

Pharmacy Technology Solutions — Issued March 2025

- Prebook purchase orders allow you to order a predefined list of promotional event items many months in advance.
- These items must be ordered by a certain date to get the promotional cost and will be shipped just prior to the event.
- The quantity of suggested items can be modified to meet your requirements.

- 1. Click the Inventory Control icon.
- The function buttons that appear are related to **Inventory Control** in the Application bar above.
- 2. Click the Purchase Order function button.



- 3. Type the Vendor code.
- This is the code that is assigned to this vendor for ordering purposes (e.g., MED for McKesson).

ful	Clicking the Look-up button	 will display a list
ps	of VENDOR codes.	



Help

If this is not the first time you are creating a Purchase Order for this vendor, the SELECT PURCHASE ORDER window will appear. Ensure that **New** is highlighted and then click <u>O</u>K to continue.

📕 Select Purchase Order	_ 🗆 🗙
Please Choose a Purchase	e Order
New Nov Nov S24 S33 S318 S321 S321 S321 S321 S323 S351 S352 S372 S383 S384	
	Lancel

Generate Purchase (Order For DRUG STORE To						-	
Item	Description	Qty	Cost Extended On C	rder	Reta	il Target Mare	gir Old Margir N	<u>ew Margin</u>
	Purchase Ord General 1 Order Cc Creat Comme	er Parameters Digley Cohans Prit Cohans Eri Parchase Older Type Angular Angular Pol h de ted	redor umber		Clear Default) ~		
	Tekon P Preno Ev Wren n	Port Comt Load Iter Include Future Promos Include Future Promos Case Diverside	In By Bar Code	Expected On	ress on Purchase Order	<u>Cancel</u>		
HELP	PARAM DELE' F2 F3	TE SAVE/LOAD F4	FUNCTIONS CAI	ORDER NEW	V ORDER FINA	ALIZE	PRINT F9	CLOSE F10

4. Click the **Order Type** drop-down button 🔳 to select **Prebook.**



If you do not choose Prebook, items will be shipped to you the next day at the regular price.

5. Type the Order Code.

• This is the Promotion number on the Sales Order form.



The **Comments** field can be used to type any information you feel is pertinent to this order (e.g., the date the prebook should be delivered).

- 6. Click the **Look-up** button in the **Promo Event** field.
- This will allow you to choose the promo event that you are ordering products for.
- You may also choose to leave this field blank and manually enter the items you would like to order.

🗊 Generate Purch	hase Order For DRUG S	TORE To MED							- 🗆 ×
Item	Descriptio	on		Qty (Cost Extended	I On Order		Ret	ail Target Mar
	Purchase Order Para General Display Purchase Order Para Purchase Order Para Purchase Order Para Purchase Order Para Purchase Order Para	meters Columns Print Columns chase Order Type Regular 56 56 (Wed) Aug 22/2018	rrnns Any Vendor P.O. Number Order Type 9:37:47 Confirm	Prebook ed	<u>-</u>	Cjear	Default		
	Telxon Pot Com Promo Event MGR In Mren importing fr	1 Clude Future Promo com PDA/RF Add n ase Override	oad Items By Bar Cod	e 💽	Expected On	g Address on Purchas	e Order		
							<u>OK</u> _Cano		
									•
HELP F1	PARAM F2	DELETE F3	SAVE/LOAD F4	FUNCTIONS F5	CAL ORDER F6	NEW ORDER F7	FINALIZE F8	PRINT F9	CLOSE F10

All of the currently active promos will be displayed here.

- 7. Click the Promo Event.
- You can also use the up/down arrow keys on your keyboard to scroll through the list.
- Your selection is highlighted blue.
- 8. Click the **OK** button.

Code	Description			Start Date	En	d Date		
01645	ALLERGY SUN	ICARE 2010		02/02/2011 10:	56:43 02	/04/2011 00:00:	01	
04797	GDN FLYER N	OVEMBER 19-2	5 201	11/19/2010 00:0	00:01 11	/26/2010 00:00:	01	
04812	GDN FLYER N	OV.26-DEC.02	2010	11/26/2010 00:0	00:01 12	12/03/2010 00:00:01		
04827	GDN FLYER DI	ECEMBER 03-0	9 201	12/03/2010 00:0	00:01 12	/10/2010 00:00:	01	
04842	GDN FLYER DI	EC.10-16 2010		12/10/2010 00:0	00:01 12	/17/2010 00:00:	01	
04857	GDN FLYER DI	EC.17-30 2010		12/17/2010 00:0	00:01 12	/31/2010 00:00:	01	
04878	4878 GDN FLYER DEC.31 2010 JAN.13					/14/2011 00:00:	01	
89640	OPTIONAL XM	AS AD #1 NOV.	12-18	11/12/2010 00:0	00:01 11	/19/2010 00:00:	01	
89740	OPTIONAL XM	AS AD #2 NOV.	26-DEC	11/26/2010 00:00:01 12/03/2010 00:00:01			01	
DIS	DISCOUNT			09/01/2010 14:	55:12 09	/30/2011 14:55:	14	
► ▼	►	M	Add	<u>D</u> elete	Fi <u>n</u> d	<u>R</u> efresh	\$	
Code 04842								
Description GDN FLY	'ER DEC.10-16 201	0						
Start (Fri) Dec	10/2010 0:00:01	E	ind (Fri) Dec 17	/2010 0:00:01				
Price Matrix		···						
Threshold Amt 0.00			De	efault Discount %	0.00		Rebate <u>P</u> romo	
Active Promos Only					[<u>0</u> K	<u>C</u> ancel	

