

Customer Center | **Placing an Order**

# Customer Center

## Place an Order

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

- **Quick Order:** Search product from home screen and add items to your order.
- **Home Page Order:**
  - Favorite List: Define a default Favorites list that you want to appear when you log on, so you can easily add quantities and items to your cart.
  - Recent Order: Easily order from your previous recent orders.
- **Favorites List:** Select from any of your existing Favorites lists or build new Favorites to fit your needs.
- **Order History:** Quickly duplicate a previous order.
- **Catalog:** Search the catalog using our Search feature and add items to your order with ease.

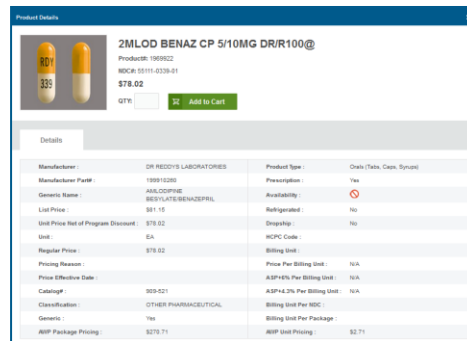
## Common functionality

Columns, sorting, and availability icon functionality works across all ordering options:

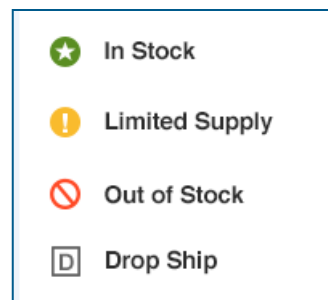
- When you click on a column header, you can easily sort the list by that column
- When you click **Change Table Columns**, you can add additional columns to view additional details:



- For additional details about a product, simply click the bold product description.



- The availability of products is indicated by status icons in the Availability column throughout the Order Center:



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## Order Using Quick Order

1. Go to **Quick Order** on **Home** Screen
2. Enter the **NDC #** or **Product Name** and click **Search**. Or, if you do not have the NDC# or the Product Name, simply browse the Product Catalog.

3. Enter the **Quantity**.
4. Click **Add to Cart**. The **Added to Cart** confirmation box will appear. Checkout takes you to **Review Cart**.

Search Result

10 results

Don't remember the NDC#? Just browse the [Product Catalog](#)

PROD #	DESCRIPTION	NDC #	UNIT	AVAIL	UNIT PRICE	QTY
5000203	ELOXATIN 5MG/ML 10ML SDV 1/EA	00024-0590-10	EA	★	\$1	<input type="text"/>
5000204	ELOXATIN 5MG/ML 20ML SDV 1/EA	00024-0591-20	EA	★	\$2,4	<input type="text"/>
5003465	OXALIPLATIN 100MG SDV LYO PWD PFCAR 1/EA	47335-0178-40	EA	★	\$117.94	<input type="text"/>
5003464	OXALIPLATIN 50MG SDV LYO PWD PF CAR 1/EA	47335-0176-40	EA	★	\$58.97	<input type="text"/>
5003462	OXALIPLATIN 5MG/ML 10ML SDV PF HP 1/EA	61703-0363-18	EA	★	\$51.91	<input type="text"/>
5003461	OXALIPLATIN 5MG/ML 10ML SDV PF APP 1/EA	63323-0650-10	EA	★	\$57.25	<input type="text"/>
5003466	OXALIPLATIN 5MG/ML 10ML SDV PF TV 1/EA	00703-3985-01	EA	★	\$58.94	<input type="text"/>
5003463	OXALIPLATIN 5MG/ML 20ML SDV PF HP 1/EA	61703-0363-22	EA	★	\$103.80	<input type="text"/>
5003460	OXALIPLATIN 5MG/ML 20ML SDV PF APP 1/EA	63323-0650-20	EA	★	\$114.49	<input type="text"/>
5003467	OXALIPLATIN 5MG/ML 20ML SDV PF TV 1/EA	00703-3986-01	EA	★	\$117.89	<input type="text"/>

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## Order from the Home Page

The easiest way to place an order in Order Center is by using your default Favorites or Recent Orders list that appears when you log in.

