

McKesson Specialty Health Customer Center Order Center

For assistance with the McKesson Specialty Health Customer Center, call 800.863.6514, option 9

Welcome to the Order Center

The Customer Center, aesthetics.mckesson.com, is an online destination that provides easy access to everything you need to manage your purchasing relationship through McKesson Specialty Health. From ordering Medicis products to paying bills, the Customer Center’s speed and performance saves time and makes ordering and billing tasks more efficient.

The Order Center provides you with the ability to quickly and easily place your orders online. This guide provides an overview of the Order Center tab.

After reviewing this document you will know how to:

- Place orders online
- Review previous orders and status updates
- Manage Favorites
- Track shipments

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Home Page - Basic Navigation

The screenshot shows the McKesson Specialty Health Home Page. At the top, there is a navigation bar with 'Order Center', 'Financial Tools', and 'Resources'. Below this is a secondary navigation bar with 'Home', 'Favorites & Requests', 'Order History', and 'Product Catalog'. A search bar is also present. The main content area includes a 'Message center' with a 'Welcome' message and a 'News' section. A 'Your Recent Orders' table is visible, along with a 'Product Catalog' table. Two tips are highlighted with orange boxes: one pointing to the 'Change Password' link and another pointing to the 'Print' and 'Download' icons.

Tip: Click the **Change Password** link to create your own personal password. Your User ID and password should remain confidential.

Tip: You can Print or Download your Favorites List to Excel.

Units Purchased (syringes and vials)	Terms (in days)
25 and up	90
10 to 24	60
1* to 9	30

Order#	Order Date	ShipTo	Status
0100920131	Jun 26, 2012	0010047261	
0100920095	Jun 22, 2012	0010047261	open
0100920089	Jun 21, 2012	0010047261	open
0100920086	Jun 21, 2012	0010047261	open
0100920085	Jun 21, 2012	0010047261	open

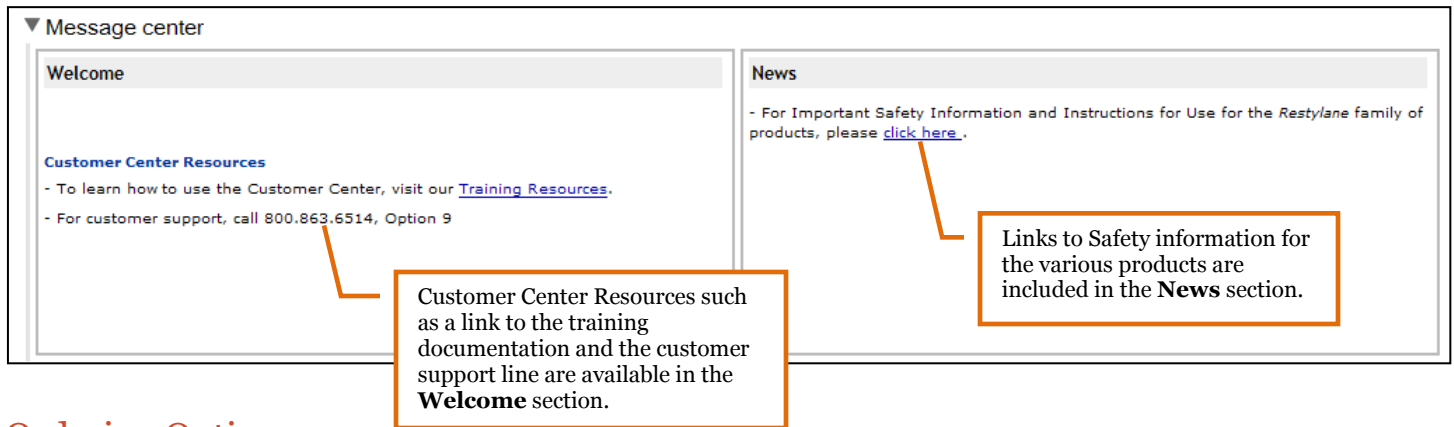
Product	Description	NDC#	Unit price	Unit	Availabil...	Qty	Actions
5002001	Restylane 2.0ml pfs 1/ea	99207-0999-20	432.00	EA	✓		Actions
5002003	Restylane 1.0ml-I pfs 1/ea	99207-0997-10	240.00	EA	✓		Actions
5002000	Restylane 1.0ml pfs 1/ea	99207-0999-10	240.00	EA	✓		Actions
5002002	Restylane 0.5ml-I pfs 1/ea	99207-0997-05	155.00	EA	✓		Actions
5001988	Restylane 0.4ml pfs 1/ea	99207-0999-04	151.00	EA	✓		Actions
5001979	Perlane 1.0ml-I pfs 1/ea	99207-0996-10	265.00	EA	✓		Actions
5001978	Perlane 1.0ml pfs 1/ea	99207-0998-10	265.00	EA	✓		Actions

- Customer Center Navigation** gives you access to the Order Center, Financial Tools and Resources
- Functions** provide access to submenus within the area you are working in
- Working Account** allows you to switch to your other Accounts
- Catalog Search** allows you to search the product catalog throughout the Order Center
- Alerts** provides important information about your orders
- Message Center** provides the latest information from McKesson
- Recent Orders** shows your most recent orders
- Home Page Order** allows you to quickly add items to your order from your default Favorites list

Message Center

The Message center is designed to provide you with updated information about what you need to know regarding Medicis products you purchase through McKesson Specialty Health. It also includes a link to the training documentation as well as who to contact for support.

Minimize the Message center by clicking ▼.



Ordering Options

The Order Center provides several options for ordering. You will likely find one way that works well for your practice.

Our ordering options include:

Home Page Order: You can define a default Favorites lists that you would like to appear on your Home Page. Once you login, you can simply and easily add quantities and items to your Shopping Cart.

Favorites List: Use any of your existing Favorites list or build new Favorites to fit your needs.

Previous Orders: For practices that frequently repeat orders, this option makes duplicating previous orders simple.

While you are able to order from **Favorites Lists** and **Previous Orders**, using the **Home Page Default Favorites List** will be the most common way to add items to your Shopping Cart. Before we continue with placing an order, let's take a look at how to review product information.

Use Column Headers to Sort or View Additional Product Details

In your **Home Page Default Favorites List**, you can click on a column header and easily sort the list by that column.

When you hover over a column header and click ▼ you have the ability to add additional columns that provide further detail about the products.

The screenshot shows a table of products with columns: Product#, Description, NDC#, Unit price, Unit, and Availability. A 'Columns' dropdown menu is open, showing a list of columns to be displayed. Two callout boxes are present:

- Callout 1 (top right):** Adding the **Generic Name** column will also help identify products containing Lidocaine.
- Callout 2 (bottom left):** Products containing Lidocaine are preceded with an information icon (i) and include an "I" at the end of the material description.

