Finestra Vendor Portal Finestra/FHC POS
Version: 2.1

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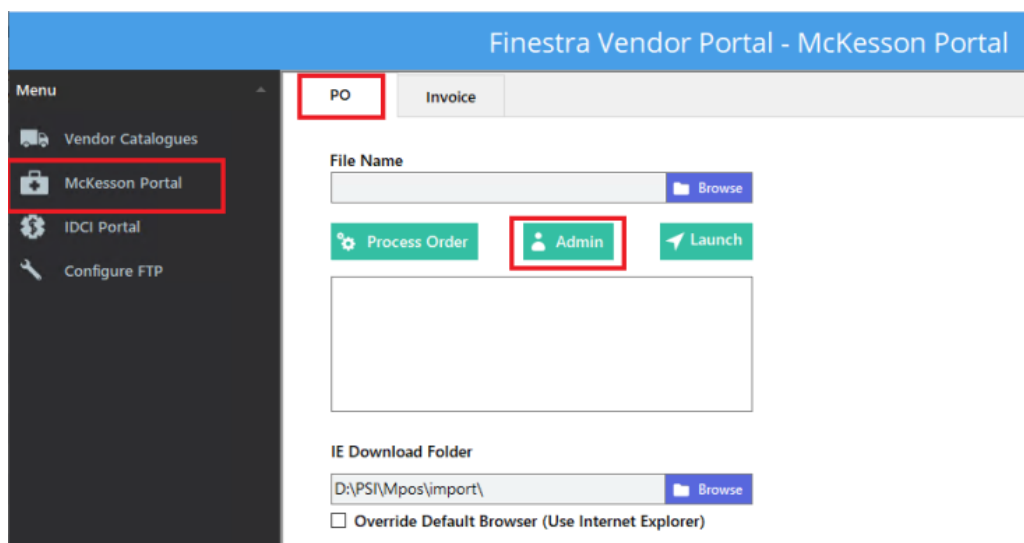# CHAPTER 1 – VENDOR CATALOGUES: CONFIGURE

OVERVIEW

The Finestra Vendor Portal is used to update specific Vendor Catalogues within your Finestra POS System. We recommend downloading a new catalogue file for each Vendor once a month to keep items up to date. In this chapter we explain how to Configure FTP and other settings in preparation for catalogue updates for each specific Vendor.

MCKESSON – SEPTEMBER 2021

The following must be configured before McKesson Catalogue, McKesson Ordering and McKesson Invoice downloads will work.

1. **[Double-Click]** the Finestra Vendor Portal icon on the Desktop

2. Select the **[McKesson Portal]** option

3. Under the **[PO]** tab, click on **[Admin]**

4. Under **[Admin]**, add the Store's user name and password for *Pharmaclick* , and the Front Store & RX Account (see next page for how to find these account #'s), then select **[Save]**

- o **Web Service User = Pharmaclik Front Store username**
- o **Web Service Password = Pharmaclik Front Store password**
- o **Customer Id Order = Your Front Store Account Number**
- o **Customer Id Receive = Your RX Account Number**

To find your Account Numbers, log into Pharmaclick, using your username and password. In the upper righthand Corner, you will find your Account Numbers.
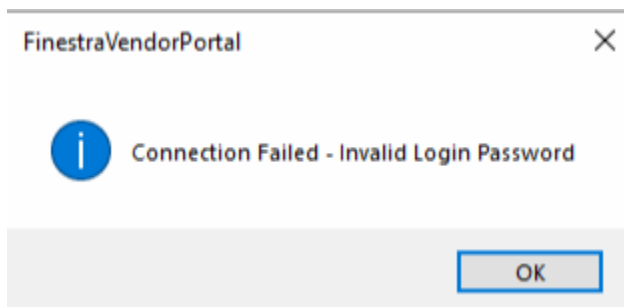
- o The Front Store Account Number use the **FIRST** number displayed
- o For the RX Account Number, use the **SECOND** Number displayed
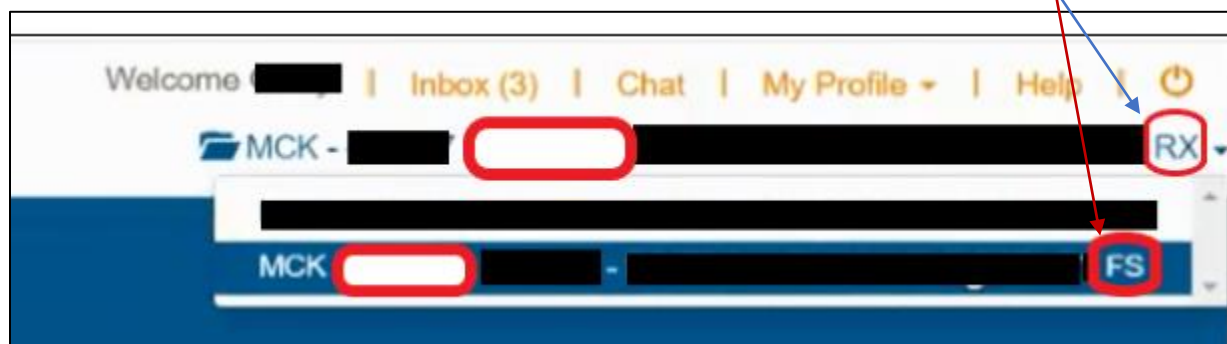
5. All other fields are completed for you.
6. Now Press TEST – a message box will appear –

