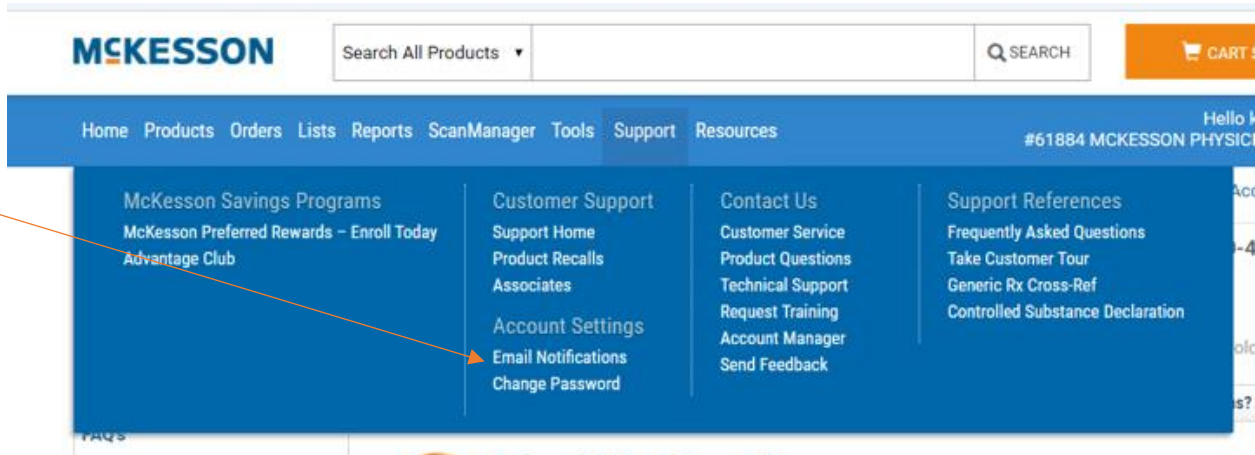


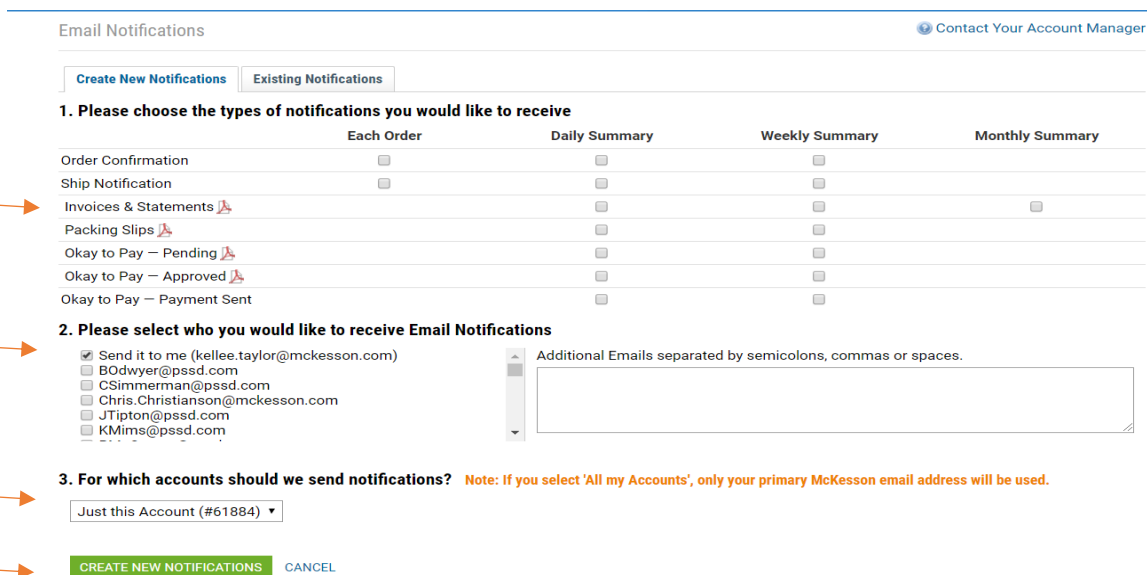
*****IF YOUR SCREEN DOES NOT LOOK LIKE THE ONE BELOW, PLEASE GO TO PAGE 2*****

How to receive Invoices and Statements electronically

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

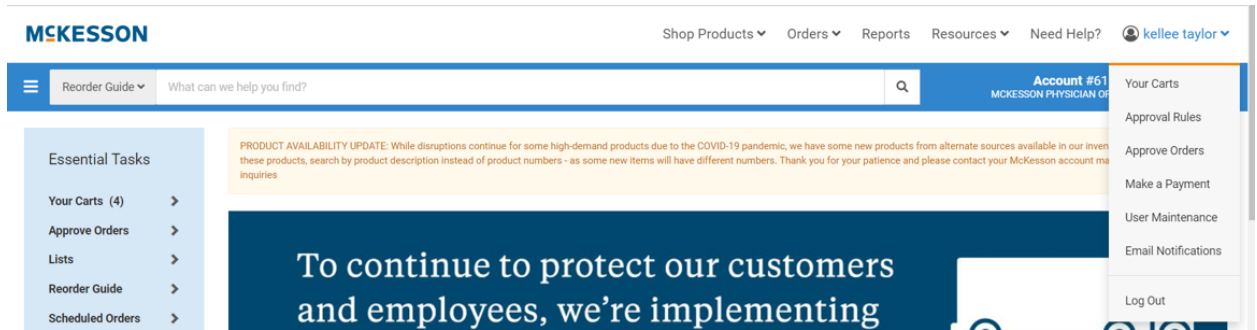


2. On this page, you will need to take four actions:
 - i. Check the box for Invoices and Statements and choose if you want to receive these daily, weekly or monthly.
 - ii. Select who you would like to receive these email notifications
 - iii. Select the account or accounts that should receive the notifications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



How to receive Invoices and Statements electronically

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



3. 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"

1. Please choose the types of notifications you would like to receive

	Each Order	Daily Summary	Weekly Summary	Monthly Summary
Order Confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ship Notification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Invoices & Statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Packing Slips		<input type="checkbox"/>	<input type="checkbox"/>	

2. Please select who you would like to receive Email Notifications

SEND IT TO ME (KELLEE.TAYLOR@MCKESSON.COM)
 BODWYER@PSSD.COM
 CSIMMERMAN@PSSD.COM
 CHRIS.CHRISTIANSON@MCKESSON.COM

Additional Emails separated by semicolons, commas or spaces.

3. For which accounts should we send notifications? Note: If you select 'All my Accounts', only your primary McKesson email address will be used.

Just this Account (#61884)