- 9. Click the Yes button.
- When you select Yes, all the items in the promo will automatically populate in your purchase order.



Please Select A Promo Event

- All the items of the promo are automatically populated in your purchase order with zero quantity.
- Customize the quantity of each promo item for your pharmacy.
- 10. Press the F12 button on your keyboard.
- The F12 button does not display in the Function Bar.

l	🛿 Generate Purchase Oi	rder For DRUGSTORE To						_ 8 ×
	Item	Description	Qty	Cost	Extended	On Order	Retail	Targe
D	77105805135	REX BLU PURSE FOUNDATION	0	1.510	0.000	3		
	77105805137	REX BLU PURSE POWDER BR 3 1UN	0	3.540	0.000	4		
Γ	77105805142	REX BLU RETRACTABLE BLUSH 1UN	0	2.140	0.000	3		
	77105805145	REX BLU RETRACTABLE KABUK 1UN	0	4.510	0.000	3		
	77105805133	REX BLU RETRACTABLE LIP B 1UN	0	1.270	0.000	3		
	77105805144	REX BLU RETRACTABLE POWDE 1UN	0	3.150	0.000	3		
Γ	77105805130	REX BLU SMOKEY E/S BR 21 1UN	0	1.190	0.000	0		
Γ	77105805134	REX BLU SMUDGE DEFINER BR 1UN	0	1.220	0.000	3		
Г	77105805138	REX BLU STANDUP POWDER BR 1UN	0	3.540	0.000	3		
Γ	77105805143	REX BLU 5 PC MINI BR KIT 5PK	0	6.710	0.000	3		
Γ	02270012683	CG LIQUILINE BLAST 460 GR 1UN	0	6.050	0.000	0		
Γ	02270012681	CG LIQUILINE BLAST 440 VI 1UN	0	6.050	0.000	0		
	02270012134	COVER GIRL LASHBLAST LENGTH MASCARA 8	0	6.050	0.000	0		
	02270012135	COVER GIRL LASHBLAST LENGTH MASCARA 8	0	6.050	0.000	0		
Γ	02270012137	COVER GIRL LASHBLAST LENGTH MASCARA 8	0	6.050	0.000	0		
Γ	02270012133	COVER GIRL LASHBLAST LENGTH MASCARA 8	0	6.050	0.000	0		
Γ	02270012139	COVER GIRL LASHBLAST LENGTH MASCARA V	0	6.050	0.000	0		
	02270012140	COVER GIRL LASHBLAST LENGTH MASC WTR	0	6.050	0.000	0		
Γ	02270012138	COVER GIRL LASHBLAST LENGTH MASC WTR	0	6.050	0.000	0		
	02270012704	CG LASHBLAST FUSION 860 V 1UN	0	6.050	0.000	0		
Γ	02270012705	CG LASHBLAST FUSION 865 B 1UN	0	6.050	0.000	0		
	02270012706	CG LASHBLAST FUSION 870 B 1UN	0	6.050	0.000	0		
	02270012708	CG LASHBLAST FUSION 880 B 1UN	0	6.050	0.000	0		

11. Click the Negotiate F1 button.



You can also use the **F1** key on your keyboard to activate the function.



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HELP	PARAM	DELETE	SAVE/LOAD	FUNCTIONS	CAL ORDER	NEW ORDER	FINALIZE	PRINT	CLOSE
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
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NEGOTIATE	TOTALS	SUBSTITUTE	QUERY	FIND	EDIT	IMPORT	EXPORT	SORT	CLOSE
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10

- In this window, you can make modifications to the quantity or product.
- This window shows the vendor, promotional information, sales history, and pending orders for all items.

- 12. Select the **item.**
- Use the Up/Down arrow keys on your keyboard to scroll through the list.
- The selected item is highlighted blue.
- Details of the selected item display in the **Vendor Information** section.
- 13. Type the Order Qty.
- 14. Press the TAB key to accept the change.
- The change will be reflected in the Qty column, and the Extended value re-calculates based on the new quantity.
- 15. Continue **adjusting** the quantity of each item.
- 16. Click the  $\underline{C}lose$  button.