If you get a message stating *Invalid Login Password*, please check the **Web Service Password** is correct in the McKesson Admin folder and the **McKesson WSDL** address is correct in Configure FTP.
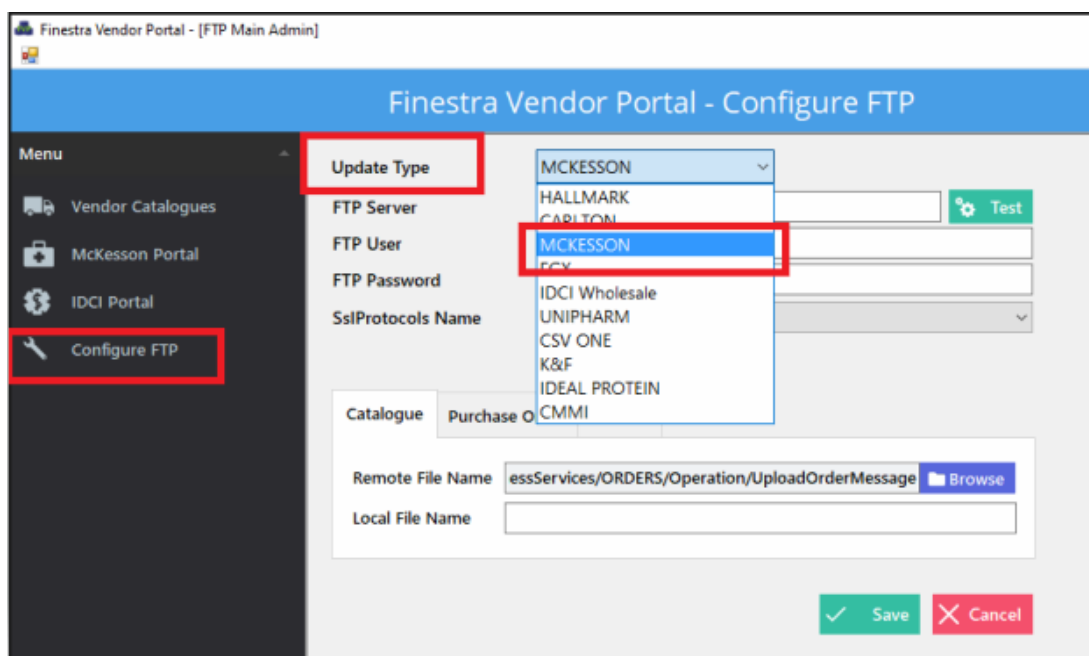

CORRECT – McKesson WSDL address
https://webservices.mckesson.ca/BusinessServices/ORDERS/Operation/uploadOrderMessage

Ensure Configure FTP is Configured:

1. From the Menu select **[Configure FTP]**

2. In the *Update Type* drop down list select **[MCKESSON]**

3. Under the *Catalogue* tab, in **Remote File Name**, ensure the following web address is listed (correct or add if it's not there or is incorrect):

https://webservices.mckesson.ca/BusinessServices/ORDERS/Operation/UploadOrderMessage

4. Select **[Save]**

5. At "Saved Successfully!" message click **[OK]**.

You are now ready to move to Chapter 2 to import and update the catalogue.

CARLTON, IDEAL PROTEIN & CMMI

These catalogues are updated using the POSitec FTP Site and come pre-configured in your Finestra Vendor Portal System.

CARLTON

1. **[Double-Click]** the Finestra Vendor Portal icon on the Desktop

2. From the Menu, select **[Configure FTP]**

3. In the *Update Type* drop down list select **[CARLTON]**

No changes should be necessary, but please ensure all fields are filled in as follows:

IDEAL PROTEIN

1. **[Double-Click]** the Finestra Vendor Portal icon on the Desktop

2. From the Menu, select **[Configure FTP]**

3. In the *Update Type* drop down list select **[IDEAL PROTEIN]**

No changes should be necessary, but please ensure all fields are filled in as follows:

CMMI

1. **[Double-Click]** the Finestra Vendor Portal icon on the Desktop

2. From the Menu, select **[Configure FTP]**

3. In the *Update Type* drop down list select **[CMMI]**

No changes should be necessary, but please ensure all fields are filled in as follows:

IDCI WHOLESALE & UNIPHARM

You will need to *contact these vendors* to receive your **FTP User** and **FTP Password** to access the catalogue downloads.

IDCI WHOLESALE

1. **[Double-Click]** the Finestra Vendor Portal icon on the Desktop

2. From the Menu, select **[Configure FTP]**

3. In the *Update Type* drop down list select **[IDCI Wholesale]**

4. Add the **FTP user** and **FTP Password** that you received from IDCI

5. Select a **Default Warehouse**, then click **[Save]**

UNIPHARM
1. **[Double-Click]** the Finestra Vendor Portal icon on the Desktop

2. From the Menu, select **[Configure FTP]**

3. In the *Update Type* drop down list select **[UNIPHARM]**

4. Add the **FTP user** and **FTP Password** that you received from UNIPHARM, then click **[Save]**

(No changes should be necessary to the rest of the fields, but please ensure all fields are filled in as follows)

KOHL & FRISCH AND HALLMARK
These suppliers do not have FTP sites so nothing needs to be configured in "Configure FTP". See ***Chapter 2*** for instructions for updating these catalogues.

CHAPTER 2 – VENDOR CATALOGUES: IMPORT & UPDATE

OVERVIEW

There are multiple Vendor/Supplier Catalogues that can be downloaded into your Finestra/Finestra Health Center POS System. If you wish to download a Catalogue File for a specified Vendor/Supplier that is not listed in the FVP, please contact POSitec Customer Support for further information.

*Please ensure you have reviewed **Chapter 1 – Vendor Catalogues: Configure** before proceeding.*

Options – Carefully review and select the options you wish to use for **each catalogue** and **Save** your changes. You only need to do this once.