Product#	Description	NDC#	Unit price	Unit	Availabil...
5002001	Restylane 2.0ml pfs 1/ea	99207-0999-20	432.00		
5002003	<i>i</i> Restylane 1.0ml-I pfs 1/ea	99207-0997-10	240.00	EA	✓
5002000	Restylane 1.0ml pfs 1/ea	99207-0999-10	240.00	EA	✓
5002002	<i>i</i> Restylane 0.5ml-I pfs 1/ea	99207-0997-05	155.00	EA	✓
5001988	Restylane 0.4ml pfs 1/ea	99207-0999-04	151.00	EA	✓
5001979	<i>i</i> Perlane 1.0ml-I pfs 1/ea	99207-0996-10	265.00	EA	✓
5001978	Perlane 1.0ml pfs 1/ea	99207-0998-10	265.00	EA	✓

View Additional Product Details

For additional details about a product, simply click on the item name or product number.

Product Details

Details


Product# : 5001978	Name : Perlane 1.0ml pfs 1/ea	
Manufacturer Name : MEDICIS AESTHETICS	Manufacturer Part# : 998-10	Generic Name : HYALURONIC ACID
List Price : 265.00	Regular Price : 265.00	
Unit Price : 265.00	Unit : EA	
Promo Description:	Price Effective Date :	
NDC# : 99207-0998-10	Catalog#: 999-007	
HCPC Code :	Billing Unit :	
Price Per Billing Unit : N/A	ASP+6% Per Billing Unit :	
Billing Unit Per NDC :	Billing Unit Per Package :	
Refrigerated: No	Dropship : No	
Availability	Quantity <input type="text"/>	Add To Cart

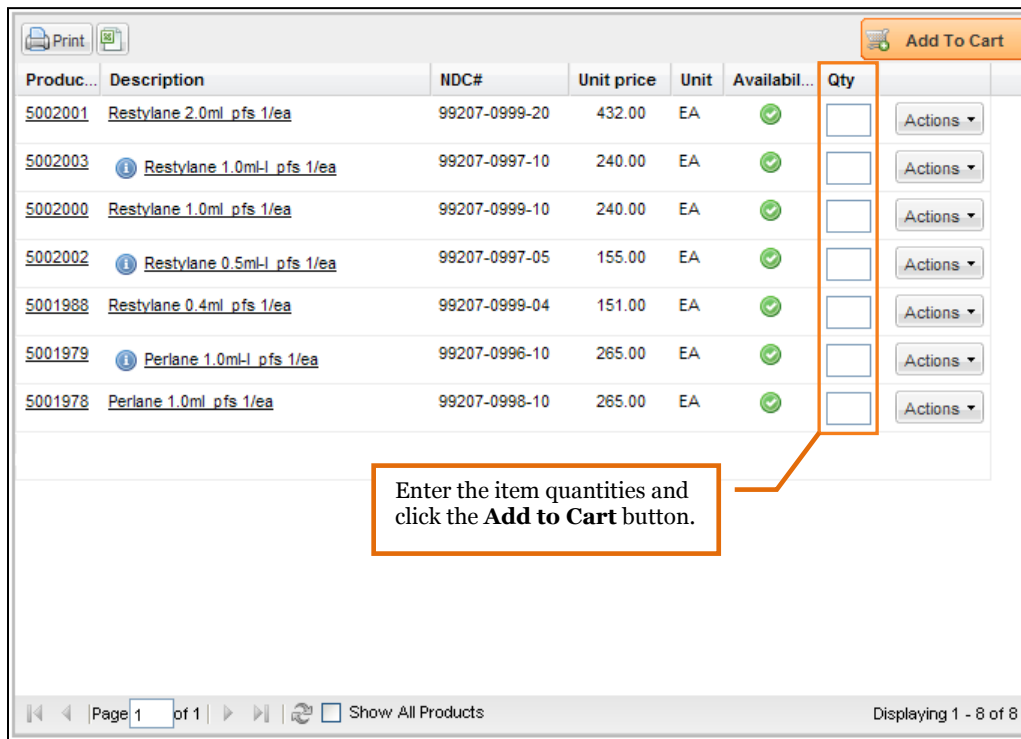
From this screen you can also specify the order quantity and add the item to your Shopping Cart.

close

Place Order from Homepage

The easiest way to place an order in the Order Center is by using your default Favorites list that appears on the Home Page each time you log in.

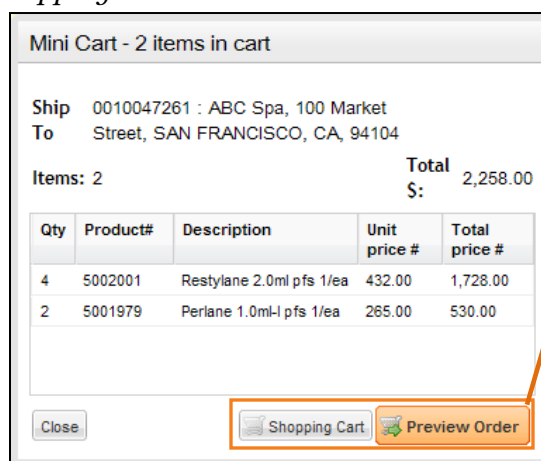
- Navigate to the Home Page Order entry area on the Home page
- Enter the order quantities and click 



The screenshot shows a table of products with columns for Product#, Description, NDC#, Unit price, Unit, Availabil..., and Qty. An orange box highlights the 'Add To Cart' button in the top right corner. A callout box points to the 'Qty' column with the text: "Enter the item quantities and click the Add to Cart button."

Product#	Description	NDC#	Unit price	Unit	Availabil...	Qty	Actions
5002001	Restylane 2.0ml pfs 1/ea	99207-0999-20	432.00	EA	✓	<input type="text"/>	Actions ▾
5002003	Restylane 1.0ml-I pfs 1/ea	99207-0997-10	240.00	EA	✓	<input type="text"/>	Actions ▾
5002000	Restylane 1.0ml pfs 1/ea	99207-0999-10	240.00	EA	✓	<input type="text"/>	Actions ▾
5002002	Restylane 0.5ml-I pfs 1/ea	99207-0997-05	155.00	EA	✓	<input type="text"/>	Actions ▾
5001988	Restylane 0.4ml pfs 1/ea	99207-0999-04	151.00	EA	✓	<input type="text"/>	Actions ▾
5001979	Perlane 1.0ml-I pfs 1/ea	99207-0996-10	265.00	EA	✓	<input type="text"/>	Actions ▾
5001978	Perlane 1.0ml pfs 1/ea	99207-0998-10	265.00	EA	✓	<input type="text"/>	Actions ▾

- Once you have added items to your Shopping Cart, you will be presented with the Mini Cart, which allows you to quickly view what has been added to the cart. You can close the window and continue working or proceed to the *Shopping Cart* or to the *Preview Order* screens.



The Mini Cart displays the following information:

- Ship To: 0010047261 : ABC Spa, 100 Market Street, SAN FRANCISCO, CA, 94104
- Items: 2
- Total \$: 2,258.00

Qty	Product#	Description	Unit price #	Total price #
4	5002001	Restylane 2.0ml pfs 1/ea	432.00	1,728.00
2	5001979	Perlane 1.0ml-I pfs 1/ea	265.00	530.00

Buttons at the bottom: Close, Shopping Cart, Preview Order.

You can proceed to the **Shopping Cart** or to the **Preview Order** screen.

Manage Cart and Proceed to Checkout

Once you have added items to the Shopping Cart, you can manage the contents of the cart and proceed to place the order.