Negotiation Detail	s								
Item	Description	Qty	Cost	Extended	On Order	Retail	Target Margir	Old Margin	New Ma 🔺
00810000432	COVERGIRL OUTLAST STAY FAE	1	8.070	8.070	0	#1 · 13.99	0.00	42.32%	42.3
00810000451	COVERGIRL OUTLAST STAY FAE	1	8.070	8.070	0	#1 - 13.99	0.00	42.32%	42.3
00810000452	COVERGIRL OUTLAST STAY FAE	1	8.070	8.070	0	#1 · 13.99	0.00	42.32%	42.3
00810000455	COVERGIRL OUTLAST STAY FAE	1	8.070	8.070	0	#1 · 13.99	0.00	42.32%	42.3
00810000458	COVERGIRL OUTLAST STAY FAE	1	8.070	8.070	0	#1 - 13.99	0.00	42.32%	42.3
00810000636	COVERGIRL/OLAY TONE REHAB	1	10.980	10.980	0	#1 · 18.99	0.00	42.18%	42.1
00810000637	COVERGIRL/OLAY TONE REHAB	1	10.980	10.980	0	#1 - 18.99	0.00	42.18%	42.1
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Vendor, Promo & Pu	Irchase Hist Information Pending Or	rders							
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Retail Price	#1 - 18.99	On Andre			order gig fr	NI NI	minum Carlla	mulay, jo	
-) (onder Information		Un Urder	0	Promo	Lost	J. 300 Ma	aximum on Ha	ina uty. Ju	
Vendor Information	Ban Cast Last Cast D	and Cont	DA	FIOMO	Information		Denne Drine	Chert	) - t-
N MED			0.000		nio code		FIUITU FIICE	Jotait L	ale
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				Price M	lethod				<b>V</b>
				Promo	Retail 0.00	Break Qty.	0 Sp	ecial Price	0.00
Vender Tupe Prefe	rred Vender, 💌 Min Order Otu		0		Cost 0.000	Margin			
vendor rype intere			0					Mary D	
Expiry				Mix 'n	Match			Vie <u>w</u> Pi	urchases
Sales History						- Disalas Calas	Library Do		
-			Combine	Hegular and	Promo Sales	Display Sales	nistory by		
Number of Months	History To Load 6 Months	-	Include F	romo Sales H	listory	Month	O Week	O Dag	,
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Date	Event Uty Sales	; A	Avg Sales	Cost	Promo U	ost Avg Lost	Profit	Margin	
D I otal	0 0.00	L	1.00	0.000	0.000	0.000	0.00	0.00	- 1
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- 17. Press the **F12** button on your keyboard.
- The **F12** button does not display in the Function Bar. ٠