- From the Home Page Favorite, enter quantities and click **Add To Cart**

**Favorite List**

Select: 109784 - SYSTEM GE ▼ **5 Items**
[Export Excel](#)
[Change Table Columns](#)
 **Add to Cart**

PRODUCT#	DESCRIPTION	NDC#	GENERIC NAME	UNIT PRICE	UNIT	QTY	AVAIL	ACTION
5003173	EYLEA 40MG/ML 0.05ML SDV 1/EA	61755-0005-02	AFLIBERCEPT	\$2,000.00	EA	<input type="text"/>	★	<a href="#">More</a> <span style="font-size: 0.8em;">☰</span>
5007942	LUCENTIS 0.3MG/0.05ML PREFILLED SYRINGE	50242-0082-03	RANIBIZUMAB	\$2,000.00	EA	<input type="text"/>	★	<a href="#">More</a> <span style="font-size: 0.8em;">☰</span>
5006883	LUCENTIS 0.3MG/0.05ML VIAL	50242-0082-02	RANIBIZUMAB	\$2,000.00	EA	<input type="text"/>	★	<a href="#">More</a> <span style="font-size: 0.8em;">☰</span>
<small>Genentech is currently shipping product with dating of 4 to 6 months</small>								
5006453	LUCENTIS 0.5MG/0.05ML PREFILLED SYRINGE	50242-0080-03	RANIBIZUMAB	\$2,000.00	EA	<input type="text"/>	★	<a href="#">More</a> <span style="font-size: 0.8em;">☰</span>
5004305	TRIESENCE 40MG/ML 1ML SDV 1/EA	00065-0543-01	TRIAMCINOLONE	\$200.00	EA	<input type="text"/>	★	<a href="#">More</a> <span style="font-size: 0.8em;">☰</span>

Show All Products
Displaying 1 to 5 of 5
Page 1 of 1
 **Add to Cart**

**TIP:** Select "Show All Products" to reduce pagination of results.

Once you click **Add to Cart**, you will see the Mini Cart, which allows you to quickly view what has been added to the cart.

**Shopping Cart**
 **2**
✕

PRODUCT	AVAIL	UNIT PRICE	QTY	TOTAL
ALIMTA 100MG SDV PWD EL 1/EA <small>Product #:5000251</small>	★	\$268.95	2	\$537.90
BLEOMYCIN 30IU SDV LYO PWD APP 1/EA <small>Product #:5002243</small>	★	\$60.02	1	\$60.02

**2 Items** | **Subtotal: \$597.92**

Continue Shopping
 **Proceed to Checkout**

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**Order from Recent Orders on Home Page**

- Select an **Order #** from **Your Recent Orders** on the Home Page:

Your Recent Orders			
ORDER #	ORDER DATE	SHIP TO	STATUS
0113807261	May 14, 2018	0100226288	Complete
0113843047	May 21, 2018	0100226288	Complete
0113842799	May 21, 2018	0100226288	Complete
0113854480	May 23, 2018	0100226288	Complete
0113871991	May 29, 2018	0100226288	Complete
0113900139	Jun 04, 2018	0100226288	Complete

- Click **Add All to Cart** on either the Order Detail tab or in the Grouped by Packages tab.

Order #0107173229 ✕

Order #: 0107173229  Print  Add All to Cart

Order Detail
Grouped by Packages

Purchase Order #: Auto Sub Generic OOS

Order Date: May 22, 2018

Ship To: 123456, Retina Associates, 1234 Main Street, San Jose, CA 94104

Channel : WEB

Requested Delivery Date: May 23, 2018

PROD #	DESCRIPTION	NDC	UNIT PRICE	QTY	TOTAL PRICE	STATUS	TRACK PACKAGE	PACKING SLIP
5001649	LIDOCAINE 1% 10ML M	63323-0201-10	\$41.97	2	\$83.94	Complete	<a href="#">FedEx Priority Overn</a>	<a href="#">Download</a>

Once you click **Add to 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 shopping or proceed to checkout. Refer to [Checkout Process](#)

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## 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 Navigation menu
- To limit the number of Favorites that appear, you can enter favorite name and click **Search**

NAME	DEFAULT FAVORITE	PARENT'S FAVORITE	SHARED
> Test RT15229	<input type="radio"/>	No	<input checked="" type="checkbox"/>
> 45-items-new1	<input type="radio"/>	No	<input checked="" type="checkbox"/>
> 45-items	<input type="radio"/>	No	<input checked="" type="checkbox"/>
> 45-Items	<input type="radio"/>	No	<input type="checkbox"/>
> 35-Items	<input type="radio"/>	No	<input type="checkbox"/>

1. Select the Favorite list that you would like to order from
2. Enter quantities
3. Click **Add to Cart**

PRODUCT#	DESCRIPTION	GENERIC NAME	NDC#	UNIT PRICE	AVAIL	QTY	ACTION
5003173	EYLEA 40MG/ML 0.05ML SDV 1/EA	AFLIBERCEPT	61755-0005-02	\$1,829.65	+		More
5004970	ILUVIEN IMPLANT 0.19MG INJECTION 1/EA	FLUCINOLONE ACETONIDE	68611-0190-02	\$8,800.00	+		More
5003632	JETREA 2.5MG/ML 0.2ML SDV DPSH 1/EA	OCRIPLASMIN	24856-0001-00	N/A	D		More
This product is not orderable online. Please contact Customer Care <a href="#">Refer to Drop Ship Matrix</a> .							
Drop-ship item- For next day delivery, order must be placed by 1PM CST. First order requires a DEA/State license that matches shipping address exactly. Requires a freezer to store drug(-20c, +/- 5 degrees)							
5001098	LUCENTIS 10MG/ML 0.05ML SDV PHY 1/EA	RANIBIZUMAB	50242-0080-01	N/A	⊘		More
This product is not orderable online. Please contact Customer Care.							