- **Retail – will change the Retail Price for all existing items within the catalogue based on the Fineline Suggested Margin**
- **Fineline** – will change the Fineline for all existing items within the catalogue to the selected *Default Fineline*
- **Add New** – will Create Items that are found within the catalogue that currently do not exist within the Finestra POS System
- **Cost** – will change the Supplier Cost for all existing items within the catalogue
- **Vendor/Code** – if the Supplier Line is missing from an item, this will add the Supplier Line and update the Item/Order Number field for all existing items within the catalogue
- **Primary Vendor** – will set the selected Vendor as the Primary Vendor for all existing items within the catalogue
- **Description – will change the Product Description field for all existing items within the catalogue**
- **Size/UOM** – will update the Size and Unit of Measure fields for all existing items within the catalogue
- **Manufacturer** – will change the Manufacturer for all existing items within the catalogue

MCKESSON

1. **[Double-Click]** the **Finestra Vendor Portal** icon on the Desktop

2. From the Menu, select **[Vendor Catalogues]**

3. In the *Vendor* drop-down list, choose **[MCKESSON]**

4. *Vendor ID* – **MCK**

5. *Fineline* – The *Fineline* field will be set to Fineline **[9999]** – Unclassified.

DO NOT change the Default Fineline ID. This will set only the new items created by the Catalogue Download to the Unclassified Fineline; however, it will not change any of the existing items

6. *Options* – Carefully review and select the options you wish to use for each catalogue and save your changes. Below are the Recommeded settings for downloading a McKesson Catalogue.

7. Under **Remote File Name** – Select **[Download File]**
8. When the Download process is complete, you will see a message *"File Download Completed – Ready to Import"*, as well as a file called WEBCAT in the *Local File Name* field. Click **[OK]**, then click **[Import File]**
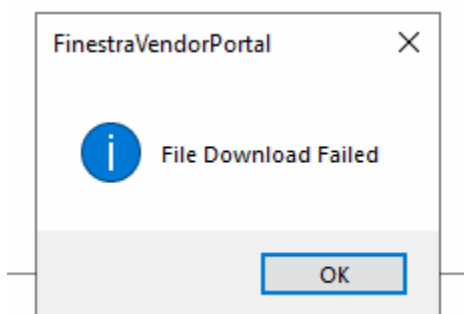
*If you wish to continue working in Finestra while your Catalogue imports, select the **[Minimized and Import]** option at the bottom of the screen. This will minimize the screen the moment you choose to import the file.*

*If you get the message "File Download Failed", check your settings in **McKesson Portal> Admin** (see Chapter 1 in this manual for more details)*

9. A green progress bar will display across the bottom of the screen and tell you the import is in progress. When the *"Catalogue Import Completed"* prompt appears, select **[OK]**

10. Select **[Exit]** to close out of the Catalogues section or use the **[X]** in the top right corner to close the Finestra Vendor Portal

CARLTON

1. **[Double-Click]** the **Finestra Vendor Portal** icon on the Desktop

2. From the Menu, select **[Vendor Catalogues]**

3. In the *Vendor* drop-down list, choose **[CARLTON]**
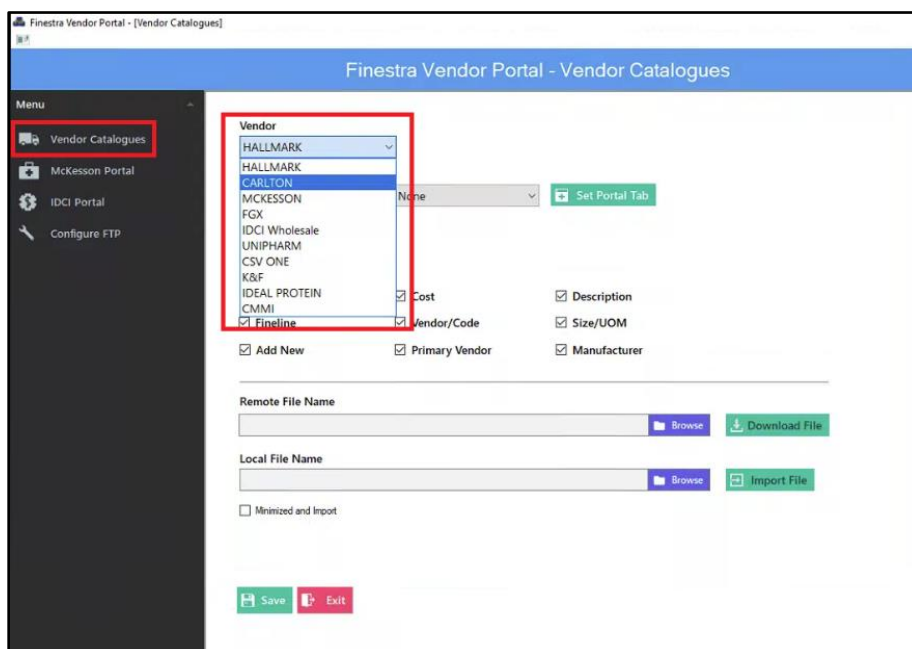
4. *Vendor ID* – Ensure the Vendor ID matches the **[Carton Vendor ID]** found within your Finestra Vendor profiles.

5. *Fineline* – enter the **[Cards Fineline ID]** found within your Finestra *Finelines* program, then select **[Set Portal Tab]** option to save these changed for all future catalogue updates.