Description REX BLU PURSE FOUNDATION 1UN REX BLU PURSE FOUNDER BR 3 1UN REX BLU RETRACTABLE BLUSH 1UN REX BLU RETRACTABLE KABUK 1UN REX BLU RETRACTABLE POWDE 1UN REX BLU RETRACTABLE POWDE 1UN REX BLU SMOKEY E/S BR 21 1UN REX BLU SMOKEY E/S BR 21 1UN REX BLU SMOKEY E/S BR 21 1UN	Qty 6 6 3 3 3 3	Cost 1.510 3.540 2.140 4.510 1.270	Extended 9.060 21.240 12.840 13.530	On Order 3 4 3			Retail	Targ
REX ELU PURSE FOUNDATION 1UN REX ELU PURSE POWDER BR 3 1UN REX ELU RETRACTABLE BLUSH 1UN REX ELU RETRACTABLE LIPB 1UN REX BLU RETRACTABLE LIPB 1UN REX BLU RETRACTABLE POWDE 1UN REX BLU SMOKEY E/S BR 21 1UN REX BLU SMOKEY E/S BR 21 1UN	6 6 3 3 3 3	1.510 3.540 2.140 4.510 1.270	9.060 21.240 12.840 13.530	3				
REX ELU PURSE POWDER BR 31UN REX BLU RETRACTABLE BLUSH 1UN REX BLU RETRACTABLE BLUSH 1UN REX BLU RETRACTABLE LIP 81UN REX BLU RETRACTABLE POWDE 1UN REX BLU SMOKEY E/S BR 211UN REX BLU SMOKEY E/S BR 211UN	6 6 3 3 3	3.540 2.140 4.510 1.270	21.240 12.840 13.530	4				
REX BLU RETRACTABLE BLUSH 1UN REX BLU RETRACTABLE KABUK 1UN REX BLU RETRACTABLE LIP B 1UN REX BLU RETRACTABLE LIP B 1UN REX BLU SMOKEY C75 BR 21 1UN REX BLU SMOKEY C75 BR 21 1UN	6 3 3 3	2.140 4.510 1.270	12.840 13.530	3				
REX BLU RETRACTABLE KABUK 1UN REX BLU RETRACTABLE LIP B 1UN REX BLU RETRACTABLE POWDE 1UN REX BLU SMOKEY E/S BR 21 1UN REX BLU SMOKEY E/S BR 21 1UN	3 3 3 4	4.510 1.270	13.530					
REX BLU RETRACTABLE LIP B 1UN REX BLU RETRACTABLE POWDE 1UN REX BLU SMOKEY E/S BR 21 1UN BEX BLU SMUDGE DEFINER BR 1UN	3	1.270		3				
REX BLU RETRACTABLE POWDE 1UN REX BLU SMOKEY E/S BR 21 1UN REX BLU SMUDGE DEFINER BR 1UN	3		3.810	3	:			
REX BLU SMOKEY E/S BR 21 1UN BEX BLU SMUDGE DEFINER BR 1UN	4	3.150	9.450	3	:			
BEX BLU SMUDGE DEFINER BR 1UN	4	1.190	4.760	0	1			
	4	1.220	4.880	3				
REX BLU STANDUP POWDER BR 1UN	4	3.540	14.160	3				
REX BLU 5 PC MINI BR KIT 5PK	4	6.710	26.840	3				
CG LIQUILINE BLAST 460 GR 1UN	6	6.050	36.300	0	1			
CG LIQUILINE BLAST 440 VI 1UN	6	6.050	36.300	0	1			
COVER GIRL LASHBLAST LENGTH MASCARA 8	2	6.050	12.100	0	1			
COVER GIRL LASHBLAST LENGTH MASCARA 8	2	6.050	12.100	0	1			
COVER GIRL LASHBLAST LENGTH MASCARA 8	2	6.050	12.100	0	1			
COVER GIRL LASHBLAST LENGTH MASCARA 8	2	6.050	12.100	0	1			
COVER GIRL LASHBLAST LENGTH MASCARA V	2	6.050	12.100	0	1			
COVER GIRL LASHBLAST LENGTH MASC WTR	2	6.050	12.100	0	1			
COVER GIRL LASHBLAST LENGTH MASC WTR	2	6.050	12.100	0	1			
CG LASHBLAST FUSION 860 V 1UN	3	6.050	18.150	0	1			
CG LASHBLAST FUSION 865 B 1UN	3	6.050	18.150	0	1			
CG LASHBLAST FUSION 870 B 1UN	3	6.050	18.150	0	1			
CG LASHBLAST FUSION 880	3	6.050	18,150	0				
	REX BLU 5 PC MINI BR KIT 5PK GG LIQUILINE BLAST 440 GR 1UN GG LIQUILINE BLAST 440 GR 1UN CG LIQUILINE BLAST 440 VI 1UN COVER GIRL LASHBLAST LENGTH MASCAPA 8 COVER GIRL LASHBLAST LENGTH MASCAPA 8 COVER GIRL LASHBLAST LENGTH MASCAPA 8 COVER GIRL LASHBLAST LENGTH MASCAPA 9 COVER GIRL LASHBLAST LENGTH MASCAVTR COVER GIRL LASHBLAST LENGTH MASC VTR CO LASHBLAST FUSION 855 B 1UN CG LASHBLAST FUSION 870 B 1UN CG LASHBLAST FUSION 870 B 1UN CG LASHBLAST FUSION 870 B 1UN	REX BLU 5 PC MINI BR KIT 5PK         4           CG LIQUILINE BLAST 440 GR 1UN         6           CG LIQUILINE BLAST 440 TIN         6           COVER GIRL LASHBLAST LENGTH MASCARA 8         2           COVER GIRL LASHBLAST LENGTH MASCARA 7         2           COVER GIRL LASHBLAST LENGTH MASCARA 7         2           COVER GIRL LASHBLAST LENGTH MASC WTR         2           COVER GIRL LASHBLAST FUSION 860 V 1UN         3           CG LASHBLAST FUSION 863 B 1UN         3           CG LASHBLAST FUSION 870 B 1UN         3	REX BLU 5 PC MINI BR KIT 5PK         4         6.710           CG LIQUILINE BLAST 460 GR 1UN         6         6.050           CG LIQUILINE BLAST 460 GR 1UN         6         6.050           COVER GIRL LASHBLAST LENGTH MASCARA 8         2         6.050           COVER GIRL LASHBLAST LENGTH MASCARA 4         2         6.050           COVER GIRL LASHBLAST FUSION 860 V 1UN         3         6.050           CG LASHBLAST FUSION 855 B 1UN         3         6.050           CG LASHBLAST FUSION 850 B 1UN         3         6.050           CG LASHBLAST FUSION 850 B 1UN         3         6.050           CG LASHBLAST FUSION 870 B 1UN         3         6.050	REX BLU 5 PC MINI BR KIT 5PK         4         6.710         28.840           CG LIQUILINE BLAST 460 GR 1UN         6         6.050         38.300           CG LIQUILINE BLAST 460 GR 1UN         6         6.050         38.300           COVER GIRL LASHBLAST LENGTH MASCARA 8         2         6.050         12.100           COVER GIRL LASHBLAST LENGTH MASCARA 8         2         6.050         12.100           COVER GIRL LASHBLAST LENGTH MASCARA 8         2         6.050         12.100           COVER GIRL LASHBLAST LENGTH MASCARA 8         2         6.050         12.100           COVER GIRL LASHBLAST LENGTH MASCARA 8         2         6.050         12.100           COVER GIRL LASHBLAST LENGTH MASCARA 4         2         6.050         12.100           COVER GIRL LASHBLAST LENGTH MASCARA 4         2         6.050         12.100           COVER GIRL LASHBLAST LENGTH MASCARA 4         2         6.050         12.100           COVER GIRL LASHBLAST LENGTH