

Reduce paper and save time by using Okay to Pay on McKesson SupplyManagersm

Within McKesson SupplyManager, "**Okay to Pay**" allows you to accept and approve invoices online – helping you become eco-friendly with paperless processing. Reconcile a three-way match with packing slips, purchase orders and invoices electronically, and save hours spent sorting through paper. Create a more efficient process by eliminating the need to mail, fax, and scan hard copies of invoices.

Additional benefits of Okay to Pay:

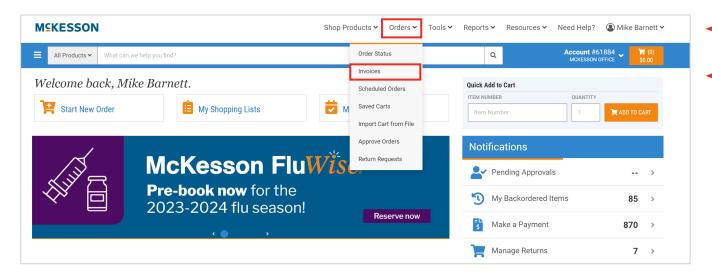
- · With Okay to Pay and electronic processing, you can eliminate monthly paper mailings
- · Stay on top of your billing to help reduce days outstanding
- · Access detailed reports online for the past 24 months, including approved, open and paid invoices
- Set permissions and control who can approve invoices
- Easily identify payments received by McKesson Medical-Surgical
- · Generate and export reports, including summaries and line-item details

To enroll in Okay to Pay:

Contact your Account Manager, or SupplyManager customer service at **800.422.0280**. When you are ready to go paperless, notify your Account Manager.

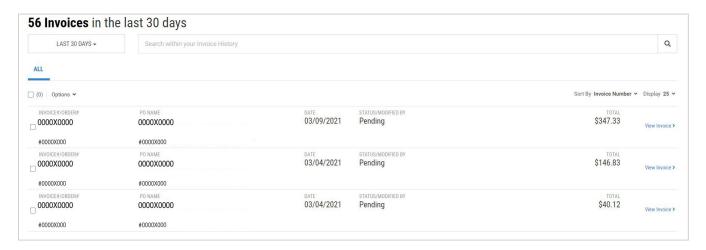
Once you have enrolled in Okay to Pay, follow these steps to get started:

1 Select "Orders" from the main menu, then "Invoices"

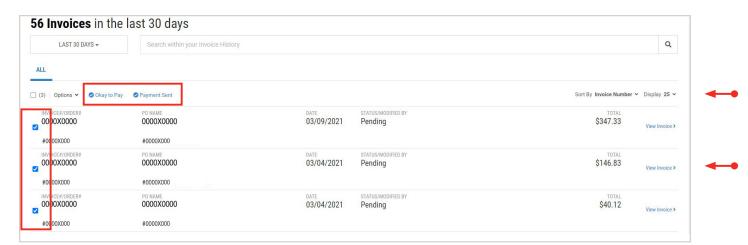


Check all or several invoices being received or paid.

Note: You can search by **PO**, **invoice**, **order**, **ship to** # or **ship to name**.



3 Click the check boxes to the left side in order to change the status:



- To mark Okay to Pay click on the blue text at the top of the page. This will generate a stamp that includes the approver's name and date of approval for audit purposes. Invoices can also be marked with "Payment Sent."
 - a. Receiving Change Invoice Status to "Okay to Pay", if received in full
 - b. Accounts Payable Change Invoice Status to "Payment Sent"
- 5 An email will be sent once the invoice status has been changed.