6. *Update Options* – Carefully review the update options listed at the beginning of this chapter. POSitec recommends the following settings for the Carlton update:

☑ Retail   ☑ Cost   ☑ Description

☐ Fineline   ☑ Vendor/Code   ☑ Size/UOM

☑ Add New   ☑ Primary Vendor   ☑ Manufacturer

7. In the *Remote File Name* field, select **[Browse]**

8. In the Select File pop-up box, select the **[amgreetings.txt]** you wish to download, then select **[Submit]**
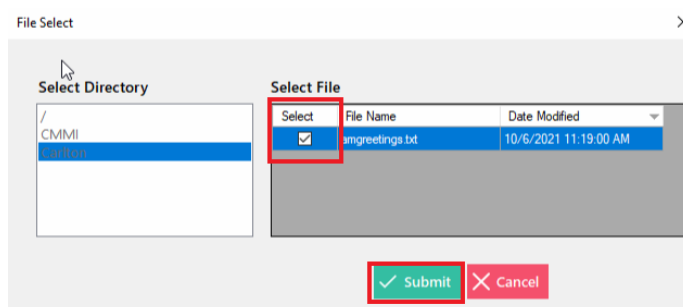
9. Select **[Download File]**

10. When the Download process is complete, you will see a message *"File Download Completed – Ready to Import"*. Click **[OK]**, then click **[Import File]**

11. When the *"Catalogue Import Completed"* prompt appears, select **[OK]**

12. Select **[Exit]** to close out of the Catalogues section or use the **[X]** in the top right corner to close the Finestra Vendor Portal

IDEAL PROTEIN

1. **[Double-Click]** the **Finestra Vendor Portal** icon on the Desktop

2. From the Menu, select **[Vendor Catalogues]**

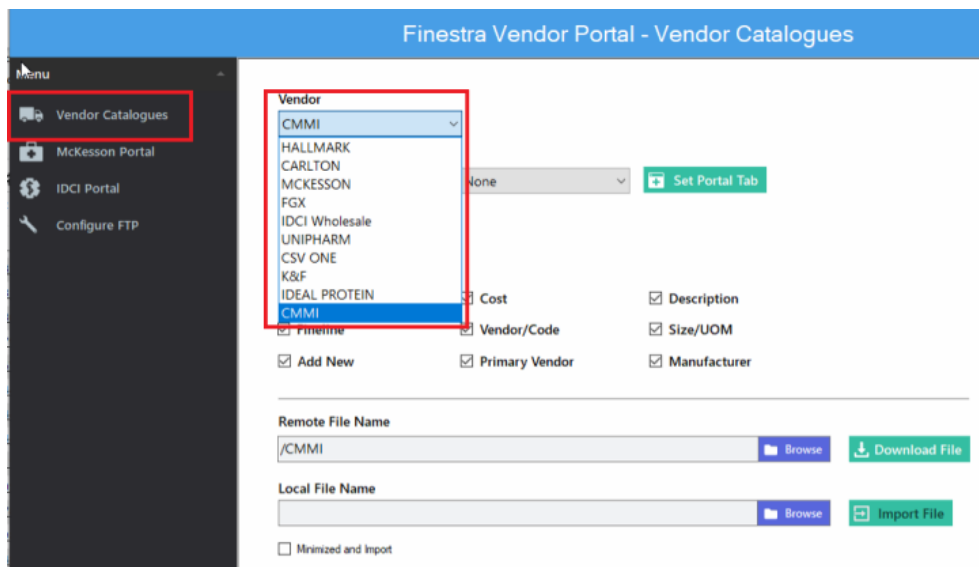3. In the *Vendor* drop-down list, choose **[IDEAL PROTEIN]**

4. *Vendor ID* – Ensure the Vendor ID matches the **[Ideal Protein Vendor ID]** found within your Finestra Vendor profiles, then select the **[Set Portal Tab]** option to save the changes for all future catalogue updates.

5. *Fineline* – The *Fineline* field will be set to Fineline **[9999]** – Unclassified. If you have configured a specific Ideal Protein Fineline in your Finestra system, change this field to your Ideal Protein Fineline ID. Otherwise, leave it set to 9999, then the items can be moved to their correct finelines after the Catalogue import.

6. *Update Options* – Carefully review the update options listed at the beginning of this chapter. POSitec recommends *Cost, Vendor/Code, Primary Vendor and Add New options only*:

7. In the *Remote File Name* field, select **[Download File]**

8. When the Download process is complete, you will see a message *"File Download Completed – Ready to Import"*. Click **[OK]**, then click **[Import File]**

9. When the *"Catalogue Import Completed"* prompt appears, select **[OK]**

10. Select **[Exit]** to close out of the Catalogues section or use the **[X]** in the top right corner to close the Finestra Vendor Portal

CANADIAN MASS MEDIA (CMMI)

1. **[Double-Click]** the **Finestra Vendor Portal** icon on the Desktop

2. From the Menu, select **[Vendor Catalogues]**

3. In the *Vendor* drop-down list, choose **[CMMI]**

4. *Vendor ID* – Ensure the Vendor ID matches the **[CMMI Vendor ID]** found within your Finestra Vendor profiles.

5. *Fineline* – enter the **[Magazines Fineline ID]** found within your Finestra *Finelines* program, then select **[Set Portal Tab]** option to save these changed for all future catalogue updates.

