

McKesson Web Ordering Setup

MarginPlus POS

The McKesson Web Ordering service allows you to submit your Purchase Order directly to the McKesson site. This eliminates the extra steps to manually upload your order using the Pharmaclik website, streamlining your ordering process. This document outlines the one-time setup process to activate McKesson Web Ordering in your store.

If you have any questions regarding the detail outlined in this document, please contact POSitec Customer Support at **1.800.667.4605**.

PHASE 1: SETTING UP MCKESSON WEB ORDERING

STEP 1: Delete Old Pharmaclik POS Portal Icon

- Locate the Pharmaclik POS Portal Icon on your desktop
- Right-Click on it, and choose **Delete**

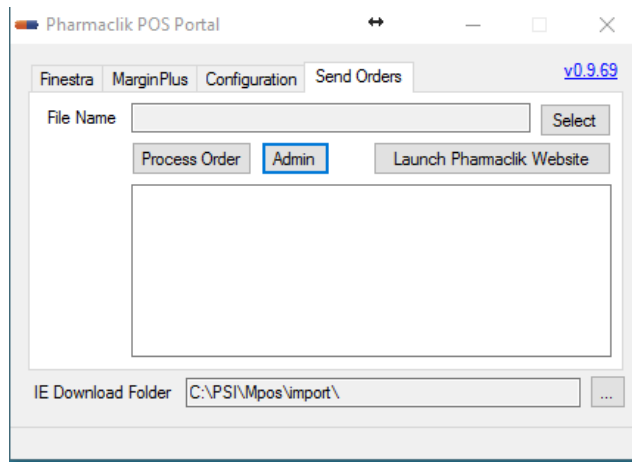


STEP 2: Create New Icon

- Using File Explorer, browse to your server POSFiles\MCKPortal
 - Example: <\\PS123\POSFiles\MCKPortal>
- In the MCKPortal folder, right-click on Pharmaclik POS Portal.exe, choose **Copy**, then browse to your local c:\Mpos folder and **Paste**
- In the MCKPortal folder, right-click on Pharmaclik POS Portal.exe.config, choose **Copy**, then browse to your local c:\Mpos folder and **Paste**
- From your local c:\Mpos folder, right-click on Pharmaclik POS Portal.exe, choose **Send to Desktop**

STEP 3: Add Your User Credentials

- Double-click on Pharmaclik POS Portal Icon
- Choose **Send Orders** tab, then select **Admin**



- Enter your store's Pharmaclik user name and password
 - Web Service User: (enter your user name)
 - Web Service Password: (enter your password)

IMPORTANT: do not modify any other fields in the admin page.

The remaining fields have been pre-set with the correct information!

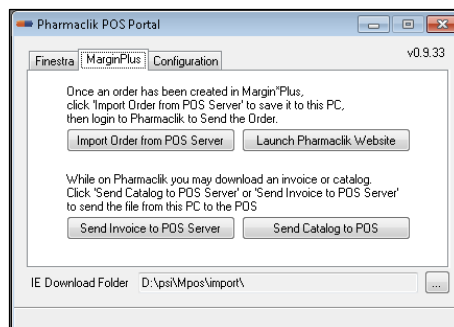
PHASE 2: SENDING YOUR ORDER

STEP 1: Create Export File

- Create a PO in your POS system, using regular procedures. Close PO when complete
- In **C-11-4-1 Transmit PO to Wholesale**, enter the PO number or press **[F1]** to look up
- Select Transfer Method: Choose **Send Now**
*Note: if more than one PO will be sent, choose **Add to Multi Order File***
- Select Priority Method for Ordering: select whether you would like to transmit your order by Supplier Reference Number or UPC
Note: we recommend using Supplier Reference Number
- Press **[Enter]** to return to Main Menu

STEP 2: Upload to Pharmaclik

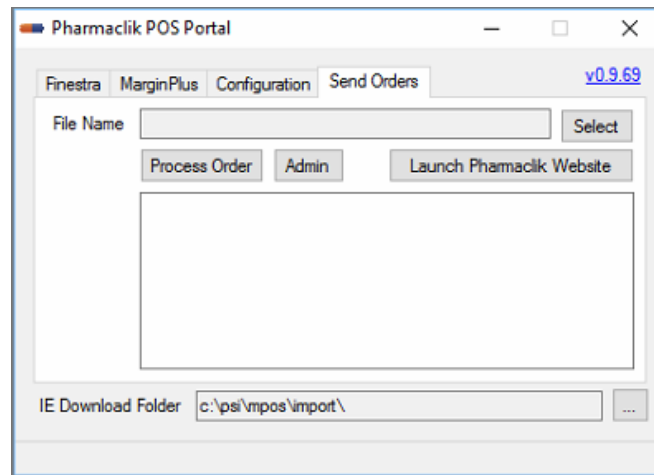
- On your ordering PC, double-click the **Pharmasave POS Portal** icon. You will see a screen like the following:



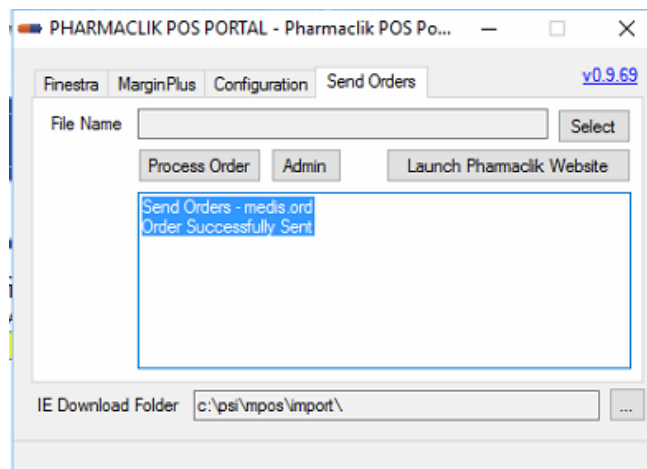
- Select the Margin*Plus tab, then **Import Order from POS Server**
Note: this step copies the order from POS to the local PC

It is recommended that you create a McKesson folder on the Desktop of the workstation being used to upload orders. This folder will hold the medis.ord file required by Pharmaclik.

- Select the **Send Orders** tab:



- Choose **Select**, then choose the Medis.ord file
- Choose **Process Order**. A confirmation message will display when complete:



- Select **Launch Pharmaclik Website**
- Log into Pharmaclik using Front Store credentials, then select the correct account on the top right of the screen
- 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.
Note: please check carefully for unit vs pack sizes!
- When order verification is complete, select **Send All Orders**
This step submits your order to Pharmaclik