MASCARA 4         2         6.050         12.100           COVER GIRL LASHBLAST LENGTH MASCARA 4         2         6.050         12.100           COVER GIRL LASHBLAST LENGTH MASCARA 4         2         6.050         12.100           COVER GIRL LASHBLAST FUNT MASCAVITR         2         6.050	REX BLU 5 PC MINI BR KIT 5PK         4         6,710         28,840         33           GG LIQUILINE BLAST 460 GR TUN         6         6,050         36,300         00           CG LIQUILINE BLAST 440 TUN         6         6,050         36,300         00           COVER GIRL LASHBLAST LENGTH MASCARA 8         2         6,050         12,100         00           COVER GIRL LASHBLAST LENGTH MASCARA 8         2         6,050         12,100         00           COVER GIRL LASHBLAST LENGTH MASCARA 8         2         6,050         12,100         00           COVER GIRL LASHBLAST LENGTH MASCARA 8         2         6,050         12,100         00           COVER GIRL LASHBLAST LENGTH MASCARA 8         2         6,050         12,100         00           COVER GIRL LASHBLAST LENGTH MASCARA 8         2         6,050         12,100         00           COVER GIRL LASHBLAST LENGTH MASCWTR         2         6,050         12,100         00           COVER GIRL LASHBLAST LENGTH MASCWTR         2         6,050         12,100         00           COVER GIRL LASHBLAST FUSION 860 Y 10N         3         6,050         18,150         00         00           CG LASHBLAST FUSION 855 110N         3         6,050         18,150         00<	REX BLU 5 PC MINI BR KIT SPK         4         6,710         28,840         3           GG LIQUILINE BLAST 460 GR TUN         6         6,050         36,300         0           CG LIQUILINE BLAST 440 TUN         6         6,050         36,300         0           COVER GIRL LASHBLAST LENGTH MASCARA 8         2         6,050         12,100         0           COVER GIRL LASHBLAST LENGTH MASCARA 8         2         6,050         12,100         0           COVER GIRL LASHBLAST LENGTH MASCARA 8         2         6,050         12,100         0           COVER GIRL LASHBLAST LENGTH MASCARA 8         2         6,050         12,100         0           COVER GIRL LASHBLAST LENGTH MASCARA 8         2         6,050         12,100         0           COVER GIRL LASHBLAST LENGTH MASCARA 8         2         6,050         12,100         0           COVER GIRL LASHBLAST LENGTH MASCARA Y         2         6,050         12,100         0           COVER GIRL LASHBLAST LENGTH MASCARA Y         2         6,050         12,100         0           COVER GIRL LASHBLAST LENGTH MASC YTR         2         6,050         12,100         0         0           CG LASHBLAST FUSION 860 Y TUN         3         6,050         18,150         0	REX BLU 5 PC MINI BR KIT 5PK         4         6.710         28.840         3           GG LIQUILINE BLAST 4400 FR 1UN         6         6.650         36.300         0           GG LIQUILINE BLAST 4400 FR 1UN         6         6.650         36.300         0           COVER GIRL LASHBLAST LENGTH MASCARA 8         2         6.050         12.100         0           COVER GIRL LASHBLAST LENGTH MASCARA 8         2         6.050         12.100         0           COVER GIRL LASHBLAST LENGTH MASCARA 8         2         6.050         12.100         0           COVER GIRL LASHBLAST LENGTH MASCARA 8         2         6.050         12.100         0           COVER GIRL LASHBLAST LENGTH MASCARA 8         2         6.050         12.100         0           COVER GIRL LASHBLAST LENGTH MASCARA 4         2         6.050         12.100         0           COVER GIRL LASHBLAST LENGTH MASC WTR         2         6.050         12.100         0           COVER GIRL LASHBLAST LENGTH MASC WTR         2         6.050         12.100         0           COVER GIRL LASHBLAST FUSION 800 V 1UN         3         6.050         18.150         0           CG LASHBLAST FUSION 855 B 1UN         3         6.050         18.150         0	REX BLU 5 PC MINI BR KIT 5PK         4         6.710         26.840         3           GG LIQUILINE BLAST 440 GR 1UN         6         6.050         36.300         0           CG LIQUILINE BLAST 440 VI 1UN         6         6.050         36.300         0           COVER GIRL LASHBLAST LENGTH MASCARA 8         2         6.050         12.100         0           COVER GIRL LASHBLAST LENGTH MASCARA 8         2         6.050         12.100         0           COVER GIRL LASHBLAST LENGTH MASCARA 8         2         6.050         12.100         0           COVER GIRL LASHBLAST LENGTH MASCARA 8         2         6.050         12.100         0           COVER GIRL LASHBLAST LENGTH MASCARA 8         2         6.050         12.100         0           COVER GIRL LASHBLAST LENGTH MASCARA 8         2         6.050         12.100         0           COVER GIRL LASHBLAST LENGTH MASCARA V         2         6.050         12.100         0           COVER GIRL LASHBLAST LENGTH MASCARA V         2         6.050         12.100         0           COVER GIRL LASHBLAST LENGTH MASCWTR         2         6.050         12.100         0           COVER GIRL LASHBLAST FUSION 860 V 1UN         3         6.050         18.150         0