6. *Update Options* – Carefully review the update options listed at the beginning of this chapter. POSitec recommends the following settings:

7. In the *Remote File Name* field, select **[Browse]**

8. In the Select File pop-up box, select the **[Update.txt]** you wish to download, then select **[Submit]**

9. Select **[Download File]**

10. When the Download process is complete, you will see a message *"File Download Completed – Ready to Import"*. Click **[OK]**, then click **[Import File]**

11. When the *"Catalogue Import Completed"* prompt appears, select **[OK]**

12. Select **[Exit]** to close out of the Catalogues section or use the **[X]** in the top right corner to close the Finestra Vendor Portal

IMPERIAL DISTRIBUTERS CANADA INC (IDCI WHOLESALE)

1. **[Double-Click]** the **Finestra Vendor Portal** icon on the Desktop

2. From the Menu, select **[Vendor Catalogues]**
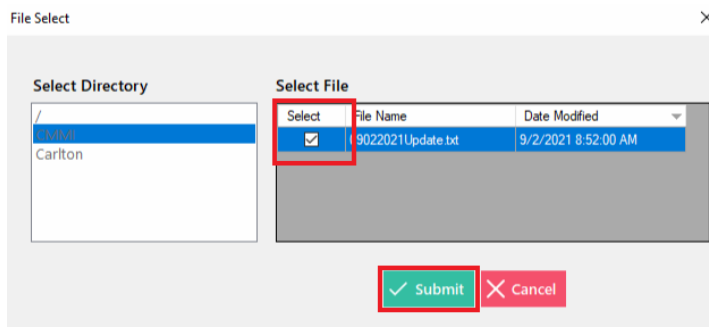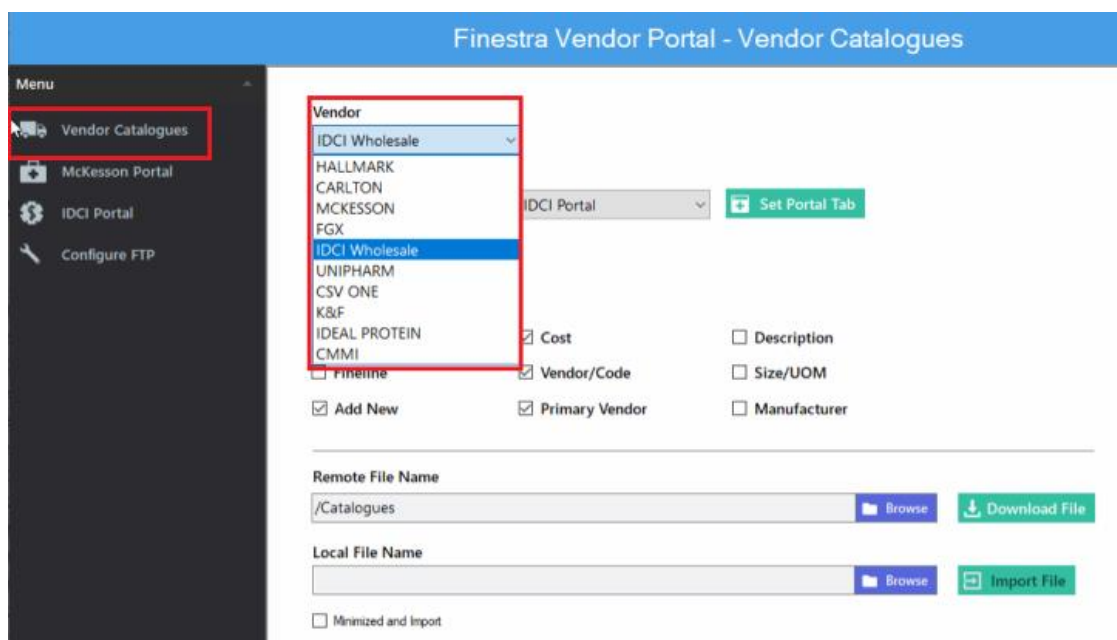
3. In the *Vendor* drop-down list, choose **[IDCI Wholesale]**

4. *Vendor ID* – Ensure the Vendor ID matches the **[IDCI Vendor ID]** found within your Finestra Vendor profiles, then select the **[Set Portal Tab]** option to save the changes for all future catalogue updates.

5. *Fineline* – The *Fineline* field will be set to Fineline **[9999]** – Unclassified.

 DO NOT *change the Default Fineline ID. This will set only the new items created by the Catalogue Download to the Unclassified Fineline; however, it will not change any of the existing items*

6. Select *Update Options* – Carefully review the update options listed at the beginning of this chapter. POSitec recommends ***Add New, Cost and Vendor/Code options only***:

7. In the *Remote File Name* field, select **[Browse]**

8. In the *Select File* pop-up box, select the **[POSFSCAT]** file you wish to download, then select **[Submit]**
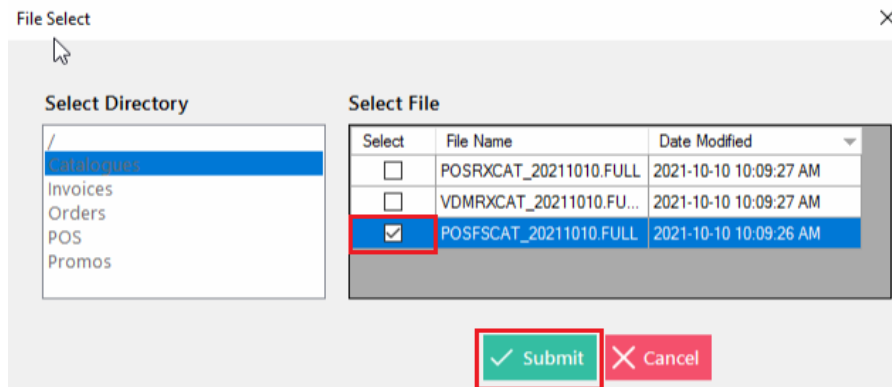
9. Select **[Download File]**. In *Local File Name* field, you will see "File is Being Downloaded"

10. When the Download process is complete, you will see a message *"File Download Completed – Ready to Import"*. Click **[OK]**, then click **[Import File]**

11. When the *"Catalogue Import Completed"* prompt appears, select **[OK]**

12. Select **[Exit]** to close out of the Catalogues section or use the **[X]** in the top right corner to close the Finestra Vendor Portal

UNIPHARM

1. **[Double-Click]** the **Finestra Vendor Portal** icon on the Desktop

2. From the Menu, select **[Vendor Catalogues]**

3. In the *Vendor* drop-down list, choose **[UNIPHARM]**

4. *Vendor ID* – Ensure the Vendor ID matches the **[UNIPHARM Vendor ID]** found within your Finestra Vendor profiles, then select the **[Set Portal Tab]** option to save the changes for all future catalogue updates.