- To begin, click on Shopping Cart from the top navigation menu
- You can make the following changes from within the Shopping Cart:
 - Add a Reference line
 - Change Ship To location
 - Change Quantities
 - Add an item to a Favorites List or remove an item from the shopping cart
 - Save the Shopping Cart as a Favorite
 - Empty the cart

The screenshot shows the McKesson Specialty Health Shopping Cart interface. At the top, it says "Welcome, WEBUSER02" with links for "Change Password" and "Logout". Below this is a navigation bar with "Order Center" and "Financial Tools". The main content area includes a "Your Reference" field, a "Ship To" dropdown menu, and a table of items in the cart. Two callout boxes provide additional information: one about the "Your Reference" field and another about the "Ship To" dropdown. A third callout box points to the quantity field for Restylane and Perlane products. At the bottom, there are buttons for "Save Order as Request", "Save As Favorite", "Save Changes", "Empty cart", and "Preview Order".

The Your Reference field can be populated with a PO number or it will default to WEBORDER-mm/dd/yyyy. Note: If you create a second order on the same day and do not change the PO number, the system will notify you that another order has been created with the same reference number.

If there are multiple sites you can use the drop down to designate which ship-to account the product should be delivered to.

Reminder: The minimum order quantity of 6 items for Restylane and Perlane products will also apply to orders placed through the Customer Center. If the minimum order quantity is not met, the system will prevent the order from being processed.

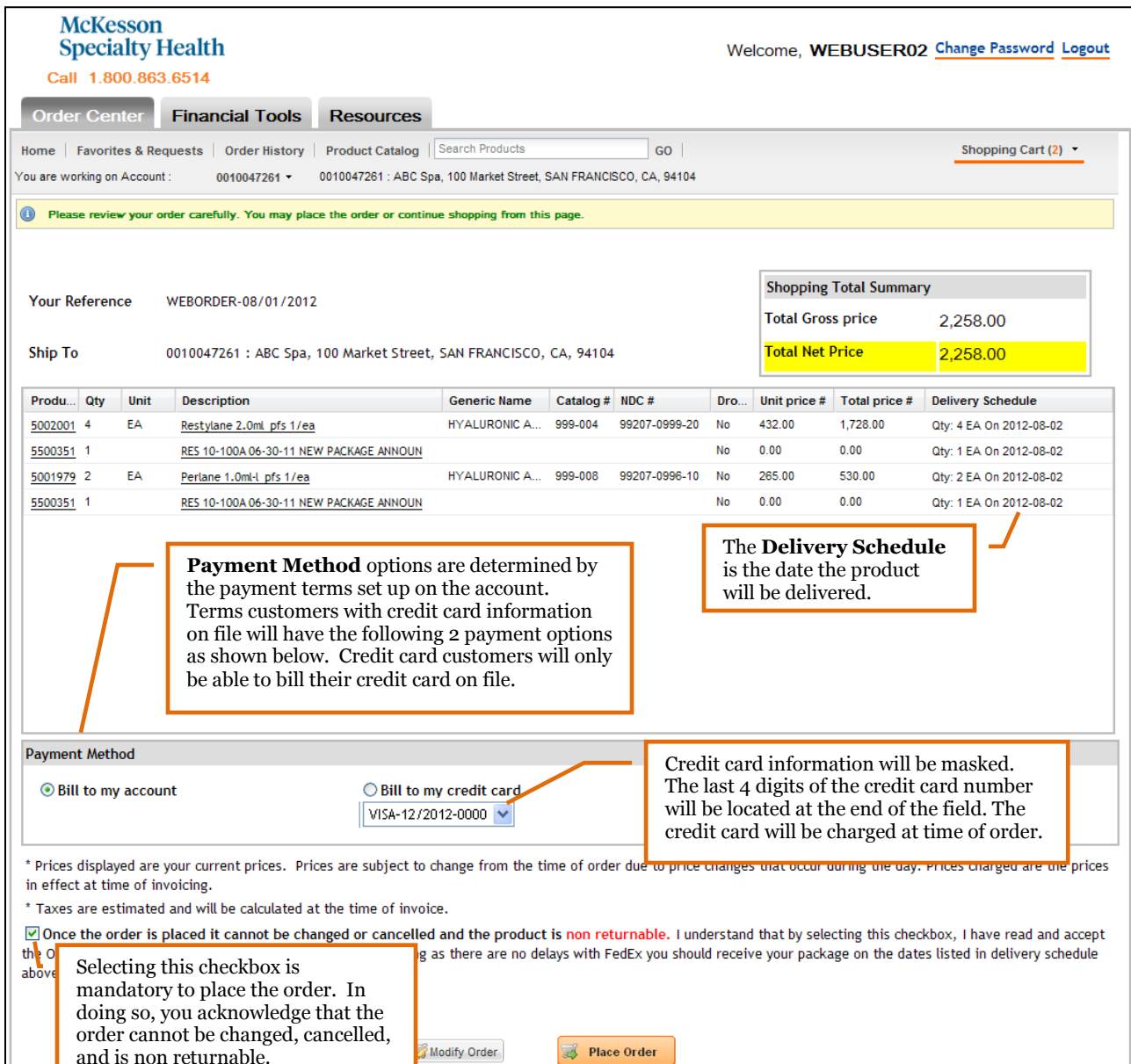
Product#	Qty	Unit	Description	Generic Name	Catalog #	NDC #	Unit price #	Total price
5002001	4	EA	Restylane 2.0ml pfs 1/ea	HYALURONIC ACID	999-004	99207-0999-20	432.00	1,728.00
5001979	2	EA	Perlane 1.0ml-1 pfs 1/ea	HYALURONIC ACID/ LIDOCAINE	999-008	99207-0996-10	265.00	530.00

* Prices displayed are your current prices. Prices are subject to change from the time of order due to price changes that occur during the day. Prices charged are the prices in effect at time of invoicing.
* Taxes are estimated and will be calculated at the time of invoice.

- When you have finalized your changes, click  to save your Shopping Cart changes or when you are satisfied with your order you can click  to continue with your order

Preview Order

- Carefully review your order and warnings that appear in the Urgent Messages window, these may indicate that certain products are unavailable for shipment on your requested delivery date
- Items that are unable to be delivered in full are highlighted in orange in the **Delivery Schedule** column. Hover over the alert flag for more information.



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Welcome, **WEBUSER02** [Change Password](#) [Logout](#)

Order Center | **Financial Tools** | **Resources**

Home | Favorites & Requests | Order History | Product Catalog | Search Products | GO | Shopping Cart (2)

You are working on Account: 0010047261 | 0010047261 : ABC Spa, 100 Market Street, SAN FRANCISCO, CA, 94104

Please review your order carefully. You may place the order or continue shopping from this page.

