaclik
2. Select the Catalog tab
3. Select Export Catalog
4. Select Generate



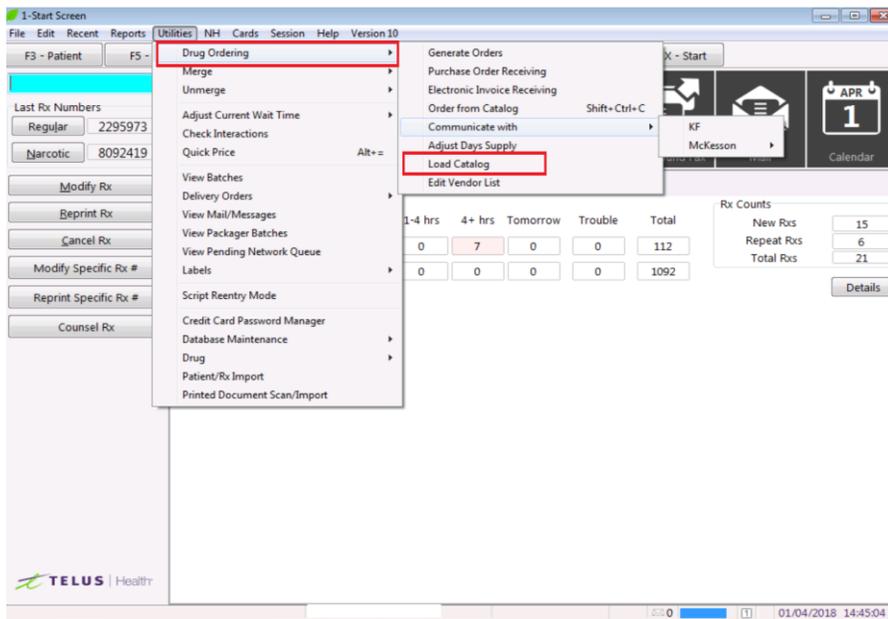
- The following screen will display and the Status column will indicate 'Sent'.



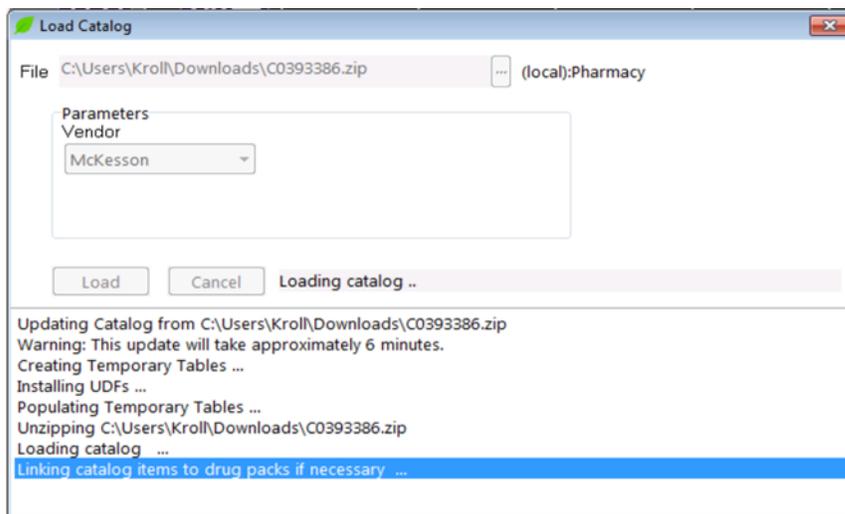
- Wait approximately 5-10 minutes and then refresh the page. The 'Sent' status will change to a **download icon** as shown below.



- Once the PharmaClik Status returns the above icon, Click on the **download icon**.
- Click on **Save As** and note where you are saving the file.
- Once the catalog is saved go to your Kroll application and select **Utilities> Drug ordering > Load Catalog**.



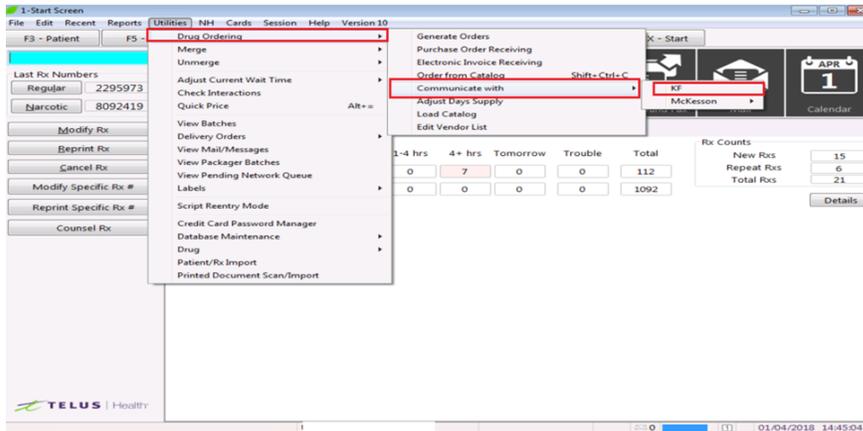
10. A screen similar to below will appear and the download process will start.



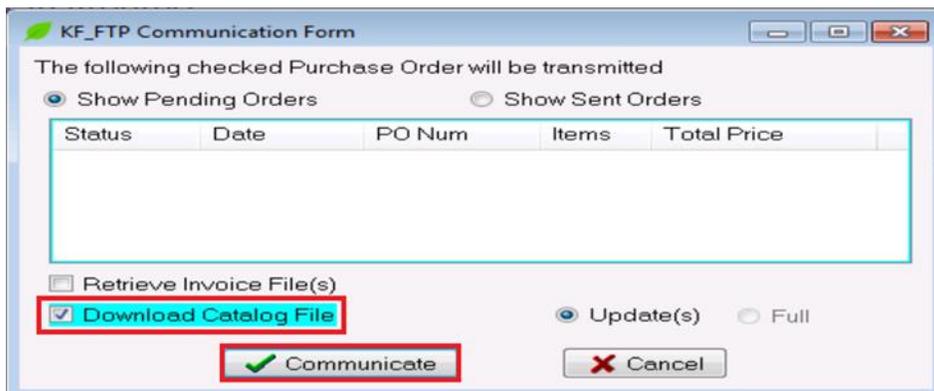
11. Once the download is complete you can exit from the catalog load and your purchase prices will be updated.

## 5 - Downloading a K&F Catalog

1. From the Kroll application select **Utilities > Drug ordering > Load Catalog > KF**.



2. Uncheck or deselect the **Retrieve Invoice File(s)** option.
3. Select **Download Catalog File** and then click on **Communicate**.



## 6 - Downloading a Catalog for Unipharm, Imperial BC or Imperial AB

1. From the Kroll application, select **Utilities> Drug Ordering> Communicate with.**
2. Select the appropriate wholesaler Unipharm, or Imperial BC, or Imperial AB.
3. Select **Download Catalog File.**
4. Click **Communicate.**