5. *Fineline* – The *Fineline* field will be set to Fineline **[9999]** – Unclassified.

 DO NOT *change the Default Fineline ID. This will set only the new items created by the Catalogue Download to the Unclassified Fineline; however, it will not change any of the existing items*

6. Select *Update Options* – Carefully review the update options listed at the beginning of this chapter. POSitec recommends ***Add New, Cost and Vendor/Code options only***:

7. In the *Remote File Name* field, select **[Browse]**

8. In the *Select File* pop-up box, select the **[Front Store Catalogue]** file you wish to download, then select **[Submit]**

9. In the *Local File Name* field, you will see "File is Being Downloaded"

10. When the Download process is complete, you will see a message *"File Download Completed – Ready to Import"*. Click **[OK]**, then click **[Import File]**

11. When the *"Catalogue Import Completed"* prompt appears, select **[OK]**

12. Select **[Exit]** to close out of the Catalogues section or use the **[X]** in the top right corner to close the Finestra Vendor Portal

KOHL & FRISCH (K&F)

Before you Begin
Contact Kohl & Frisch to get an updated K&F Catalogue file, then save it into the Desktop> K&F Catalogues folder. If you do not have a K&F Catalogues folder on the Desktop of your computer, you may create one by completing the following:

1. **[Right-Click]** anywhere in the empty space on the computers Desktop

2. In the list provided, select **[New]**, then **[Folder]**

3. Name the folder **[K&F Catalogues]**, then press **[Enter]**

4. Save the file you received from K&F to the Desktop> K&F Catalogues folder.

Import the K&F Catalogue

5. **[Double-Click]** the **Finestra Vendor Portal** icon on the Desktop

6. From the Menu, select **[Vendor Catalogues]**

7. In the *Vendor* drop-down list, choose **[K&F]**
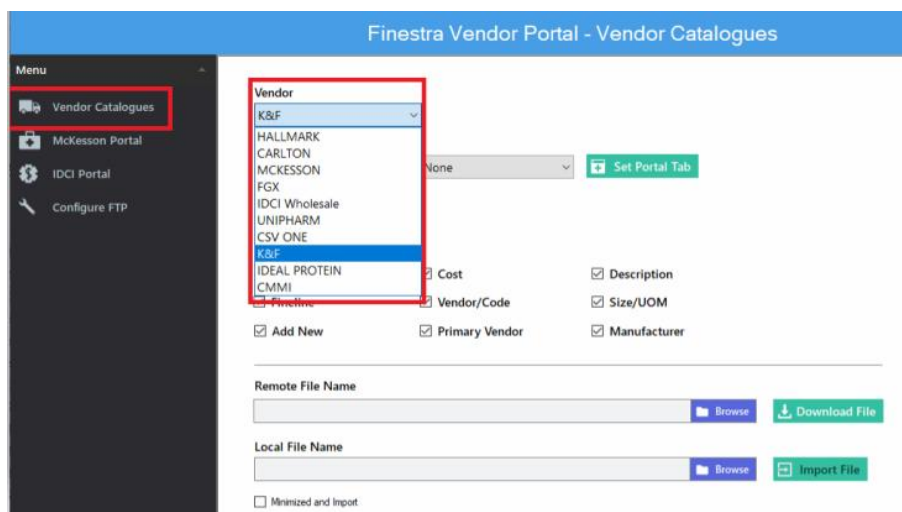
8. *Vendor ID* – Ensure the Vendor ID matches the **[K&F Vendor ID]** found within your Finestra Vendor profiles, then select the **[Set Portal Tab]** option to save the changes for all future catalogue updates.

9. *Fineline* – The *Fineline* field will be set to Fineline **[9999]** – Unclassified.

DO NOT *change the Default Fineline ID. This will set only the new items created by the Catalogue Download to the Unclassified Fineline; however, it will not change any of the existing items*

10. *Update Options* – Carefully review the update options listed at the beginning of this chapter. POSitec recommends ***Add New, Cost and Vendor/Code options only***:

☐ Retail   ☑ Cost   ☐ Description

☐ Fineline   ☑ Vendor/Code   ☐ Size/UOM

☑ Add New   ☐ Primary Vendor   ☐ Manufacturer

11. In the *Local File Name* field, choose the **[Browse]** option, then browse to the Desktop/K&F Catalogues folder

Remote File Name

[   ] 📁 Browse   ⬇ Download File

Local File Name

[   ] 📁 Browse   ⊡ Import File

☐ Minimized and Import

12. Select the newly downloaded **[K&F Catalogue]** file, then select **[Open]**

13. Select **[Import File]**

14. When the *"Catalogue Import Completed"* prompt appears, select **[OK]**

15. Select **[Exit]** to close out of the Catalogues section or use the **[X]** in the top right corner to close the Finestra Vendor Portal
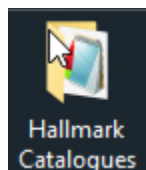
HALLMARK