Your Reference: WEBORDER-08/01/2012

Ship To: 0010047261 : ABC Spa, 100 Market Street, SAN FRANCISCO, CA, 94104

Produ...	Qty	Unit	Description	Generic Name	Catalog #	NDC #	Dro...	Unit price #	Total price #	Delivery Schedule
5002001	4	EA	Restylane 2.0ml pfs 1/ea	HYALURONIC A...	999-004	99207-0999-20	No	432.00	1,728.00	Qty: 4 EA On 2012-08-02
5500351	1		RES 10-100A 06-30-11 NEW PACKAGE ANNOUN				No	0.00	0.00	Qty: 1 EA On 2012-08-02
5001979	2	EA	Perlane 1.0ml-l pfs 1/ea	HYALURONIC A...	999-008	99207-0996-10	No	265.00	530.00	Qty: 2 EA On 2012-08-02
5500351	1		RES 10-100A 06-30-11 NEW PACKAGE ANNOUN				No	0.00	0.00	Qty: 1 EA On 2012-08-02

Shopping Total Summary

Total Gross price	2,258.00
Total Net Price	2,258.00

Payment Method

Bill to my account
 Bill to my credit card
 VISA-12/2012-0000

The Delivery Schedule is the date the product will be delivered.

Payment Method options are determined by the payment terms set up on the account. Terms customers with credit card information on file will have the following 2 payment options as shown below. Credit card customers will only be able to bill their credit card on file.

Credit card information will be masked. The last 4 digits of the credit card number will be located at the end of the field. The credit card will be charged at time of order.

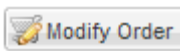
* Prices displayed are your current prices. Prices are subject to change from the time of order due to price changes that occur during the day. Prices charged are the prices in effect at time of invoicing.

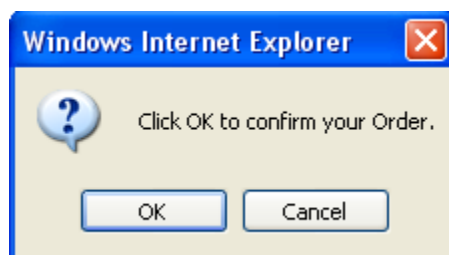
* Taxes are estimated and will be calculated at the time of invoice.

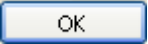
Once the order is placed it cannot be changed or cancelled and the product is non returnable. I understand that by selecting this checkbox, I have read and accept the above.

Selecting this checkbox is mandatory to place the order. In doing so, you acknowledge that the order cannot be changed, cancelled, and is non returnable.

[Modify Order](#) [Place Order](#)

- If you need to make changes, click  to return to the Shopping Cart
- If you are satisfied with your order, click 
- The following pop up window will be displayed:



- Click  to continue

Order Confirmation

- Your order confirmation number will be displayed. Please note any messages that appear in the **Alerts** window

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Welcome, **WEBUSER02** [Change Password](#) [Logout](#)

Order Center | **Financial Tools** | **Resources**

Home | Favorites & Requests | Order History | Product Catalog | Search Products | GO | Shopping Cart (0)

You are working on Account: 0010047261 | 0010047261 : ABC Spa, 100 Market Street, SAN FRANCISCO, CA, 94104

Thank You ! Your order #0100920426 was received and is being processed. — Displayed is the order confirmation number.

Order #	0100920426	Overall Status	open	Channel	WEB	Shopping Total Summary			
Your Reference	WEBORDER-08/01/2012	Delivery Type	FedEx Priority Overn			Total Gross price	2,258.00		
Ship To	0010047261 : ABC Spa, 100 Market Street, SAN FRANCISCO, CA, 94104				Total Net Price	2,258.00			

Produ...	Qty	Unit	Description	Generic Name	Catalog #	NDC #	Dro...	Unit price #	Total price #	Delivery Schedule
5002001	4	EA	Restylane 2.0ml pfs 1/ea	HYALURONIC A...	999-004	99207-0999-20	No	432.00	1,728.00	Qty: 4 EA On 2012-08-02
5500351	1		RES 10-100A 06-30-11 NEW PACKAGE ANNOUN				No	0.00	0.00	Qty: 1 EA On 2012-08-02
5001979	2	EA	Perlane 1.0ml-l pfs 1/ea	HYALURONIC A...	999-008	99207-0996-10	No	265.00	530.00	Qty: 2 EA On 2012-08-02
5500351	1		RES 10-100A 06-30-11 NEW PACKAGE ANNOUN				No	0.00	0.00	Qty: 1 EA On 2012-08-02

— Literature items associated with a certain product cannot be changed or added to an order.

* Prices displayed are your current prices. Prices are subject to change from the time of order due to price changes that occur during the day. Prices charged are the prices in effect at time of invoicing.
* Taxes are estimated and will be calculated at the time of invoice.

— You can print or finish the order.

- You may click to print your order confirmation
- Click to complete your order

Tracking Orders

- To track shipments, navigate to the **Order History** sub-menu
- Identify the order you would like to track
- To track packages by order, click **Track Package** and select the tracking number
- To track packages by item, click **Actions** next to the item and then choose **Track Package**

The screenshot shows the McKesson Specialty Health Order History interface. At the top, there is a navigation bar with 'Order Center', 'Financial Tools', and 'Resources'. Below this is a search bar and a 'Shopping Cart (0)' indicator. The main content area displays a list of orders with columns for Reference, Order, Product #, From Date, To Date, Status, and Channel. A callout box points to the 'Track Package' dropdown menu in the order details section, stating: 'Packages can be tracked by order. Click on the package link to access the FedEx shipment tracking website.' Another callout box points to the 'Actions' dropdown menu next to a product item, stating: 'Packages can also be tracked at the item level.' The 'Actions' menu includes options like 'Add item to a Favorite List', 'Add Item to Cart', 'View Item Detail', and 'Track Package'. The 'Track Package' option is highlighted with a callout box containing the tracking number: 'PKG 0001459629: 2012-03-01 : (6.000EA)'.

Reference	Order	Product #	From Date	To Date	Status	Channel
0100920426	0010047261		03/01/2012	08/01/2012	--Select--	--Select--
Order#	Ship To	Order Date	Order Status	Order Channel		
0100920131	0010047261	Jun 26, 2012	open	WEB		
0100920095	0010047261	Jun 22, 2012	open	PHONE		
0100920089	0010047261	Jun 21, 2012	open	PHONE		
0100920086	0010047261	Jun 21, 2012	open	PHONE		
0100920085	0010047261	Jun 21, 2012	open	PHONE		
0100920081	0010047261	Jun 21, 2012	open	WEB		
0100919029	0010047261	Mar 1, 2012	complete	PHONE		
0100919028	0010047261	Mar 1, 2012	open	PHONE		

Order details: 0100919029

Order #	0100919029	Overall Status	completed	Channel	Phone
Your Reference	Standard order	Delivery Type	FedEx Priority Overn		
Ship To	0010047261 : ABC Spa, 100 Market Street, SAN FRANCISCO, CA, 94104				

