



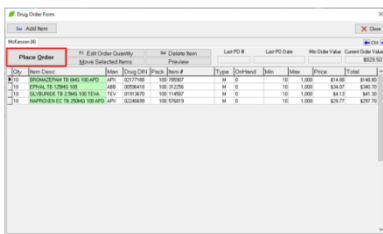
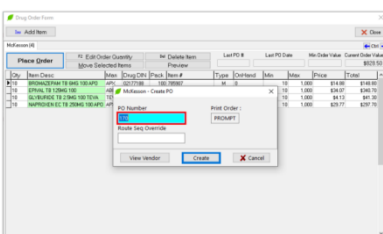
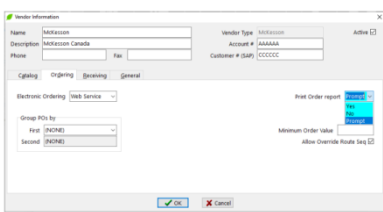
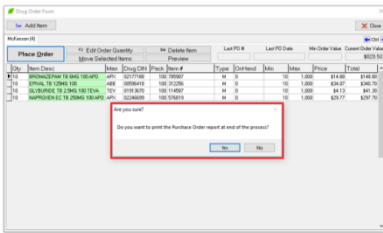
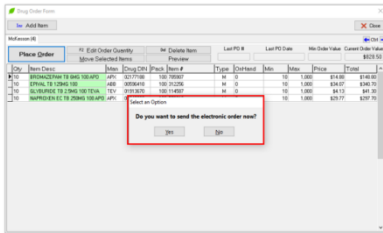
# Job Aid: McKesson Web Services Ordering

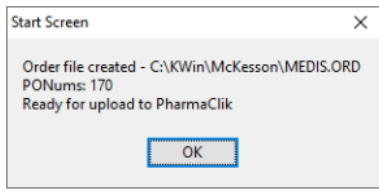
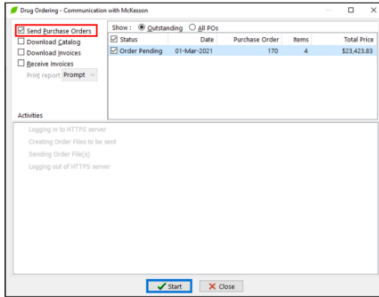
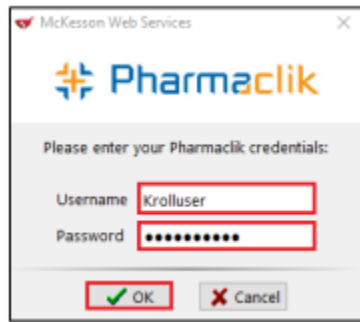
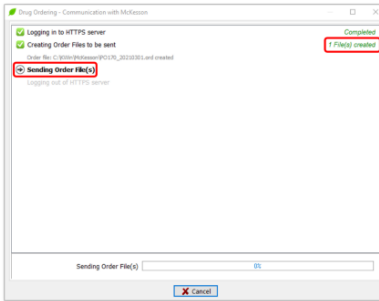
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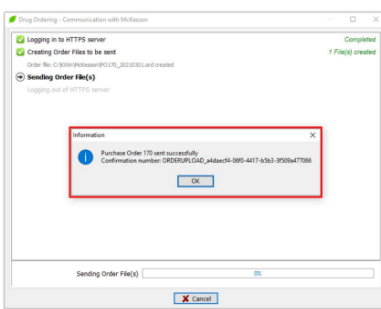

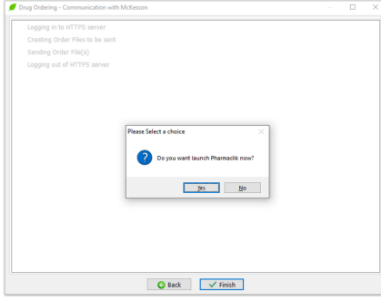

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## Job Aid: McKesson Web Services Ordering

<p>Placing an order - page 21 of <a href="#">user guide</a></p>	<p>Placing an Order in Kroll Manual and automatic drug orders are created using the normal procedure. If you are unsure how to create a drug order, see the Vendor Configuration, Ordering, and Receiving user guide for more information. 1. Click Place Order in the Drug Order Form.</p>	
	<p>The McKesson – Create PO form will appear. Enter a PO number if one has not been assigned by the Kroll system and click Create.</p>	
	<p>Depending on vendor settings, the Purchase Order prompt will appear or not.</p>	
	<p>If the “Print Order report” option is set to “Prompt,” then you will be asked if you want to print the report or not at the end of the process.</p>	
	<p>A prompt will appear asking if you want to send the electronic order now. Click Yes to send it now or No if you're going to send it later. If you select No, proceed to the following steps when you are ready to send the order.</p> <p>NOTE 1: Answering “No” will place the order into Pending Orders so that it can be sent at a later stage from Utilities &gt; Drug Ordering &gt; Communicate with &gt; McKesson &gt; Communicate.”</p>	