Before you Begin

Contact your Supplier or speak with your Store Banner Representative to learn how to download the Hallmark catalogue files onto your computer. From Hallmark's site, select File Format: "Excel Ready – GTIN-incl. headings and decimals", as illustrated here:

Save the file to your Desktop>Hallmark Catalogues folder. If you do not have a Hallmark Catalogues folder on the Desktop of your computer, you may create one by completing the following:

1. **[Right-Click]** anywhere in the empty space on the computers Desktop

2. In the list provided, select **[New]**, then **[Folder]**

3. Name the folder **[Hallmark Catalogues]**, then press **[Enter]**

4. Save the file you received from Hallmark to the Desktop>Hallmark Catalogues folder.

Import the Hallmark Catalogue

5. **[Double-Click]** the **Finestra Vendor Portal** icon on the Desktop

6. From the Menu, select **[Vendor Catalogues]**

7. In the *Vendor* drop-down list, choose **[HALLMARK]**

8. *Vendor ID* – Ensure the Vendor ID matches the **[Hallmark Vendor ID]** found within your Finestra Vendor profiles.

9. *Fineline* – enter the **[Cards Fineline ID]** found within your Finestra *Finelines* program, then select **[Set Portal Tab]** option to save these changed for all future catalogue updates.

10. *Update Options* – Carefully review the update options listed at the beginning of this chapter. POSitec recommends the following settings for the Carlton update:

☑ Retail   ☑ Cost   ☑ Description

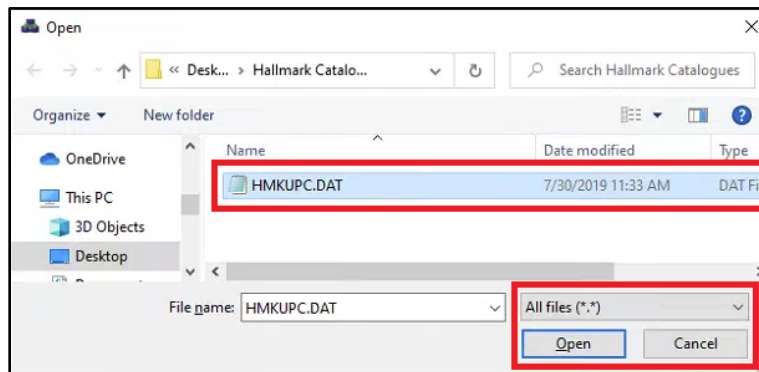☐ Fineline   ☑ Vendor/Code   ☑ Size/UOM

☑ Add New   ☑ Primary Vendor   ☑ Manufacturer

11. In the *Local File Name* field, select **[Browse]**

12. Browse to the Desktop/Hallmark Catalogues folder

13. **[Double-Click]** the newly downloaded Catalogue file, or **[Left-Click]** on the Catalogue file, then select **[Open]**

14. Once you have selected your Catalogue file, choose **[Import File]**

15. When the *"Catalogue Import Completed"* prompt appears, select **[OK]**

16. Select **[Exit]** to close out of the Catalogues section or use the **[X]** in the top right corner to close the Finestra Vendor Portal

CHAPTER 3 –MCKESSON – SENDING A PURCHASE ORDER

OVERVIEW

Please refer to the Finestra or Finestra Health Centre Manual or POSitec Training Portal for more information on How To Create a Purchase Order.

After you have created your Purchase Order in Finestra or Finestra Health Center, **it is no longer required** to select *F8-Create Export* from within the Purchase Order. Instead, the Purchase Order will automatically display in your list of Purchase Orders on the Finestra Vendor Portal.
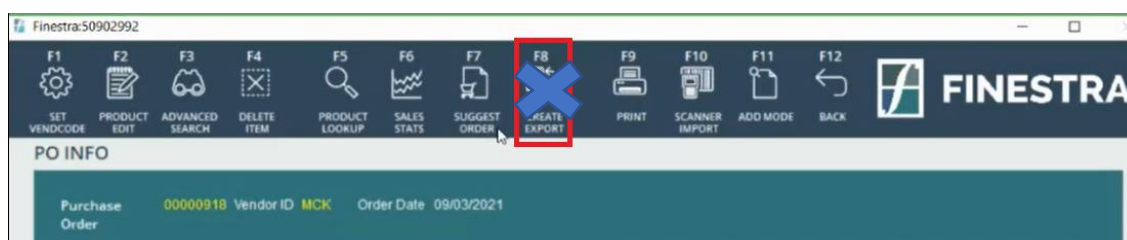
SENDING A MCKESSON PURCHASE ORDER

1. **[Double-Click]** the Finestra Vendor Portal icon on the Desktop
2. Select the **[McKesson Portal]** option from the left Menu
3. Select the **[PO]** Tab
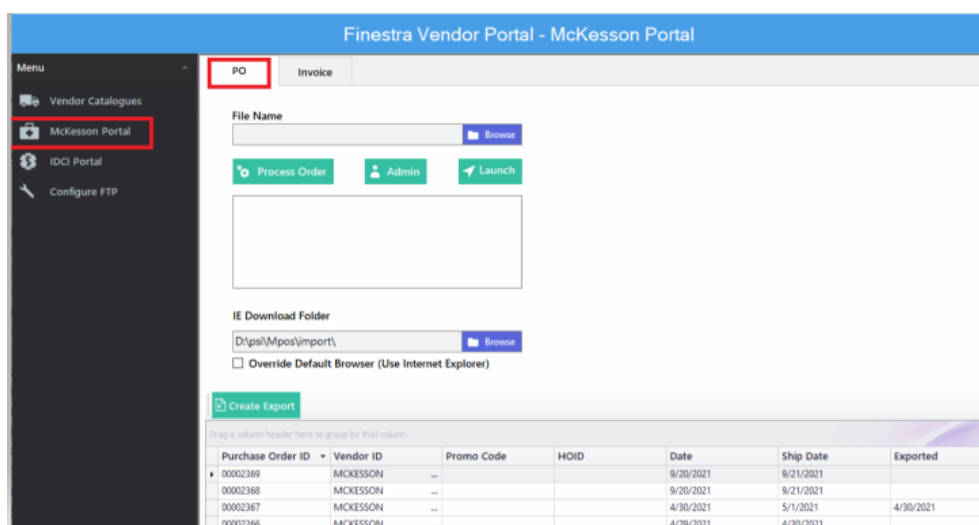
4. Select the **PO** you wish to send by highlighting it in the list of displayed Purchase Orders, then click on **[Create Export]**. Ensure the file name appears in the FILE NAME Field before proceeding

