









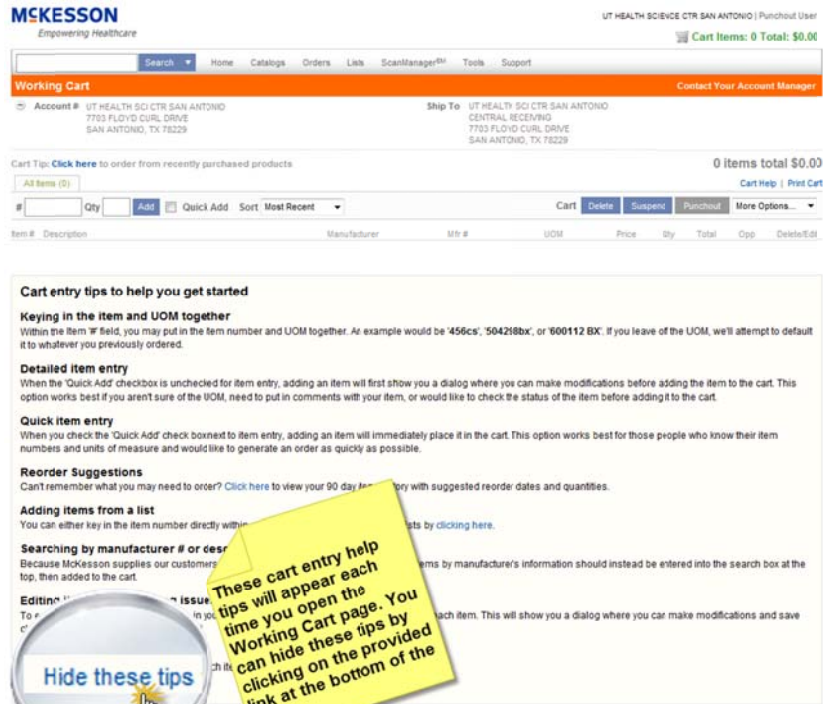
HELPFUL TIPS FOR DIRECT CONNECT REQUISITIONS FOR MCKESSON


The following tips have been developed to help UTHSCSA users become quickly familiar with creating a Direct Connect requisition for McKesson in PeopleSoft Financials.

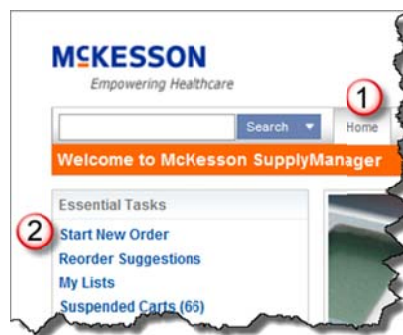
<p>About Direct Connect</p>	<p>Direct Connect is more than just a requisition type in PeopleSoft Financials. It also describes technology that allows us to directly connect to a vendor’s website. Vendors with whom we have established a Direct Connect relationship are typically preferred suppliers of the U T System Supply Chain Alliance or have another type of agreement with the Health Science Center. This means that the pricing listed on the Direct Connect vendor’s website has been established through the appropriate procurement method and requires no additional competition or justification.</p>								
<p>About the Vendor</p>	<p>McKesson is a leading medical supply company that distributes medical-surgical supplies and homecare supplies. McKesson’s pharmaceutical distribution network supplies more than 40,000 pharmacy locations across North America.</p>								
<p>How to Create a Direct Connect Requisition for this Vendor</p>	<ol style="list-style-type: none"> 1. Create a Direct Connect requisition. 2. You can select the vendor by clicking the  for the Vendor ID field. Select Vendor ID 0000150110. 3. Complete the rest of the Requisition Defaults page. 4. Either click the Continue button, or click on 2. Add Items and Services. <div data-bbox="483 1035 1414 1482" style="border: 1px solid black; padding: 5px;"> <p>Create Requisition</p> <p>1. Requisition Defaults 2. Add Items and Services 3. Review and Submit</p> <p>Specify and Modify requisition name, requester, and other information that applies to the entire requisition.</p> <p>Requester: <input type="text" value="DOEJ"/> Doe,John</p> <p>Requisition Name: <input type="text" value="Restock medical supplies"/> Origin: DCN</p> <p>*Requisition Type: <input type="text" value="DIRECT CONNECT"/> 1 *Priority: Medium</p> <p>Travel Type: <input type="text"/></p> <p><input type="checkbox"/> Radioactive/Hazardous</p> <p>*Vendor ID: 2 <input type="text" value="0000150110"/>  <input type="text" value="EDX"/> MCKESSON GENERAL MEDICAL CORP EDX Orders via Direct Connect</p> <p>*Project: <input type="text" value="106310"/> </p> <p>*Ship To: <input type="text" value="MAIN"/> </p> <p>*Fiscal Year: <input type="text" value="2012"/> </p> <p>*Due Date: <input type="text" value="10/13/2011"/></p> <p><input type="button" value="Continue"/></p> <div style="border: 1px solid black; padding: 2px;"> <p>Contact Information</p> <p>*Cntct Name: Doe,John *Cntct Phone: 210/450-5555</p> <p>*Cntct Email: doej@uthscsa.edu</p> <p>*Deliver To: MARC 1.101 <input checked="" type="checkbox"/> Same As Contact</p> <p>*Deliver Name: Doe,John Deliver Phn: 210/450-5555</p> </div> </div> <ol style="list-style-type: none"> 5. On the Add Items and Services page, click on McKesson Medical-Surgical to “punch out” to the vendor’s website. <div data-bbox="483 1640 1414 1829" style="border: 1px solid black; padding: 5px;"> <p>Create Requisition</p> <p>1. Requisition Defaults 2. Add Items and Services 3. Review and Submit</p> <p>Add lines to the requisition, specifying the information necessary to procure each item or service.</p> <table border="1"> <thead> <tr> <th>Web</th> <th>Logo</th> <th>Merchant</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>McKesson Medical-Surgical</td> <td></td> </tr> </tbody> </table> </div>	Web	Logo	Merchant	Description			McKesson Medical-Surgical	
Web	Logo	Merchant	Description						
		McKesson Medical-Surgical							