CLOSE F10

18.	Click t	:he Fi	nalize	F8	button.	



You can also use the **F8** key on your *keyboard to activate the function.* 





If the Warning window appears, you should make changes to the Purchase Order based on the warning:

- Click on Adjust Order Item to accept the changes.
- Click on **Proceed** to ignore the warnings.

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NEGOTIATE F1	TOTALS F2	SUBSTITUTE F3	QUERY F4	FIND F5	EDIT F6	IMPORT F7	EXPORT F8	
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- 19. Click to check the Generate Order File box.
- This will prompt Propel POS to create a record of the prebook purchase order we will be using to send to McKesson through PharmaClik.
- 20. Click the **OK** button.

🍯 Generate Purchase	Order For DRUGSTO	RE To								. 8 ×
Item	Description		Qty	Cost	Extended	On Order	·		Retail	Targe
77105805135	REX BLU PURSE F	OUNDATION 10N	6	1.510	9.060	3	3			
77105805137	REX BLU PURSE P	OWDER BR 31UN	6	3.540	21.240	4	1			
77105805142	REX BLU RETRACT	TABLE BLUSH 1UN	6	2.140	12.840	3	3			
77105805145	REX BLU RETRACT	TABLE KABUK 1UN	3	4.510	13.530	3	3			
77105805133	REX BLU RETRACT	TABLE LIP B 1UN	3	1.270	3.810	3	3			
77105805144	REX BLU RETRACT	TABLE POWDE 1UN	3	3.150	9.450	3	3			
77105805130	Print Ontions									
77105805134	r fine opeions									
77105805138										
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٩										
									V	_

- 21. Type you PharmaClik Web Service User Name and Password.
- This is your login in for the PharmaClik Ordering website.
- 22. Click the **OK** button.

Progress		
Tran	PharmaClik Web Service Login User Name Passeword	aler
	<u><u>O</u>K <u>Cancel</u></u>	

- 23. Click the **OK** button.
- The information box appears stating the Purchase order was sent successfully.



If the information window appears, and the order was not successfully sent go to page 15 to see additional steps.

Progress	
Transmitting Purchase Order to Who	lesaler
Purchase order sent successfully.	

24. Click the **<u>C</u>ance**l button.

25. Click the Close F10 button.



You can also use the **F10** key on your keyboard to activate the function.



Generate Purcl	hase Order For DRI	UGSTORE To							_ 8 ×
Item	Descrip	otion		Qty	Cost Exten	ded On Ord	er		Retail Targe
	Purchase Order I General Disp (Vendor Order Code Created Comments	Parameters Jay Columns Print C Vuchase Order Type © Regular 	C Any Vendor P.O. Number Order T. C Cr	ype Regular Order	-		lear Default		
	Telxon Port C Promo Event	om1	Load Items By Bar	Code to Comma Delineater ate existing items	Expected O d File	n			
							<u>0</u> K	<u>C</u> ancel	
									Þ
HELP F1	PARAM F2	DELETE F3	SAVE/LOAD F4	FUNCTIONS F5	CAL ORDER F6	NEW ORDER F7	FINALIZE F8	PRINT F9	CLOSE F10

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Inventory Control: Sending a Prebook Purchase Order to PharmaClik (cont'd)

- Once you have created and finalized the order in the Purchase Order function, sign into PharmaClik Ordering and send your order
- 26. Sign into PharmaClik using your Username and Password.
- This is the **Username/Password** you created on PharmaClik; it is not your Propel POS User Code.



- 27. Click the Orders icon in the Side Main Menu bar.
- 28. Click the Prebooking Management option.
- This will take you to the prebooking section in PharmaClik.



- 31. Click the Magnifying glass to verify the order.
- Your will see your purchase order number in the P.O.# column.