5. Next, click **[Process Order].** The status box will display *"Send Orders – medisNew,ord   Order Successfully Sent"*, if your order was sent successfully.

❌ If you receive any errors, confirm that your Pharmaclik username and password are correct by choosing the **[Admin]** button and updating your password with the credentials used to log into Pharmaclick

ℹ️ *For full instructions on how to set up the **Admin** settings, please refer to **Chapter 1** of this manual*

ℹ️ *Once you have corrected and saved your settings in Admin, you can try sending the order again by selecting **[Process Order]***

6. Once the file has been successfully uploaded to Pharmaclik, click **[Launch]** to launch the Pharmaclick web site, then login to your Front Store Account
7. Go to Orders, Order Management, select your newly uploaded order(s) then proceed to the check out as per McKesson's procedures to finalize your order.

CHAPTER 4 – MCKESSON RECEIVING

Receiving a McKesson Invoice

1. **[Double-Click]** the Finestra Vendor Portal icon on the Desktop
2. Select the **[McKesson Portal]** option from the left Menu
3. Select the **[INVOICE]** Tab at the top
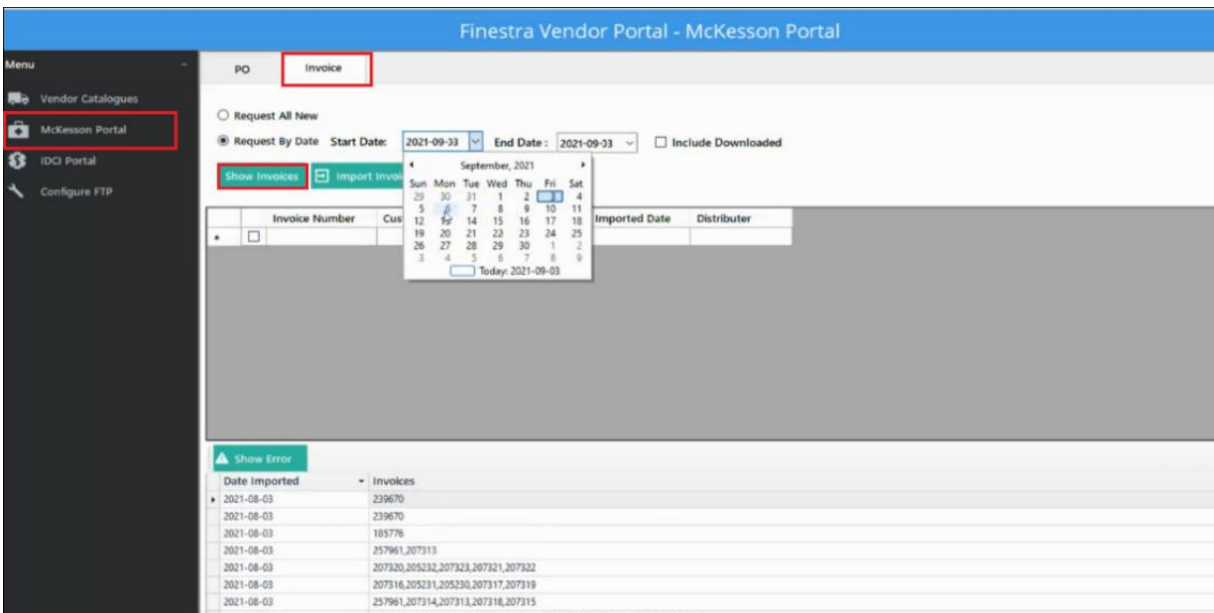
There are several selections to choose from with regard to Invoices.

Request All New - This will display all the new invoices available to download.

Request By Date - Enter the Start and End Dates of the Invoices you wish to display for a specific time period.

Include Previously Downloaded – This will also display invoices that have been previously downloaded.

Trusted Receive – This was previously always selected in the previous tool

4. Once you have made your selection (usually Request All New), choose **[Show Invoices]**

This will display all your invoices from your above selection.

> The display now includes your Invoice Number, along with the Invoice Date, Imported Date and Distributor. It is recommended that you have a list of invoices you wish to download as both RX & Front store are mixed together. You can now choose the Invoices you wish to Import into your Finestra or FHC system. You can choose one invoice or multiple Invoices to Import.

5. Once you have selected the invoice(s) you wish to import, Select **[Import Invoice]**

6. The *Error* or **Discrepancy Report** will appear (Please refer to the Finestra Version 7.0 Manual for more information on the Receiving Discrepancy Report). You can print it or make notes, then select **[Close]**

7. The invoice(s) can now be found in your Finestra or FHC, in the Receiving screen, ready to be reconciled and posted.

For full instructions how to reconcile and post your receiving invoices, please refer "Balancing, Reviewing & Posting a Receiving Document" in the Finestra Version 7.0 Manual available on the POSitec Portal.