ORDER PRODUCT (McKesson)

1. Select [**Purchasing & Receiving**], [**Purchase Orders**] then **[F1] – New PO**
2. Select appropriate Vendor, then **[F12] – Accept**
3. Enter quantity then scan item, **OR**
   manually key in the UPC and press [Enter], then enter the quantity and press [Enter].
4. When order is ready, choose **[F8] – Create Export**, then **Send Order to Wholesale? [Yes]**
   Note: the Pharmaclik POS Portal will launch, and your order will be sent to Pharmaclik.

REVIEW & SUBMIT ORDER IN PHARMACLIK

1. Select Launch Pharmaclik Website, then log into Pharmaclik using Front Store credentials. Select the correct account on the top right of the screen.
2. Navigate to the Order Management page where a process summary is displayed. If the order contains errors, you will be notified and should correct the errors or delete the item from the order.
3. When order verification is complete, **select Send All Orders.** This step submits your order to Pharmaclik. *Note: McKesson forces periodic password changes. Refer to Web Ordering documentation or instructions on changing password credentials.*

RECEIVE PRODUCTS (from McKesson)

1. Select [**Purchasing & Receiving**], [**Receiving**], then **[F2] – Auto Rec** to initiate Electronic Invoices Download
2. Review/Print the Receiving Discrepancies as needed, then select **[F1] – Close.**
3. The Electronic Invoice(s) will now be displayed. Highlight the invoice you wish to reconcile and Choose [**F9] – Select.**
4. Review receiving details and edit as required. Ensure the subtotal matches the pre-tax total.
5. Select [F9] – Post to complete and if configured, Receiving Document will print.
6. Repeat steps 4 & 5 for each Receiving Document.

NOTE:

❖ **You must download invoices from McKesson Pharmaclik website prior to Auto Receiving into FINESTRA. Refer to the document included in your Getting Started Package.**
❖ If you are using a Skorpio or Psion Handheld RF Unit **OR** you are receiving from a vendor other than McKesson, refer to the FINESTRA Reference Manual.