	<p>The “Order file created” message no longer appears when placing a drug order since there is no need to upload the file on Pharmaclik.</p>	 <p>Start Screen</p> <p>Order file created - C:\KWin\McKesson\MEDIS.ORD PONums: 170 Ready for upload to Pharmaclik</p> <p>OK</p>
	<p>The Drug Ordering – Communication with McKesson form will appear, displaying all orders associated with the Vendor. Select the order(s) you want to send and click Start.</p>	 <p>Drug Ordering - Communication with McKesson</p> <p><input checked="" type="checkbox"/> Send Purchase Orders <input type="checkbox"/> Show: <input checked="" type="radio"/> Outstanding <input type="radio"/> All POs</p> <p><input type="checkbox"/> Download Catalog <input type="checkbox"/> Status <input type="checkbox"/> Date <input type="checkbox"/> Purchase Order <input type="checkbox"/> Items <input type="checkbox"/> Total Price</p> <p><input type="checkbox"/> Download Invoices <input type="checkbox"/> Order Pending 01-Mar-2021 170 4 \$23,423.55</p> <p><input type="checkbox"/> Archive Invoices <input type="button" value="Print report (range)"/></p> <p>Activities</p> <p>Logging in to HTTPS server Creating Order Files to be sent Sending Order File(s) Logging out of HTTPS server</p> <p><input checked="" type="button" value="Start"/> <input type="button" value="Close"/></p>
	<p>If you have NOT entered your McKesson username and password in the Vendor Information screen as suggested in the Setup section. In that case, you will be prompted for both your remote username and password. Enter these credentials and click OK.</p> <p>This is a one-time task; you will not be prompted for user credentials when submitting subsequent orders. If you enter an invalid username or password, the McKesson Web Services prompt will appear again, allowing you to enter your correct credentials.</p>	 <p>McKesson Web Services</p> <p>Pharmaclik</p> <p>Please enter your Pharmaclik credentials:</p> <p>Username <input type="text" value="Krolluser"/></p> <p>Password <input type="password" value="*****"/></p> <p><input checked="" type="button" value="OK"/> <input type="button" value="Cancel"/></p>
	<p>As the purchase order is being sent to the Vendor, the Activities portion of the screen will begin to populate with the status of actions being taken.</p>	 <p>Drug Ordering - Communication with McKesson</p> <p><input checked="" type="checkbox"/> Logging in to HTTPS server <input checked="" type="checkbox"/> Completed</p> <p><input checked="" type="checkbox"/> Creating Order Files to be sent <input checked="" type="checkbox"/> 1 File(s) created</p> <p><input checked="" type="checkbox"/> Sending Order File(s)</p> <p>Sending Order File(s) <input type="text" value="0%"/> <input type="button" value="Cancel"/></p>

	<p>Kroll system will automatically transmit the order to McKesson Server. A message will appear indicating the purchase order was sent successfully, and a confirmation number will be displayed just for your reference. The confirmation number is not an order id but a service request reference.</p> <p>Click OK.</p>	
	<p>If the transmission were unsuccessful (e.g., due to an invalid login or password), an error would appear to inform you of the problem. Contact McKesson Customer Service for instructions on how to proceed.</p>	
	<p>A prompt will appear asking if you want to launch Pharmaclik. Select Yes</p>	
	<p>The McKesson Pharmaclik website will launch. Enter your login credentials and click Login.</p> <p>Select and confirm the order you just created. If you experience any problems in this process, contact McKesson Customer Service.</p>	

## Important Notes

- Every order needs to be confirmed on the Pharmaclik website – Order Management.
- Narcotic orders also require a pharmacist's signature.

- On McKesson's checkout process, where the order will be confirmed, the User has the opportunity to add, modify or delete items on order.
- Any exclusion, for example: deleting a product from the order, will cause a discrepancy between the existing order on Kroll and the order placed on Pharmaclik. This discrepancy will create issues on the "Receiving Process."
- Any modification, such as changing the order quantity or units, will be appropriately handled on the "Receiving Process" as long as the order quantity is NOT adjusted to zero.
- Changing the Quantity or unit to zero will force Pharmaclik to exclude the product from the order, and it will cause a discrepancy between the existent order on Kroll and the order placed on Pharmaclik. For example, any addition, adding an item that does not exist on the order on Kroll should be appropriately handled on the "Receiving Process."