Overview of the Vendor's Website

Once you punch out of PeopleSoft, the first page you will see is McKesson's **Working Cart** page. Here you can enter catalog numbers if you know them; however, most users will want to shop for catalog items using one of the many different ways McKesson has provided to search their catalog.




 You can return to the Working Cart page at any time by first clicking **Home** on the menu. From the sidebar menu that appears, click **Start New Order**.



Searching the Vendor's Catalog

McKesson lets you search their extensive catalog of products and services in a variety of ways. Here are some of the most popular methods.

- 1 Use the **Search Box**. Enter a catalog number or item description. Add precision to your search by clicking on this button  on the Search box.
- 2 Select a **Product Category**.
- 3 Select a **Product Catalog**.

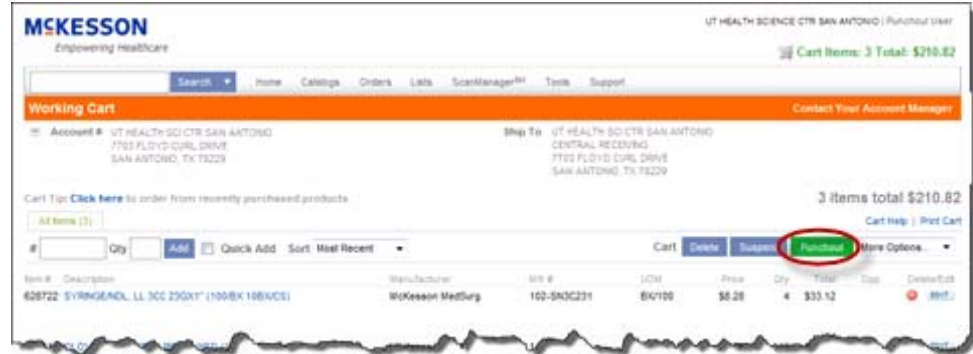


Shopping Cart and Checkout

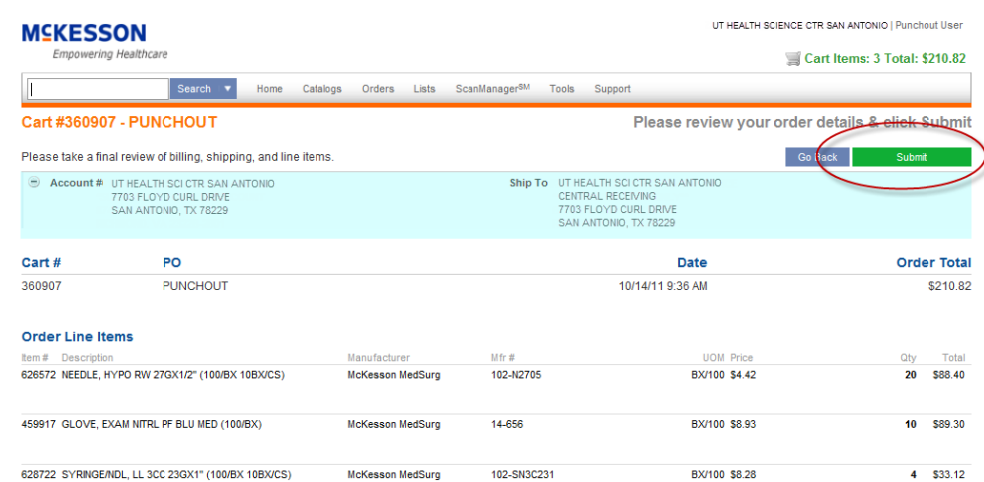
- When you have completed ordering items, click on your shopping cart.



