M^CKESSON

IF YOUR SCREEN DOES NOT LOOK LIKE THE ONE BELOW, PLEASE GO TO PAGE 2

How to receive Invoices and Statements electronically

- 1. Log onto Supply Manager
- 2. Hover over Support and click on Email Notifications

s Reports Scan	Manager Tools Support	Resources	#61884 MCKESSON PI
grams 9 - Enroll Today	Customer Support Support Home Product Recalls Associates Account Settings	Contact Us Customer Service Product Questions Technical Support Request Training Account Manager	Support References Frequently Asked Questions Take Customer Tour Generic Rx Cross-Ref Controlled Substance Declaration
	grams s – Enroll Today	grams - Enroll Today Customer Support Support Home Product Recalls Associates Account Settings Email Notifications Change Password	grams S – Enroll Today G – Enroll Today G – Enroll Today Customer Support Product Recalls Associates Account Settings ► Email Notifications Change Password Contact Us Customer Service Product Questions Technical Support Request Training Account Manager Send Feedback

- 2. On this page, you will need to take four actions:
 - i. Check the box for Invoices and Statements and choose if you want to receive these daily, weekly or monthly.
 - ii. Select who you would like to receive these email notifications
 - iii. Select the account or accounts that should receive the notifications
 - iv. Click "Create New Notification"

Create New Notifications	Existing Notifications			
1. Please choose the typ	es of notifications you would li	ke to receive		
	Each Order	Daily Summary	Weekly Summary	Monthly Summ
Order Confirmation				
Ship Notification				
Invoices & Statements 🍌				
Packing Slips 🝌				
Okay to Pay – Pending 🍌				
Okay to Pay – Approved 🌶	•			
Okay to Pay - Payment Ser	nt			
 Send it to me (kellee.t BOdwyer@pssd.com CSimmerman@pssd. 	taylor@mckesson.com) com nckesson.com	Additional Emails separat	ed by semicolons, commas or s	paces.
CSimmerman@pssd.	com nckesson.com			



How to receive Invoices and Statements electronically

- 1. Log onto Supply Manager
- 2. Hover over your name and select Email Notifications

М	KESSON		Shop Products ♥ Orders ♥ Reports Resources ♥ Need Help?	Skellee taylor ✓
=	Reorder Guide 🗸	What ca	n we help you find? Q Account #61 MCKESSON PHYSICIAN OF	Your Carts
_				Approval Rules
	Essential Tasks		PRODUCT AVAILABILITY UPDATE: While disruptions continue for some high-demand products due to the COVID-19 pandemic, we have some new products from alternate sources available in our inven these products, search by product description instead of product numbers - as some new items will have different numbers. Thank you for your patience and please contact your McKesson account ma	Approve Orders
			inquires	Make a Payment
	Your Carts (4)	>		Licer Maintenance
	Approve Orders	>		oser maintenance
	Lists	>	To continue to protect our customers	Email Notifications
	Reorder Guide	>		Los Out
	Scheduled Orders	>	and employees, we're implementing	

- 3. On this page, you will need to take four actions:
 - v. Check the box for Invoices and Statements and choose if you want to receive these daily, weekly or monthly.
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	Each Order	Daily Summary	Weekly Summary	Monthly Summary
Order Confirmation				
Ship Notification				
Invoices & Statements				
Packing Slips				
SEND IT TO ME (KELLEE TA BODWYER@PSSD.COM CSIMMERMAN@PSSD.CON CHRIS.CHRISTIANSON@MI	AYLON@MCKESSON.COM)	Additional Emails separated	by semicoions, commas or spaces.	
3. For which accounts	should we send notifications?	lote: If you select 'All my Accounts', only your prima	ry McKesson email address will be used.	