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## Order from History

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

- To begin, choose **Order History** from the Order Center Navigation menu
- You can search by Purchase Order Number, Order Number, Product Number, by date, Order Status, and Channel.
- Click **Search**
- Click the order to view details.

**Order Center > Order History**

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Working on Account: 000000004 Demo Company  
One Post, Anchorage, AK, 99508 🛒 0  🔍

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From: 01/23/2018 📅 To: 02/23/2018 📅 Status: Comple Channel: -Select- Search by: 📘 Product # 🔍 Search  
Find Product #

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MCK ORDER#	SHIP TO	SHIP TO ADDRESS	PO #	STATUS	ORDER DATE	
0107169410	0000000004 Demo Company	One Post, Anchorage, AK, 99508	weord	Complete	Feb 07, 2018	<a href="#">Return Request</a>

---

**Order #: 0107169410** 🖨️ Print 🛒 Add All to Cart

Order Detail Grouped by Packages

Purchase Order #: weord	Channel : WEB	Taxes: \$0.00
Order Date: Feb 07, 2018	Requested Delivery Date: Feb 08, 2018	Total Discount: (\$0.22)
Ship To: 0000000004 : Demo Company, One Post, Anchorage, AK, 99508		Total Price: \$268.73

PROD #	DESCRIPTION	NDC	UNIT PRICE	QTY	TOTAL PRICE	STATUS	TRACK PACKAGE	PACKING SLIP
5000251	ALIMTA 100MG SDV PWD E	00002-7640-01	\$268.95	1	\$268.95	Complete	<a href="#">FedEx Priority Overn</a>	<a href="#">Download</a>

📘 Delivery Changed: QTY: 0 EA on 2018-02-08. QTY: 1 EA on 2018-02-16.

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## Order from the Catalog

You can order items individually using the Order Catalog and search functionality.

- You can search for items from anywhere within the Order Center
- Simply enter your search text or select criteria from Advance Search and click on **Search Products**
- Alternatively, you may click on Product Catalog in the top menu for the full catalog listing

### Search

Search Text  
 ? [Browse our full Product Catalog](#)

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**ADDITIONAL FILTERS**

Brand/Generic

Refrigerated

Classification

Manufacturer




Prescription/OTC

Product Type

Drop Ship

---

21 Items [Export Excel](#) [Change Table Columns](#)

PRODUCT#	DESCRIPTION	NDC#	GENERIC NAME	UNIT	AVAIL	UNIT PRICE	QTY	PRICE PER BILLING UNIT	ACTION
5002964	 DOXORUBICIN 2MG/ML 100ML MDV 1/EA	00069-3034-20	DOXORUBICIN HCL	EA	★	\$57.20	<input type="text"/>	\$2.86	+ Favorite
5002110	 DOXORUBICIN 2MG/ML 100ML MDV 1/EA	55390-0238-01	DOXORUBICIN HCL	EA	⊘	\$58.99	<input type="text"/>	\$2.95	+ Favorite
5002964	 DOXORUBICIN 2MG/ML 100ML MDV 1/EA	00069-3034-20	DOXORUBICIN HCL	EA	★	\$57.20	<input type="text"/>	\$2.86	+ Favorite

- Enter quantities and click **Add to Cart**
- Once you click, you will be presented with the Mini Cart, which allows you to quickly view what has been added to the cart.

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## Check Out Process

The process for placing an order has been streamlined into a three (3) step process: **Review**, **Preview**, and **Confirm**.

### Step1: Review Cart

1. Select **payment method**
2. (Optional) Enter **Purchase Order #**
3. Verify **ship to** account
4. Select **requested delivery date**
5. Carefully review order items, quantity, and total amount
  - a. If a notification bar appears, click the link for more information
6. Click **Continue Shopping** to add more items
7. Click **Preview Order** to proceed.