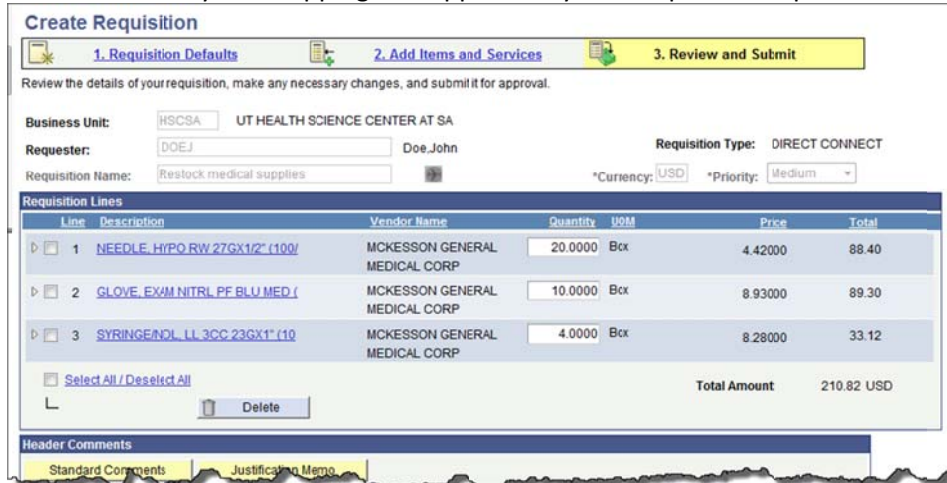
- Click the Punchout button **Punchout**.



- Click the Submit button **Submit**.



- The contents of your shopping cart appears in your PeopleSoft requisition.



Confirming Your Order

Within minutes after your requisition has been approved, a scheduled process will source your requisition to a purchase order which is then automatically dispatched to the vendor. Typically, within a few hours, the vendor will send an order confirmation similar to the one shown below. The subject line and first sentence will contain the Purchasing buyer's name, but the email is sent to the person whose email address appears on the originating requisition.

To: John Doe
 Cc:
 Subject: McKesson Order Acknowledgement #360908

MCKESSON
 Empowering Healthcare

This order has been submitted for processing. The status of the items on this order are subject to change.

Order Acknowledgement 360908

Purchase Order: HSCSA.0000795553	Account #:	Shipping To:
Order: 999	Account Name: UT HEALTH SCI CTR SAN ANTONIO	UT HEALTH SCI CTR SAN ANTONIO
Ordered By: Punchout User	Create Date: 10/14/11 10:06:17 AM EDT	CENTRAL RECEIVING
Order Status: Accepted	Confirm Date: 10/14/11 10:06:18 AM EDT	7703 FLOYD CURL DRIVE
Order Total: \$210.82		SAN ANTONIO, TX 78229

Special Instructions:
 UT HEALTH SCIENCE CENTER AT SA
 Doe,John / MARC 1.101


Order Comment:

Stock	Item #	Description	Mfg #	UOM	Price	Qty	Total
Stocked	626572	NEEDLE, HYPO RW 27GX1/2" (100/BX 10BX/CS)	102-N2705	BX	\$4.42	20	\$88.40
Stocked	459917	GLOVE, EXAM NITRL PF BLU MED (100/BX)	14-656	BX	\$8.93	10	\$89.30
Stocked	628722	SYRINGE/NDL, LL 3CC 23GX1" (100/BX 10BX/CS)	102-SN3C231	BX	\$8.28	4	\$33.12
Total:						\$210.82	

Important: Order and Line Comments are for customer use only. Customer Service and your warehouse will not see this information. If your order needs special handling, please contact Customer Service @ 1-866-625-2679.

Your order has been submitted for processing. For real time Order Status - please login to SupplyManager and view your order in 'Open Orders'.

If you have questions about this order, please contact Customer Service @ 1-866-625-2679 and refer to acknowledgement # 360908 or order # 999.

 If you do not receive an order confirmation, check your junk email folder and filtering rules/options.