#	Pharma	cli	k						Wel	come	Inbox (2) I My Profile -	IHelp I ᠿ
All - O Comp	Search by Product Name	, DIN, Ver Health Ca	idor, Item #, re	GTIN or any combination	۹						()- ♀s	Select an Order +
Home	/ Order Management											
Monu	o create an order: search a	a product,	click the sl	nopping cart and follow the in	structions OR click select	an order/current order (H	ome page), create order ar	nd add products by performing a searcl	ì.		Search ordered Item	# Q
	Filtering	1		Transaction #	P.O. #	Created By	Modified by	Transaction Date	# Lines	Total (\$)	Status	
	✓ Status			72117367				2016-11-27 15:13	59	472.57	Confirmed	Q
	Closed (44)		1	72125579	P123			2016-11-28 10:13	0		Closed	् 💼
	✓ EDI			72118009				2016-11-27 15:45	11	412.78	Closed	۹ 🖀
	O Not EDI (45)			72117788				2016-11-27 15:28	17	560.95	Closed	۹ 💼
	♥ P.O. #			72109560	RX00000066			2016-11-26 15:32	1	7.28	Closed	۹ 💼
	Rx Supplies (2)			72109550	RX00000065			2016-11-26 15:31	3	122.43	Closed	۹ 🖀
	HALL (2) 01 (2)			72106671	otc			2016-11-26 15:32	3	33.76	Closed	۹ 💼
	🗆 otc (2)	1		72087005	otc			2016-11-25 10:56	1	23.22	Closed	۹ 💼
	➤ Delivery			72078079	1			2016-11-24 19:28	1	3.54	Closed	۹ 💼
	 Normal (45) 			72074124	RX00000064			2016-11-24 18:00	1	22.40	Closed	۹ 💼
				72074070				2016-11-24 17:57	1	14.90	Closed	۹ 💼
				72073770	RX00000061			2016-11-24 17:53	5	217.37	Closed	۹ 💼
				72067687				2016-11-24 15:35	1	7.44	Closed	۹ 🖀
				72044431	RX00000058			2016-11-23 17:45	7	271.53	Closed	۹ 🖀

- 32. Click the **Checkout** option.
- Verify that the order is correct.

4	🗦 Pharma	clik								Welcome	Inbox (2) I My Pro	file - I Help I 🔿
All	•			٩							Current O	rder(72125579 - P123)
• Co	mplete catalogue 🛛 🔵 Home H	lealth Care										
Hor	ne / Order Management / O	Order Details										
»									Delete Order	🛢 Copy 🔋 Co	opy As Template 🛛 📜 Quick A	dd 🗮 Checkout
Menu	Transaction # 7212	25579								Status: O	pen	
	Account #	496117	×	Transaction Date	2016-11-28 10:12	~	Div. Co	ode:				Subtotal FedTax
	# Lines	1									E	stimated Total (\$)
			Item #	Description		DIN/NPN	Price (\$) C/A Tax	Qty Ord	MSQ Ext. price	(\$) Qty Res	Qty B/O Shipping Date	0
			> 116509	TYLENOL ARTHRITIS PAIN 6	50MG CPLT 24	2238885		1 U Y	1			0 ≣ €
Ø	BUSINESS CARE CONNECTIVITY						Legal Notes					
												MSKESSON

Inventory Control: Sending a Prebook Purchase Order to PharmaClik (cont'd)

Pharmaclik

- 33. Click the **Continue Checkout** option.
- Review any warnings if indicated below.



Welcome

MCK -



Notice the **Status** of the order has been changed to **Confirmed.**

You may see a message stating that some products could not be applied to the order. There are items that the MSQ was not met. Look through the order and make corrections.

The data has been applied : 69 product(s) affected successfully, 12 invalid product(s) data not applied. Products that could not be applied are : [190429, 43406, 145576, 141355, 22550, 414847, 22295, 22545, 30777, 150558, 121789, 158088]

🗱 Pharma	clik						Wel	come	Inbox (2) My Profile -	l Help I
All •			۹						Current Order(72	125579 - P12
Complete catalogue 🛛 Home	Health Care									
Home / Order Management										
To create an order: search	a product, click t	he shopping cart and follow the	e instructions OR click select	t an order/current order (H	iome page), create order ar	nd add products by performing a search.				
Your order 2125579 has be	en successfully	submitted.								
									Print Search ordered Item	# Q
Filtering	1	Transaction #	P.O. #	Created By	Modified by	Transaction Date	# Lines	Total (\$)	Status	
✓ Status		72125579	P123			2016-11-28 10:13	1	3.99	Confirmed	ଭ
Closed (43)		72117367				2016-11-27 15:13	59	472.57	Confirmed	Q
♥ EDI		72118009				2016-11-27 15:45	11	412.78	Closed	۹ 💼
O Not EDI (45)		72117788				2016-11-27 15:28	17	560.95	Closed	۹ 💼
✓ P.O. #		72109560	RX00000066			2016-11-26 15:32	1	7.28	Closed	् 💼
Rx Supplies (2)		72109550	RX00000065			2016-11-26 15:31	3	122.43	Closed	۹ 💼
O HALL (2) O 01 (2)		72106671				2016-11-26 15:32	3	33.76	Closed	۹ 💼
O otc (2)	1	72087005				2016-11-25 10:56	1	23.22	Closed	۹ 💼
✓ Delivery		72078079				2016-11-24 19:28	1	3.54	Closed	۹ 💼
 Normal (45) 		72074124	RX00000064			2016-11-24 18:00	1	22.40	Closed	۹ 🖬
		72074070				2016-11-24 17:57	1	14.90	Closed	۹ 💼
		72073770	RX00000061			2016-11-24 17:53	5	217.37	Closed	۹ 💼

