McKesson Specialty Care Solutions | US Oncology Customer Center
Quick Start Guide – Order Center

Order Center - Quick Start Guide

The McKesson Specialty Care Solutions | US Oncology Customer Center, mscs.mckesson.com, is an online destination that provides easy access to everything you need to manage your purchasing relationship with us. From ordering pharmaceutical products to paying bills, the enhanced Customer Center provides improved speed and performance – saving time and making ordering and billing tasks more efficient.

This Quick Start Guide provides a summary of the Order Center functionality. For more details about ordering, managing favorites, and tracking orders, please review our Order Center functionality guide.

We're here to help

If you have trouble with the Customer Center or need assistance, please contact Technical Support by calling 800.482.6700.

Logging In

Simply navigate to mscs.mckesson.com, and enter the User ID and Password that Customer Care has provided.

Home Page - Basic Navigation

❶ **Customer Center Navigation** gives you access to the Order Center, Financial Tools, Reports and Resources

❷ **Functions** provide access to submenus within the area you are working

❸ **Working Account** allows you to switch to your other Accounts

❹ **Catalog Search** allows you to search the catalog throughout the Order Center

❺ **Alerts** provides important information about your orders

❻ **Message Center** provides the latest information from McKesson | US Oncology

❼ **Recent Orders** shows your most recent orders

❽ **Home Page Order** allows you to quickly add items to your order from your default Favorites list

Placing Orders

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

Order from the Home Page

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

- Navigate to the Home Page Order entry area on the Home page

- Enter quantities and click **Add To Cart**

Note: When you first login, the default list is the System Generated: Recently Ordered list that contains all items purchased in the last 90 days. You may choose any of your existing Favorites/Template lists by navigating to the Favorites & Requests menu.
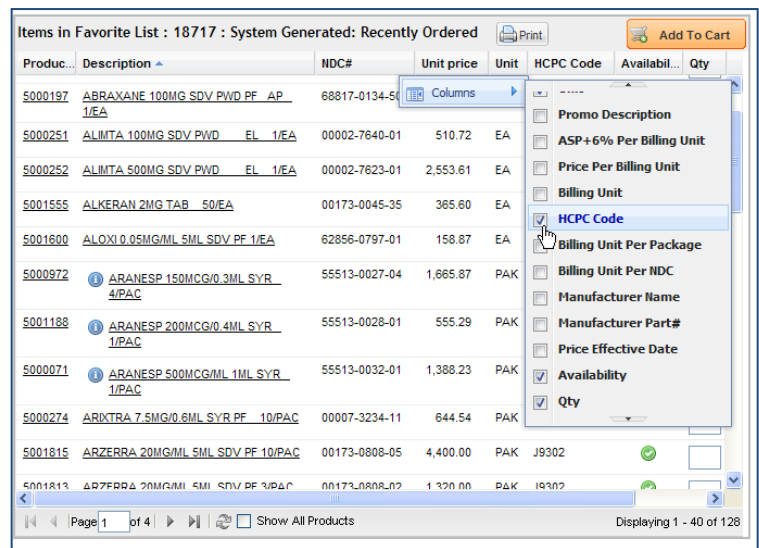
Order using Favorites

You can order using any of your Favorite lists, previously known as Templates.

- 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 Search

- Choose the Favorite list that you would like to order from

- Enter quantities and click **Add To Cart**
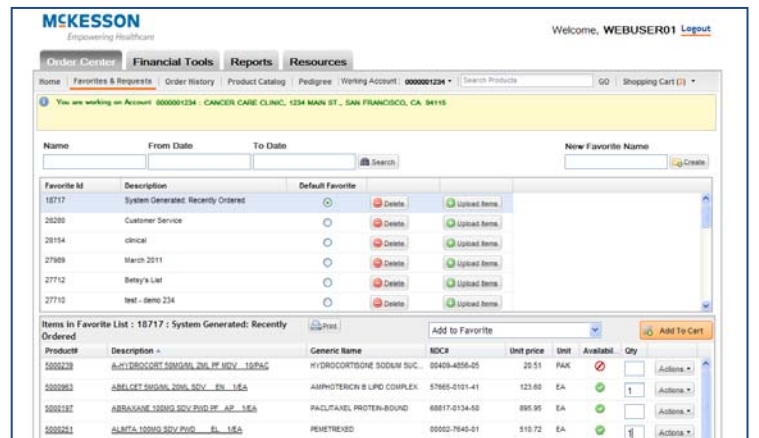
Order from History