Shopping Total Summary


Total Gross price	1,440.00
Total Net Price	1,440.00

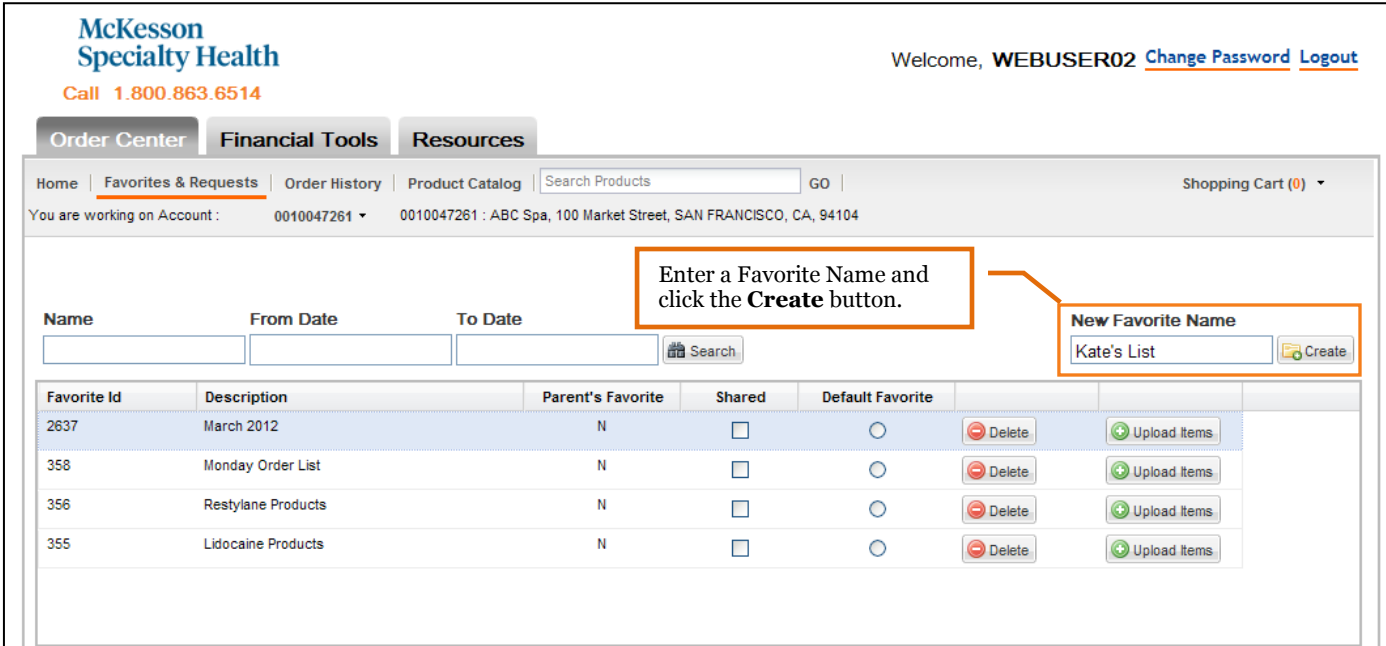
Product#	Description	Generic Name	NDC#	Catalog#	Total price	Schedule	Status
5002000	Restylane 1.0ml pfs 1/ea	HYALURONIC ...	99207...	999-003	6 EA	240.00	1,440.00
5500351	RES 10-100A 06-30-11 NEW PACK...				1	0.00	0.00

Additional Features – Working with Favorites

Throughout the Order Center, we provide opportunities to create, modify, and update Favorites.

Create a new Favorites list

- To create a new Favorites list, navigate to the **Favorites & Requests** sub-menu
- Enter a name into the **New Favorite Name** field and click 
- Your new list will appear throughout the system




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Welcome, WEBUSER02 [Change Password](#) [Logout](#)


Order Center | Financial Tools | Resources









Home | Favorites & Requests | Order History | Product Catalog | Search Products GO | Shopping Cart (0)

You are working on Account : 0010047261 | 0010047261 : ABC Spa, 100 Market Street, SAN FRANCISCO, CA, 94104

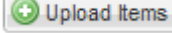
Name From Date To Date  Search

Enter a Favorite Name and click the Create button.

New Favorite Name
Kate's List 

Favorite Id	Description	Parent's Favorite	Shared	Default Favorite		
2637	March 2012	N	<input type="checkbox"/>	<input type="radio"/>	 Delete	 Upload Items
358	Monday Order List	N	<input type="checkbox"/>	<input type="radio"/>	 Delete	 Upload Items
356	Restylane Products	N	<input type="checkbox"/>	<input type="radio"/>	 Delete	 Upload Items
355	Lidocaine Products	N	<input type="checkbox"/>	<input type="radio"/>	 Delete	 Upload Items

Upload multiple items to a Favorites list

- You can add multiple items to a Favorites list from external sources by clicking 

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Order Center | Financial Tools | Resources

Home | Favorites & Requests | Order History | Product Catalog | Search Products GO | Shopping Cart (0)

You are working on Account : 0010047261 | 0010047261 : ABC Spa, 100 Market Street, SAN FRANCISCO, CA, 94104

Favorite : Kate's List created successfully.

Name: From Date: To Date: Search New Favorite Name: Create

Favorite Id	Description	Parent's Favorite	Shared	Default Favorite		
2639	Kate's List	N	<input type="checkbox"/>	<input type="radio"/>	<input type="button" value="Delete"/>	<input type="button" value="Upload Items"/>
2637	March 2012	N	<input type="checkbox"/>	<input type="radio"/>	<input type="button" value="Delete"/>	<input type="button" value="Upload Items"/>
358	Monday Order List	N	<input type="checkbox"/>	<input type="radio"/>	<input type="button" value="Delete"/>	<input type="button" value="Upload Items"/>
356	Restylane Products	N	<input type="checkbox"/>	<input type="radio"/>	<input type="button" value="Delete"/>	<input type="button" value="Upload Items"/>
355	Lidocaine Products	N	<input type="checkbox"/>	<input type="radio"/>	<input type="button" value="Delete"/>	<input type="button" value="Upload Items"/>

- Enter NDC #(s) separated by commas or returns (e.g. copy NDCs from Microsoft Office Excel and paste)
- Click . The selected items will be displayed in the right panel.
- Click

Add Items to Favorite : Kate's List

Enter NDC #(s) separated by commas or returns

99207-0996-10
99207-0997-10
99207-0997-05
99207-0997-10
99207-0998-10
99207-0999-04

Enter the NDCs and click the **Find Items** button.

Product#	Description	NDC#
5001978	Perlane 1.0ml pfs 1/ea	99207-0998-10
5001979	Perlane 1.0ml-I pfs 1/ea	99207-0996-10
5001988	Restylane 0.4ml pfs 1/ea	99207-0999-04
5002002	Restylane 0.5ml-I pfs 1/ea	99207-0997-05
5002003	Restylane 1.0ml-I pfs 1/ea	99207-0997-10

The material numbers will be displayed. Click the **Add Items to Favorite** button to add the materials to your Favorites folder.

Modify an existing Favorites list

- You can add items to any Favorites list throughout the system, simply click **Actions** next to any item and add it to your Favorites list. Alternatively you can also choose to remove an item from the Favorites list.