Inventory Control: Sending a Prebook Purchase Order to PharmaClik (cont'd)

- 34. Click the 🕛 Power button.
- 35. Click the Logoff option.
- This will close the screen.



- 36. Click the **OK** button.
- This will logoff PharmaClik.

Are you sure you want to logoff?	×
	Cancel



You are now signed out of PharmaClik.



Inventory Control: Check Order Status

- In the rare case an order should fail to transmit from the Purchase Order application and an error message appeared on the screen. This occurs due to issues like network connectivity going down or the web service is unavailable.
- The Wholesaler Catalogue Manger will show you all Unsent Purchase Orders and Transmitted Purchase Orders waiting for confirmation.
- You may also resend any Unsent Purchase Orders from the Wholesaler Catalogue Manager.



- 1. Click the **Utilities** icon.
- 2. Click the **Wholesaler Catalogue Manager** function button.

Inventory Control: Check Order Status

- 1. Click the Send POs button.
- The Unsent Purchase Orders section will list all purchase orders that were not sent to the PharmaClik Ordering website.



You can also click View PO button to see what items are in the Purchase Order.

						-	>
Wholesaler PharmaClik	~	Refresh					
urchase Orders Invoices Catal	loque						
	- Jac						
Jnsent Purchase Orders							
P.O. # △ Creat	ed	Comments					
184 (Tue)	Feb 8/2022 15:	18:15					 _
I First I Prev I Next I L	ast View PO	Audit Trail Send POs Search	By P.O. #	 Search Text 			
Transmitted Purchase Orders	s Waiting for Co	onfirmation					
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Transmitted Date		oreated	Comments				
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Wed) Dec 8/2021 13:06:04 Wed) Dec 8/2021 13:07:01	128 129	(Tue) Dec 7/2021 10:37:12 (Wed) Dec 8/2021 13:06:37	Comments TEST ORDER				
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- 2. Type your PharmaClik Web Service Username and Password.
- This is your password for the PharmaClik Ordering website.
- 3. Click the **OK** button.

	PharmaClik Web Service Login
1	User Name
	Password
	<u>Q</u> K <u>C</u> ancel

Inventory Control: Check Order Status

- If the order was sent it will be moved to the Transmitted Purchase Orders Waiting for Confirmation section.
- It will also show you the Transmitted date and time.

🤔 Wholesaler Catalog Manager			🔤 – 🗆 × .
Wholesaler PharmaClik	Refresh		
Millionaler Filamacin			
Purchase Orders Invoices Catalogue			
Unsent Purchase Orders			
PO # A Created	Comments		
184 (Tue) Feb 8/2	2022 15:18:15		
🛛 🖣 First 🖪 Prev 🕨 Next 🕅 Last 🕚	View PO Audit Trail Send POs Search B	By P.O. # • Search Text	
Transmitted Purchase Orders Waitir	ng for Confirmation		
Transmitted Date Δ P.O.	# Created	Comments	^
(Wed) Dec 8/2021 13:06:04 128	(Tue) Dec 7/2021 10:37:12	TEST ORDER	
(Wed) Dec 8/2021 13:07:01 129	(Wed) Dec 8/2021 13:06:37		
(Wed) Dec 8/2021 13:21:45 131	(Wed) Dec 8/2021 13:21:15		
(Tue) Jan 25/2022 10:07:24 130	(Wed) Dec 8/2021 13:11:43		
(Tue) Jan 25/2022 10:07:25 158	(Tue) Jan 25/2022 09:44:02		
(Tue) Jan 25/2022 10:15:20 159	(Tue) Jan 25/2022 10:15:11		
(Wed) Jan 26/2022 13:07:30 163	(Wed) Jan 26/2022 13:07:12		
(Wed) Jan 26/2022 13:21:16 164	(Wed) Jan 26/2022 13:20:54		
(wed) Jan 20/2022 13:21:16 104	(Wed) Jan 20/2022 13:20:34		¥
I First I Prev Next Last	View PO Audit Trail Check For Invoices	Search By P.O.# • Sea	arch Text
Help (F1)			Parameters Close