**MCKESSON** Need Help? WEBUSER01

1 Review Cart      2 Preview & Place Order      3 Confirmation

**Account & Practice Name**  
0000000004 : Demo Company

**Payment & Shipping**

1 **Payment Method** Add Payment Method  
Bill to my account

2 **Purchase Order #**

3 **Ship To**  
0000000004 : Demo Company, One Post, Anc

4 **Requested Delivery Date**  
02/26/2018

**Order Summary**

1 Item      Subtotal: \$268.95

**Preview Order**

**Products** Change Table Columns

PRODUCT#	DESCRIPTION	NDC#	AVAIL	UNIT PRICE	QTY	TOTAL PRICE
5000251	ALIMTA 100MG SDV PWD EL 1/EA	00002-7640-01	★	\$268.95	1	\$268.95

6 Subtotal: \$268.95      7

[Save as a Request](#)   [Save as a Favorite](#)   [Remove All](#)   **Continue Shopping**   **Preview Order**



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**Step 2: Preview & Place order**

1. Carefully review your order and warnings that appear in the urgent messages window
2. Review payment method, PO#, ship to address, and requested delivery date
3. Review updates to item delivery schedule
4. Review total, taxes, discount, and number of items
5. To make changes, click **Modify Order**
6. If you are satisfied, click **Place Order**

**McKESSON** WEBUSER01

1 Review Cart 2 Preview & Place Order 3 Confirmation

2 changes were made to your order.

**2** Payment & Shipping

Payment Method: Bill to my account  
Purchase Order #:

Ship To: Dr. Physician, 1023 Main Street  
Requested Delivery Date: 06/06/2016

**4** Order Summary

4 Items Subtotal: \$4,394.44  
Tax: \$0.00  
Discount: \$0.00  
Total: \$4,394.44

Place Order

**3** Products

PRODUCT#	DESCRIPTION	NDC#	AVAIL	UNIT PRICE	QTY	TOTAL PRICE
5001189	AVASTIN 25MG/ML 16ML SDV 1/EA	50242-0061-01	★	\$2,417.75	1	\$2,417.75
5001800	CARBOPLATIN 10MG/ML 60ML MDV 1/EA	61703-0339-56	★	\$53.41	1	\$53.41
Delivery Changed: QTY: 0 EA on 2016-06-06 QTY: 1 EA on 2016-06-09.						
6000213	LEUCOVORIN 350MG SDV PWD PF TV 1/EA	00703-5145-01	!	\$30.71	10	\$307.10
Due to limited supply, no backorders accepted for this product.						
Delivery Changed: QTY: 0 EA on 2016-06-06 QTY: 10 EA on 2016-06-09.						
Due to limited supply, this product can not be confirmed at this time. If you would like to submit an exception request, please call Customer Care at 800-482-6700.						
5000003	XOLAIR 150MG SDV/LYO PWD 1/EA	50242-0040-62	★	\$808.09	2	\$1,616.18

Subtotal: \$4,394.44  
Tax: \$0.00  
Discount: \$0.00  
Total: \$4,394.44

Cancel Modify Order Place Order

**5** **6**

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**Step 3: Confirmation**

1. Review order #, delivery date, purchase order #, payment method, ship to address, and products ordered
2. Click Close to return to the Home page
3. Click the print icon to print the order confirmation

**MCKESSON**
WEBUSER01

Review Cart

Preview & Place Order

Confirmation

**All Done!**

The order is being processed.  
An email confirmation will be sent to email receipts for this account.

**Order #:** 0107157140

**Requested Delivery Date:** 06/06/2016

**Your Purchase Order #:**

**Payment Method:** Bill to my account

**Ship To:** Dr. Physician  
1023 Main Street

**Products Ordered:**

PRODUCT#	DESCRIPTION	NDC#	AVAIL	UNIT PRICE	QTY	TOTAL PRICE
5001189	AVASTIN 25MG/ML 16ML SDV 1EA	50242-0061-01	★	\$2,417.75	1	\$2,417.75
5001800	CARBOPLATIN 10MG/ML 60ML MDV	61703-0339-56	★	\$53.41	1	\$53.41
Delivery Changed: QTY: 0 EA on 2016-06-06, QTY: 1 EA on 2016-06-09.						
5000213	LEUCOVORIN 350MG SDV PWD PF	00703-5145-01	!	\$30.71	10	\$307.10
Due to limited supply, no backorders accepted for this product.						
Delivery Changed: QTY: 0 EA on 2016-06-06, QTY: 10 EA on 2016-06-09.						
Due to limited supply, this product can not be confirmed at this time. If you would like to submit an exception request, please call Customer Care at 800-482-6700.						
5000003	XOLAIR 150MG SDV LYO PWD 1EA	50242-0040-62	★	\$808.09	2	\$1,616.18

\*Prices displayed are your current prices. Price 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.

Subtotal: **\$4,394.44**

Tax: \$0.00

Discount: \$0.00

**Total: \$4,394.44**

Close

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