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Order Center | Financial Tools | Resources

Home | Favorites & Requests | Order History | Product Catalog | Search Products GO | Shopping Cart (0)

You are working on Account : 0010047261 | 0010047261 : ABC Spa, 100 Market Street, SAN FRANCISCO, CA, 94104

Name	From Date	To Date			New Favorite Name
			Search		Create

Favorite Id	Description	Parent's Favorite	Shared	Default Favorite		
2639	Kate's List	N	<input type="checkbox"/>	<input type="radio"/>	Delete	Upload Items
2637	March 2012	N	<input type="checkbox"/>	<input type="radio"/>	Delete	Upload Items
358	Monday Order List	N	<input type="checkbox"/>	<input type="radio"/>	Delete	Upload Items
356	Restylane Products	N	<input type="checkbox"/>	<input type="radio"/>	Delete	Upload Items
355	Lidocaine Products	N	<input type="checkbox"/>	<input type="radio"/>	Delete	Upload Items

Items in Favorite List : 2639 : Kate's List [Print](#) [Export](#)

Product#	Description	Generic Name	Availability	Qty	Actions
5001978	Perlane 1.0ml pfs 1/ea	HYALURONIC ACID	<input checked="" type="checkbox"/>	<input type="text"/>	<ul style="list-style-type: none"> 2637 : March 2012 358 : Monday Order List 356 : Restylane Products 355 : Lidocaine Products
5001979	Perlane 1.0ml-L pfs 1/ea	HYALURONIC ACID/ LIDOCAINE	99207-0996-10	265.0	<ul style="list-style-type: none"> Add item to a Favorite List Remove This Item From Favorite View Item Detail
5001988	Restylane 0.4ml pfs 1/ea	HYALURONIC ACID	99207-0999-04	151.0	<ul style="list-style-type: none"> Actions
5002002	Restylane 0.5ml-L pfs 1/ea	HYALURONIC ACID/ LIDOCAINE	99207-0997-05	155.0	<ul style="list-style-type: none"> Actions
5002003	Restylane 1.0ml-L pfs 1/ea	HYALURONIC ACID/ LIDOCAINE	99207-0997-10	240.00 EA	<ul style="list-style-type: none"> Actions

Click the **Actions** button to add or remove an item from your favorites list.

Managing default Favorites list

The default Favorites list appears on the Home Page when you log in, allowing you to directly place an order

- To update your default Favorites list, navigate to the **Favorites & Requests** sub-menu
- Choose the list that you would like to appear on the Home screen and select the **Default Favorite** radio button

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Order Center | Financial Tools | Resources

Home | Favorites & Requests | Order History | Product Catalog | Search Products GO | Shopping Cart (0)

You are working on Account : 0010047261 | 0010047261 : ABC Spa, 100 Market Street, SAN FRANCISCO, CA, 94104

Name: [] From Date: [] To Date: [] Search [] New Favorite Name: [] Create []

Favorite Id	Description	Parent's Favorite	Shared	Default Favorite		
2639	Kate's List	N	<input type="checkbox"/>	<input checked="" type="radio"/>	Delete	Upload Items
2637	March 2012	N	<input type="checkbox"/>	<input type="radio"/>	Delete	Upload Items
358	Monday Order List	N	<input type="checkbox"/>	<input type="radio"/>		
356	Restylane Products	N	<input type="checkbox"/>	<input type="radio"/>		
355	Lidocaine Products	N	<input type="checkbox"/>	<input type="radio"/>		

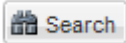

Click the **Default Favorite** radio button to set a favorites list as your default. This favorites list will then be set as the default on your Home page.

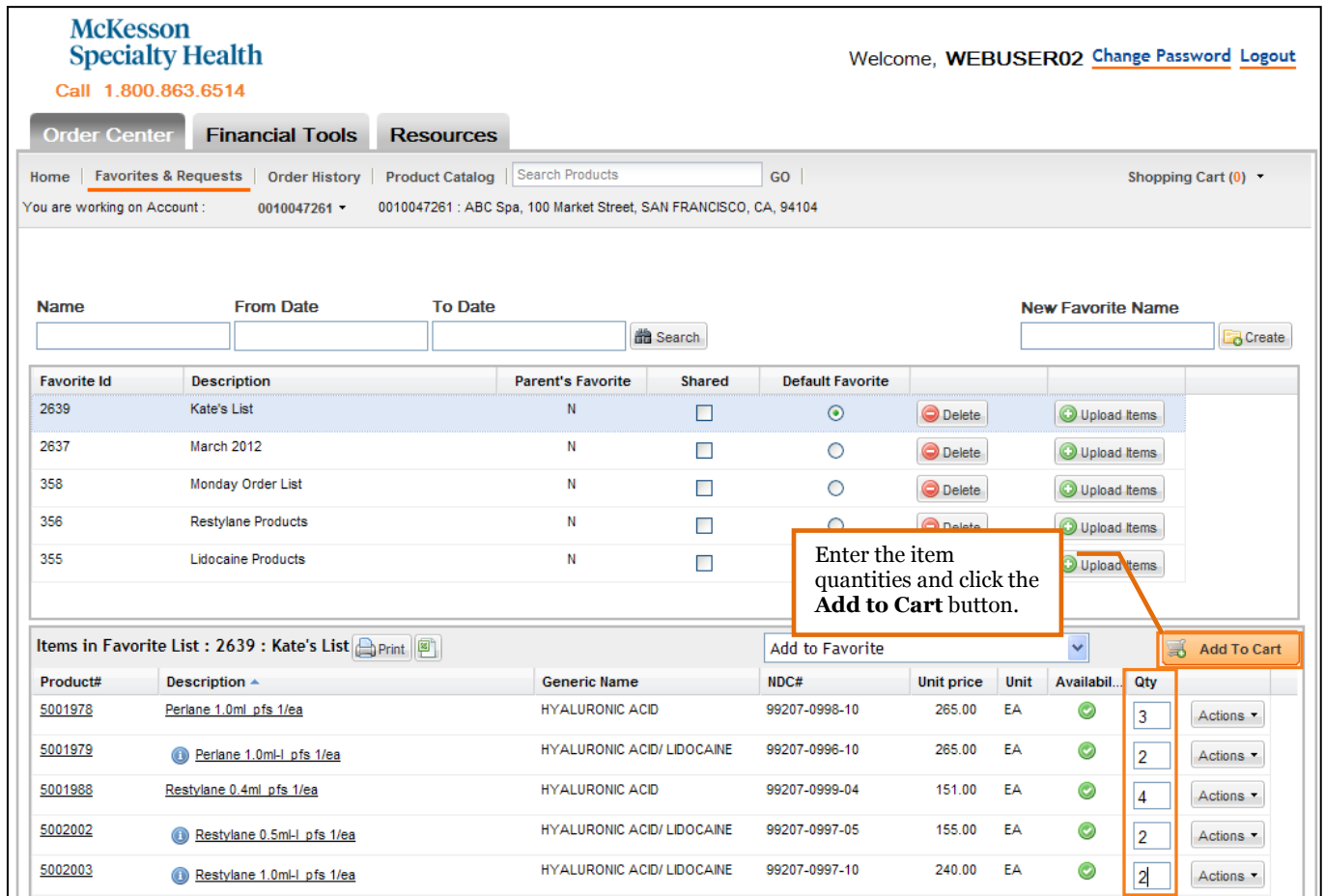
Items in Favorite List : 2639 : Kate's List Print [] [] Add to Favorite [] Add To Cart []

Product#	Description	Generic Name	NDC#	Unit price	Unit	Availabil...	Qty	
5001978	Perlane 1.0ml pfs 1/ea	HYALURONIC ACID	99207-0998-10	265.00	EA	✓	[]	Actions
5001979	Perlane 1.0ml pfs 1/ea	HYALURONIC ACID/ LIDOCAINE	99207-0996-10	265.00	EA	✓	[]	Actions
5001988	Restylane 0.4ml pfs 1/ea	HYALURONIC ACID	99207-0999-04	151.00	EA	✓	[]	Actions
5002002	Restylane 0.5ml pfs 1/ea	HYALURONIC ACID/ LIDOCAINE	99207-0997-05	155.00	EA	✓	[]	Actions
5002003	Restylane 1.0ml pfs 1/ea	HYALURONIC ACID/ LIDOCAINE	99207-0997-10	240.00	EA	✓	[]	Actions

Order using Favorites

You can order using any of your existing Favorites lists in the system.