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 Function menu

- You can search by Reference, Order Number, Product Number, by date, Order Status, and Channel. Click **Search**

- Click the order you would like to use and it will appear in the lower portion of the screen.

- You can choose **Add All to Cart**, which will replicate the items and order quantities in the cart

- Alternatively, you can choose **Actions** next to any item in the order to add items individually to the cart
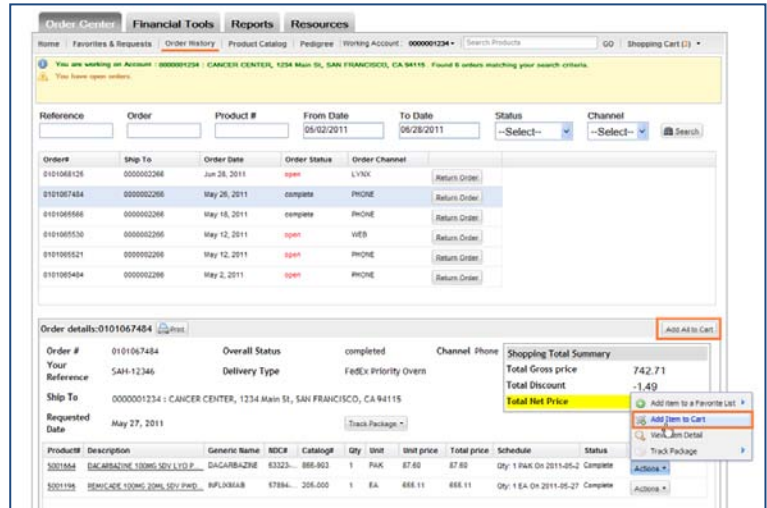
Order from the Catalog

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 criteria in the Search function

- Alternatively, you may click on Product Catalog in the top menu for the full catalog listing
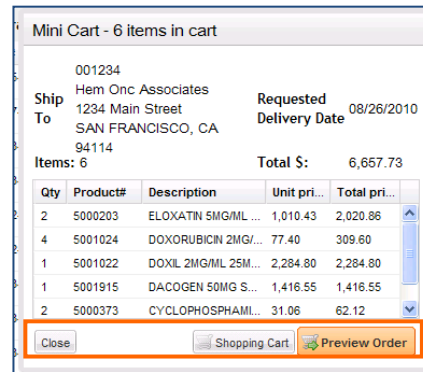
- Enter quantities and click **Add To Cart**
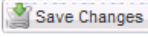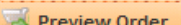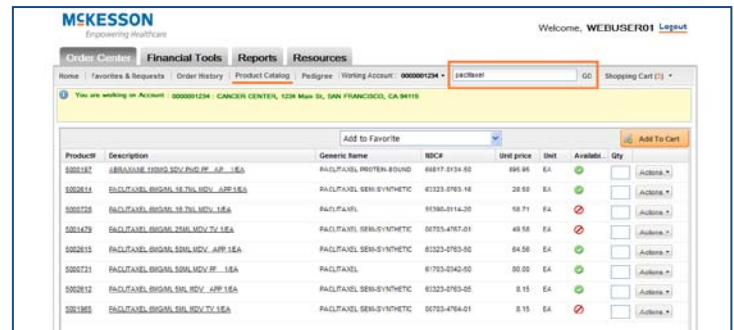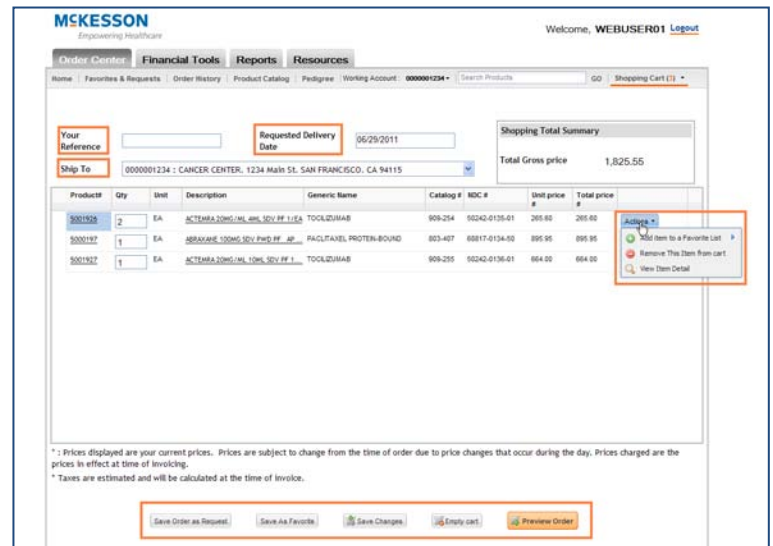
Finalizing your Order