Problems You Might Encounter

- **Login/Logout** – Do not use links appearing on the vendor's website to login or logout. UTHSCSA users always access the vendor's site from PeopleSoft Financials and return to PeopleSoft Financials upon checkout.
- **Timeout errors** – After 30 minutes of inactivity on the vendor's site, if you attempt to continue with your order on the McKesson website, the following page will display.

MCKESSON
 Empowering Healthcare

SupplyManagerSM
 Your online resource for ordering, tracking, and invoicing pharmaceutical and medical-surgical supplies.

Username
 Password
 I forgot my password.

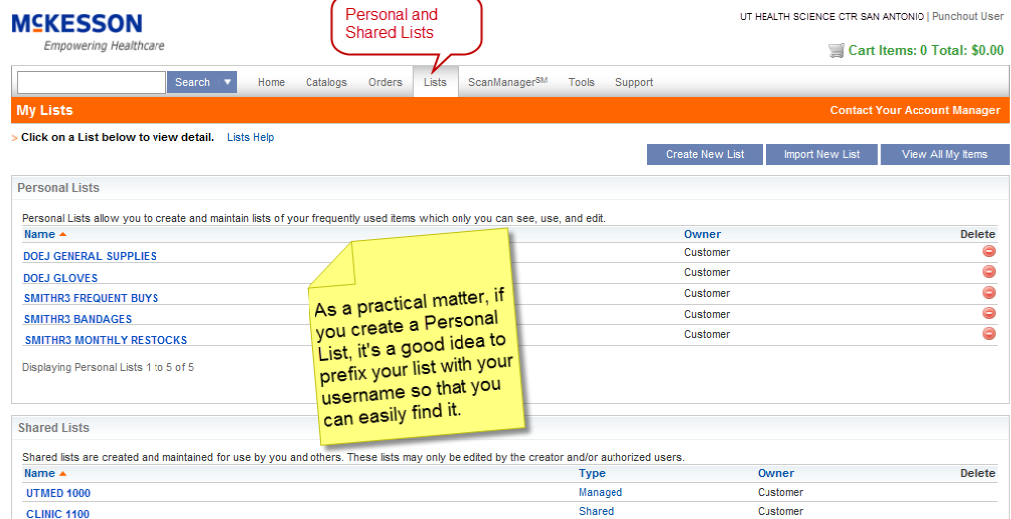
Options

- Not a McKesson Customer?
- McKesson Customer Registration
- Take a Tour
- Bookmark this page!

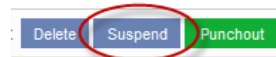
Do not use this login page. It does not apply to UTHSCSA punchout users. You must return to PeopleSoft to access the vendor's website; however, if you had already added items to a cart, the vendor may be holding your cart in suspense. See the next section "Questions You Might Have" for more information regarding suspended carts.

Questions You Might Have

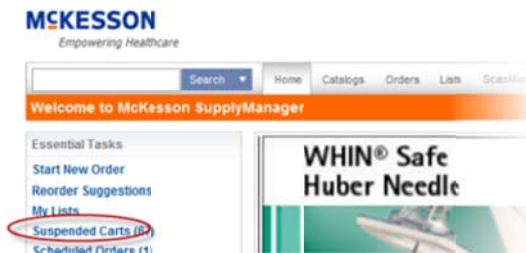
- **Can I create a list of favorites?** Yes, any UTHSCSA user who can punch out to McKesson can create a **Personal List**, although there are some caveats. All UTHSCSA users are basically seen as a single punchout user, so any UTHSCSA user can view, use, edit, and delete a Personal List that you create. Some UTHSCSA users are permitted to create another type of favorites list called a **Shared List**. These can be viewed and used, but not edited by other UTHSCSA users other than those with security to create Shared Lists.



- **Can I save my shopping cart and come back to it later?** Yes. McKesson refers to this as *suspending* a cart. Click on your shopping cart and then click the Suspend button next to the Punchout button.