- To begin, choose **Favorites & Requests** from the Order Center Function menu
- To limit the number of Favorites that appear, you can enter search criteria and click 
- Choose the Favorites list that you would like to order from
- Enter the quantities and click 



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Home | **Favorites & Requests** | Order History | Product Catalog | Search Products GO | Shopping Cart (0)

You are working on Account : 0010047261 0010047261 : ABC Spa, 100 Market Street, SAN FRANCISCO, CA, 94104

Name From Date To Date New Favorite Name


Favorite Id	Description	Parent's Favorite	Shared	Default Favorite		
2639	Kate's List	N	<input type="checkbox"/>	<input checked="" type="radio"/>		
2637	March 2012	N	<input type="checkbox"/>	<input type="radio"/>		
358	Monday Order List	N	<input type="checkbox"/>	<input type="radio"/>		
356	Restylane Products	N	<input type="checkbox"/>	<input type="radio"/>		
355	Lidocaine Products	N	<input type="checkbox"/>	<input type="radio"/>		

Enter the item quantities and click the **Add to Cart** button.

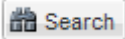
Items in Favorite List : 2639 : Kate's List

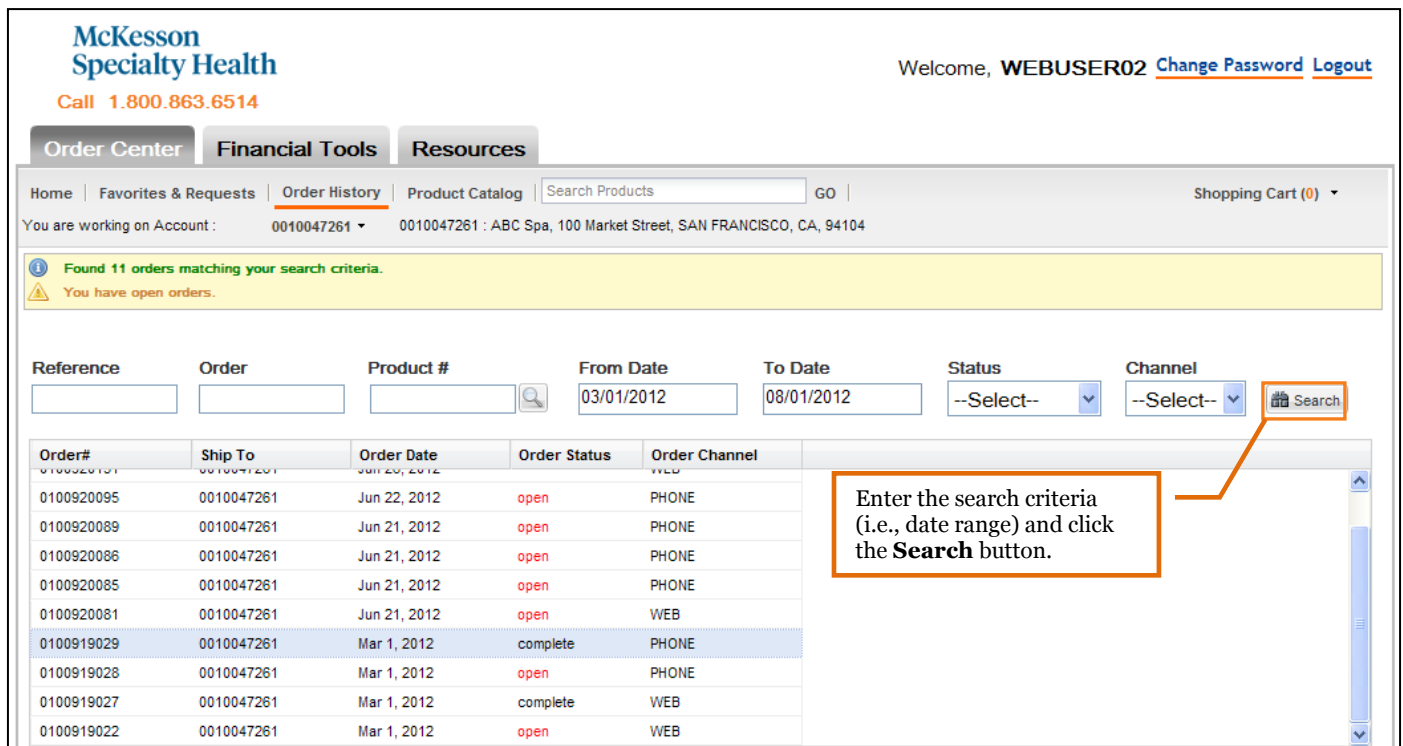
Product#	Description	Generic Name	NDC#	Unit price	Unit	Availabil...	Qty	
5001978	Perlane 1.0ml pfs 1/ea	HYALURONIC ACID	99207-0998-10	265.00	EA		<input type="text" value="3"/>	Actions
5001979	Perlane 1.0ml-l pfs 1/ea	HYALURONIC ACID/ LIDOCAINE	99207-0996-10	265.00	EA		<input type="text" value="2"/>	Actions
5001988	Restylane 0.4ml pfs 1/ea	HYALURONIC ACID	99207-0999-04	151.00	EA		<input type="text" value="4"/>	Actions
5002002	Restylane 0.5ml-l pfs 1/ea	HYALURONIC ACID/ LIDOCAINE	99207-0997-05	155.00	EA		<input type="text" value="2"/>	Actions
5002003	Restylane 1.0ml-l pfs 1/ea	HYALURONIC ACID/ LIDOCAINE	99207-0997-10	240.00	EA		<input type="text" value="2"/>	Actions

Add to Favorite

- Once you click , you will be presented with the Mini Cart, which allows you to quickly view what has been added to the cart. You can close the window and continue working or proceed to the Shopping Cart or to the Preview Order screen.

Additional Features – Working with Order History

- To search for previous orders, navigate to the **Order History** sub-menu
- You can search by Reference, Order Number, Product Number, by date, Order Status, and Channel
- Click 
- Click the order number to view order details in the lower portion of the screen



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Order Center Financial Tools Resources

Home Favorites & Requests **Order History** Product Catalog Search Products GO Shopping Cart (0)

You are working on Account: 0010047261 0010047261 : ABC Spa, 100 Market Street, SAN FRANCISCO, CA, 94104

Found 11 orders matching your search criteria.
You have open orders.