Mini Cart

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 working or proceed to the Shopping Cart or to the Preview Order screen.

Shopping Cart

Once you have added items to the cart, you can proceed to the cart to manage the contents and proceed to order.
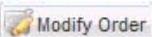
- To begin, click on **Shopping Cart** from the top navigation menu

- You can make the following changes within the Shopping Cart:
    o Add a Reference line
    o Change Requested Delivery Date
    o Change Ship To location
    o Change Quantities
    o Add an item to a Favorites List
    o Remove item from cart
    o Save Order as Request
    o Save Cart as Favorite
    o Empty Cart

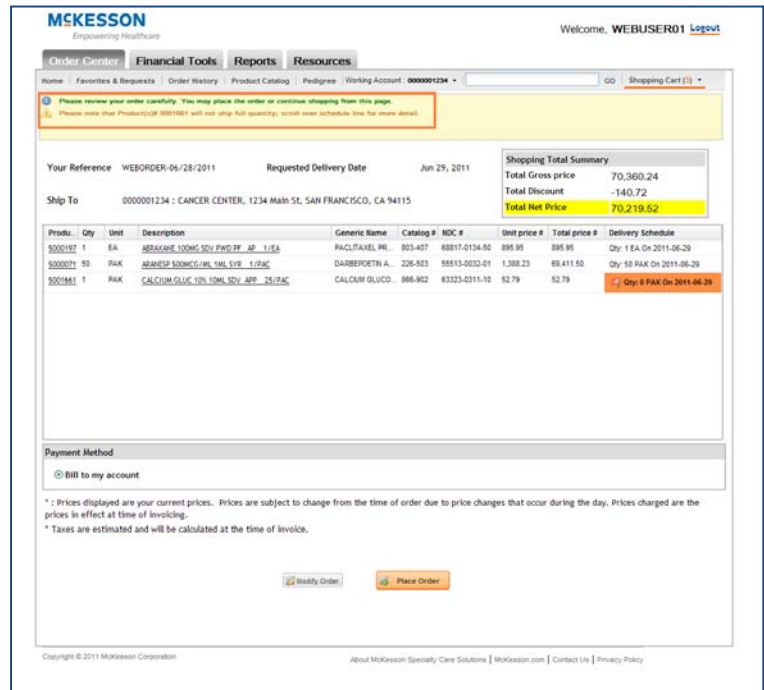- When you have finalized your changes, you can [Save Changes], or when you are satisfied with your order you can [Preview Order]

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.

- If you need to make changes, click **Modify Order** to return to the Cart

- If you are satisfied with your order, click **Place Order**
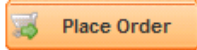
Order Confirmation

Your order confirmation will appear, please note any messages that appear in the Urgent Messages window.

- You may **Print** your order confirmation
- Click **Finish**