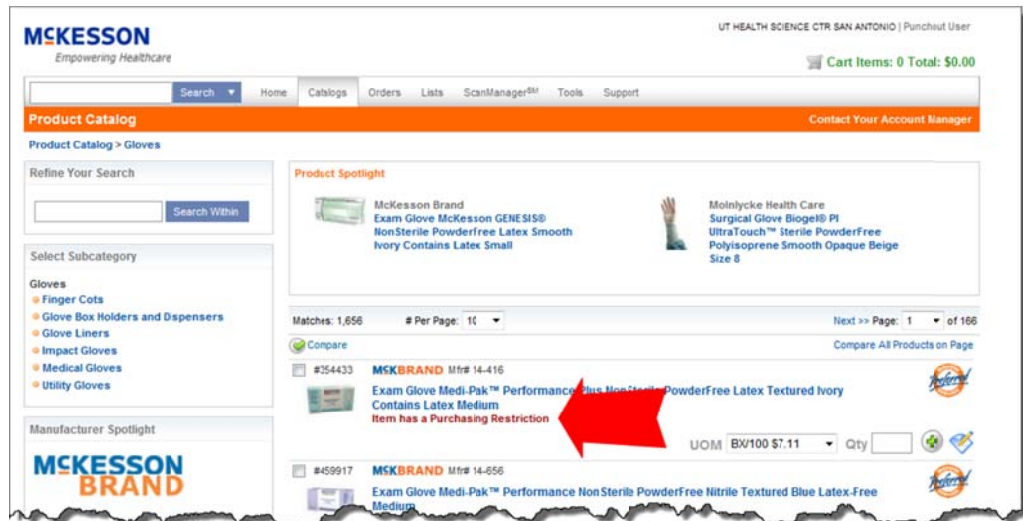
The next time you punch out to McKesson, click on the Home menu option to access Suspended Carts.



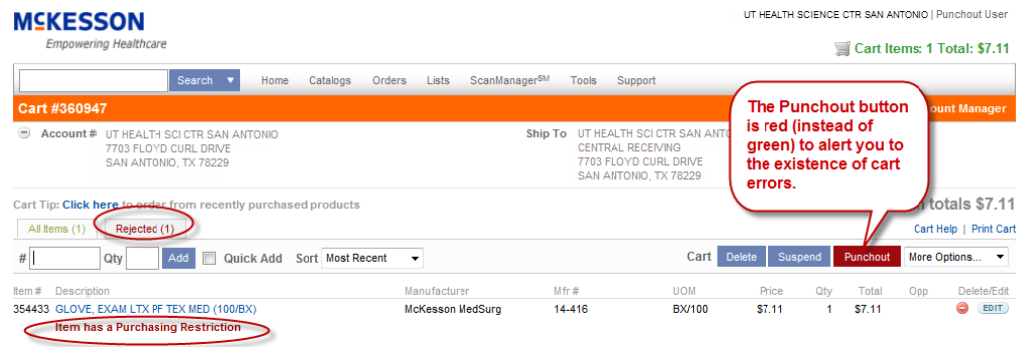
- **Are there any items that are restricted/blocked in the catalog?** Yes. The University's HOP policy 6.6.2 requires that tax-free industrial alcohol (190 and/or 200 proof) must be purchased from General Stores to insure compliance with the Health Science Center's federal permit to use tax-free

alcohol. Although the McKesson catalog includes industrial alcohol, it should not be purchased. If it is, it must be returned to the vendor.

In addition, McKesson may sometimes place restrictions on the purchase of some items. These items will be clearly marked in the catalog with the phrase “Item has a Purchasing Restriction”. This is a vendor-imposed restriction. It does not refer to the university’s Purchasing department.

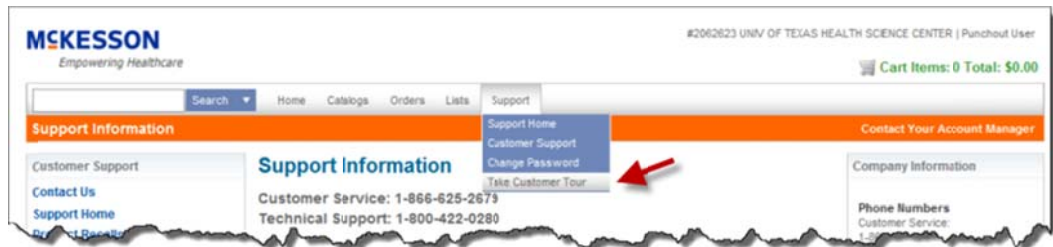


If you add a vendor-restricted item to your cart, you will not be able to punchout back to PeopleSoft until you remove the restricted item from your cart.




Getting Help

- Contact DCATS at 210-567-7777 (option 5).
- Contact the Purchasing Department at (210) 562-6200, or email purchadmin@uthscsa.edu.
- Consult the vendor's online help. In particular, you might find McKesson's Customer Tours to be of some assistance.



These are the available topics under Customer Tours. For UTHSCSA users, the first three are mostly applicable.



 Some portions of the vendor's online help topics do not apply to UTHSCSA punchout users. The vendor's website supports both punchout users, as well as users from other organizations who must login to the vendor's site. Most help topics include many extra steps that apply only to punchout users. Always ignore any portions of help topics that instruct you to log into (or out of) the vendor's website, or to change passwords.