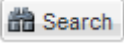
Reference Order Product # From Date To Date Status Channel Search

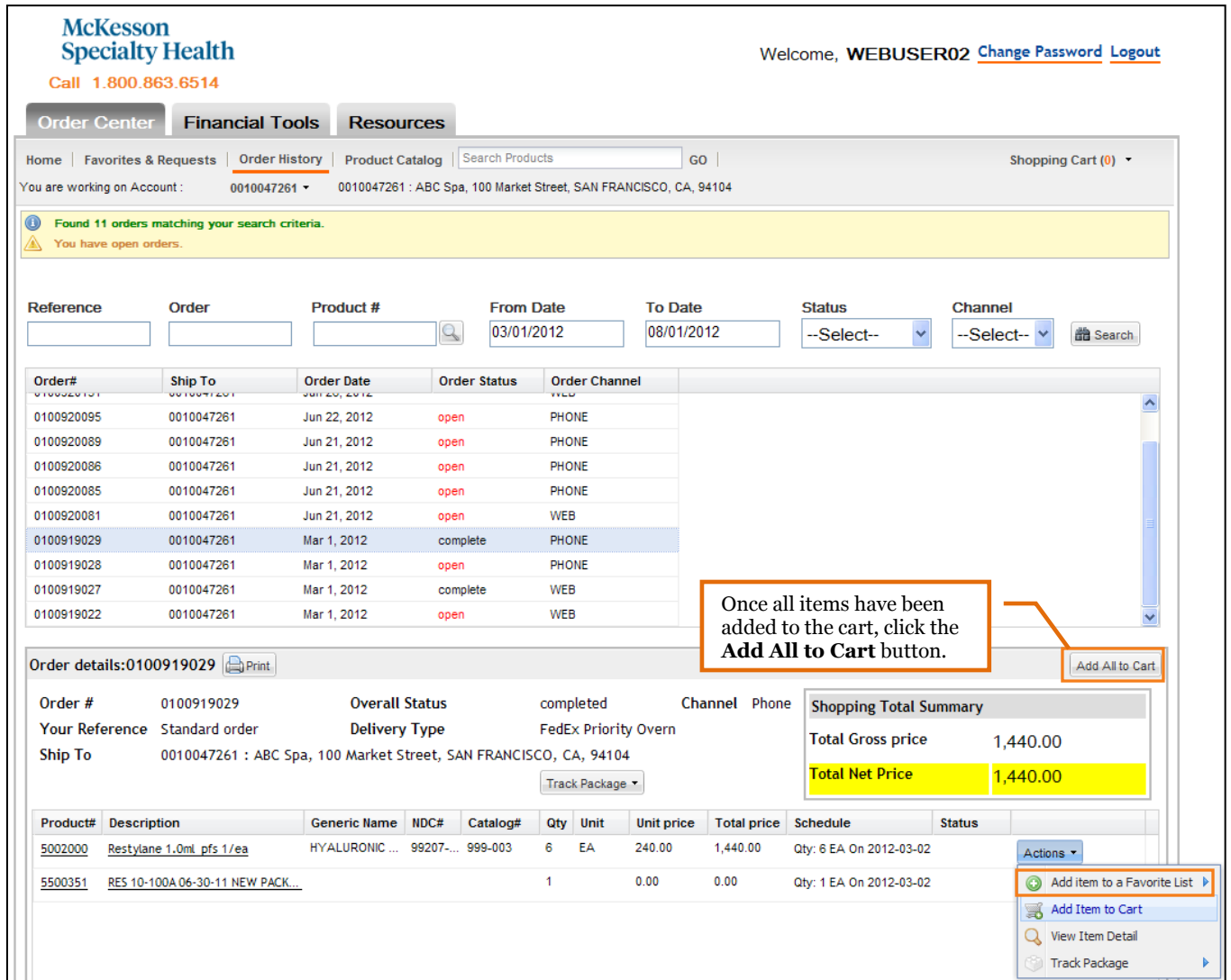
Order#	Ship To	Order Date	Order Status	Order Channel
0100920095	0010047261	Jun 22, 2012	open	PHONE
0100920089	0010047261	Jun 21, 2012	open	PHONE
0100920086	0010047261	Jun 21, 2012	open	PHONE
0100920085	0010047261	Jun 21, 2012	open	PHONE
0100920081	0010047261	Jun 21, 2012	open	WEB
0100919029	0010047261	Mar 1, 2012	complete	PHONE
0100919028	0010047261	Mar 1, 2012	open	PHONE
0100919027	0010047261	Mar 1, 2012	complete	WEB
0100919022	0010047261	Mar 1, 2012	open	WEB

Enter the search criteria (i.e., date range) and click the **Search** button.

Order from History

You can search your previous order history to repeat an order or to select specific items to add to your Shopping Cart.

- To begin, choose **Order History** from the Order Center Function menu
- You can search by Reference, Order Number, Product Number, by date, Order Status, and Channel
- Click 
- Click the order you would like to use to view details in the lower portion of the screen



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Order Center | Financial Tools | Resources


Home | Favorites & Requests | **Order History** | Product Catalog | Search Products | GO | Shopping Cart (0)

You are working on Account: 0010047261 | 0010047261 : ABC Spa, 100 Market Street, SAN FRANCISCO, CA, 94104

Found 11 orders matching your search criteria.
You have open orders.

Reference	Order	Product #	From Date	To Date	Status	Channel
			03/01/2012	08/01/2012	--Select--	--Select--

Order#	Ship To	Order Date	Order Status	Order Channel
0100920095	0010047261	Jun 22, 2012	open	PHONE
0100920089	0010047261	Jun 21, 2012	open	PHONE
0100920086	0010047261	Jun 21, 2012	open	PHONE
0100920085	0010047261	Jun 21, 2012	open	PHONE
0100920081	0010047261	Jun 21, 2012	open	PHONE
0100919029	0010047261	Mar 1, 2012	complete	PHONE
0100919028	0010047261	Mar 1, 2012	open	PHONE
0100919027	0010047261	Mar 1, 2012	complete	WEB
0100919022	0010047261	Mar 1, 2012	open	WEB

Order details:0100919029 

Order #	0100919029	Overall Status	completed	Channel	Phone
Your Reference	Standard order	Delivery Type	FedEx Priority Overn		
Ship To	0010047261 : ABC Spa, 100 Market Street, SAN FRANCISCO, CA, 94104				

[Track Package](#)

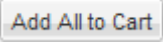
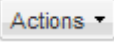
Product#	Description	Generic Name	NDC#	Catalog#	Qty	Unit	Unit price	Total price	Schedule	Status
5002000	Restylane 1.0ml_pfs 1/ea	HYALURONIC ...	99207-...	999-003	6	EA	240.00	1,440.00	Qty: 6 EA On 2012-03-02	
5500351	RES 10-100A 06-30-11 NEW PACK...				1		0.00	0.00	Qty: 1 EA On 2012-03-02	

Shopping Total Summary

Total Gross price	1,440.00
Total Net Price	1,440.00

Actions

- Add item to a Favorite List
- Add Item to Cart**
- View Item Detail
- Track Package

- You can click , which will replicate the items and order quantities in the Shopping Cart
- Alternatively, you can choose  next to any item in the order to add items individually to the Shopping Cart

Technical Support

If you have trouble with the Customer Center or need assistance, please contact Customer Support by calling 800.863.6514 and selecting option 9.