Digital Commerce Quick Reference Guide: Accessing Reports (1/4)



## **Accessing Reports**

This Quick Reference Guide provides instructions to customers to search and view reports.

1. Log in into your Takeda account using your credentials and select the required account.

Account Login
Username
Password
Forgot username or password
Cancel Log In
Need help?

2. Select Sold-To Account

Mer Please choose an account to cor	
NURUSNINORARINGRESXISINOR	BUX RIK ANDERBUKWARI ISADERIZ ARBU
Cancel Login	Select 2
Need he	elp?

3. Navigate to the Reporting section. Click the Potency Report link to see potency report display with all potency products showing.

Clicking the Product Usage Report link will navigate to the reporting page for Product Usage from past orders on the account.

	Menu+   Log Out Account # 333618   Switch Accounts Search Q				ner Care at 1-800-423-2 alth, Brighter Futur		Takeda		
	Quick Order Cart 🛱	Plasma-Derived Therapies		matology & Rare Dise	He	Gastroenterology Neuroscience			
			HAE	Hematology	Storage Disorders				
	Reporting	\$578.60		Recent O	'	ummary	Account S		
	Potency Report	\$570.00		01021#21100254	due balance 9,846,770.23		Outstanding bala \$49,846,970		
3									





- 4. On the Product Usage Reports page, narrow Reports shown, use the filters on the left panel that will refine search results by:
  - Selecting a Start Date and/or End Date
  - Selecting from the drop-down filters for Sold To Accounts, Ship To Accounts, or Brands included in the Report
  - Adding Product or NDC #'s of products in reports. An unlimited amount of #'s can be added with the + symbol, and deleted with the - symbol appearing adjacent to added #'s

Takeda	Better Hea	alth, Brighter Futu	re					Accour		Menu +   Log Ou   Switch Account   Search Q
			matology & Rare Dise	Plasma-Derived				Quic	k Order 🛛 Cart 🖟	
Gastroenterology	Neuroscience	Lysosomal Storage Disorders	Hematology	HAE	Therapies					
Home / Product Usag	ge									
Search Pro	End Date 03/31/2021	3	h returned 24 results		Р	ro	duct	: Usi	age R	leport
All Ship To Account		Sold To: 314027 - /	ASD Specialty Healthca	re Inc., 3101 Gaylord Par	kway, , Frisco, TX-7	5034				
All		Product Code	Product Name			Qty	Unit of Measure	Pack Factor	Extended Units	Extended Sales Dollars
										-0.000.70
Brands All Product Code Product/NDC #	+	1502346	GAMMAGARD LIQU Immune Globulin Int (10% 30 g in 300 mL) NDC GTIN CS GTIN EA	usion (Human)		2	EA	1		\$8,690.70
All Product Code Product/NDC #	+ earch	1502346	Immune Globulin Int (10% 30 g in 300 mL) NDC GTIN CS GTIN EA RECOMBINATE Antihemophilic Factor	usion (Human) 00944-2700-07 50309442700079 00309442700074	)- 5 mL)		EA			\$8,690.70

- 5. To print the report, use the browser print functionality (Ctrl-P)
   ➢ If required, you can also filter items covered under the contract.
  - $\succ$  The icon  $\triangle$  indicates a low stock item.

Takeda Better Health, B	Brighter Future	Account #
HEMATOLOGY IMMUNOLOGY G	SENETIC DISEASES NEUROSCIENCE INTERNAL MED	DICINE Quick Order
Filters		Potency repo
BRAND		
All brands	If you require a potency not listed, please contact Custor most up-to-date availability.	mer care at 1-800-423-2090. Click through product names to order and check t
ADVATE	Report Generated: 05/26/2020 08:544M CDT	
- ADYNOVATE®	report dene alez. Varzar 2020 06344M (D)	
- ARALAST	ADVATE	ADVATE
FEIBA	Archemophilic Factor (Recombinant) (200-400 international Units (with BAI(BCT II) System)	
HEMORIL M	mL Diuent)	2 mL Diluent)
RECOMBINATE	SKU 1503780 NDC 00944305102	SKU 1503785 NDC
RXUBIS	Potency Expiration Lot #	Potency Expiration Lot #
VOWENDI	266 IU 12/31/2020 TAW001BA	1534/U 05/09/2021 TANV020DA
CONTRACTED ITEMS	388 IU 10/04/2020 TANT067AA	1563 IU 01/31/2021 TAW012CA
	397 IU 11/07/2020 TATT018CA	1563 IU 01/31/2021 TAW01244
Only show items covered under my		

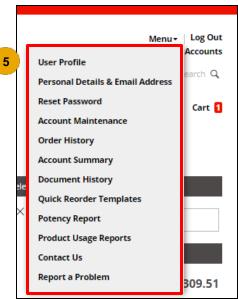


Quick Reference Guide: Accessing Reports (3/4)



5. Click the Menu link from the drop-down menu, you will have the option to access the following items:

- ➤ User Profile
- Personal Details & Email Address
- Reset Password
- Account Maintenance
- > Order History
- > Account Summary
- > Document History
- Quick Reorder Templates
- Potency Report
- Product Usage Reports
- Contact Us
- Report a Problem



6. Click the Order History link and the Order Search Results screen will display.

Click an order number to view the details for that order. Note:

- You can search for a particular order by entering details in the Search Orders section.
- To retrieve more product information, navigate to the Other Inquiries section and click the Product Usage Reports / Open Backorders.

etter Healt	th, Brighter Futur	e				Account # 3336	Menu - Log Ou 18 Switch Account
etter Healt	th, Brighter Futur	e					
							Search C
Neuroscience	Не	Hematology & Rare Diseases				ived	Quick Order Cart
	Lysosomal Storage Disorders	Hematology	H/	AE	Therapie		
_	6						
		0	rder I	Hist	orv S	earch [	Results
					.,,-		
	Your search retu	rned 449 results					
					Result	ts 1-25 of 449	12345
	Order 🛆 Ord	ier# ∨ PO#	× (	Ordered 🔿	Order 🗸	Ship To	Sold To
	Date				Status		
	03/31/2021 35	268535 339CrN	1emo		Canceled	ASD HEALTHCARE,	ASD SPECIALTY
te	_					345 INTERNATIONAL	HEALTHCARE INC., 3101 GAYLORD
20. 🗃						BLVD., SUITE 400,	PARKWAY, FRISCO . TX 75034
						40109	ACCT # 314027
~						ACCT # 313776	
	03/31/2021 21	1662347 test hyb			In	CARDINAL HLTH	CARDINAL HLTH
~			,	ASDFGHJ	Process	SPD., 233 MASON RD.	SPD., 233 MASON RD.
						DOCKS 4-8, TP	DOCKS 4-8, TP BRANCH
						BIOSCIENCE	BIOSCIENCE
	te	6 Your search retu Date 03/31/2021 35	6 Vour search returned 449 results Order  Order #  PO# Date 03/31/2021 55266535 339crA	6 Order   Your search returned 449 results Order ▲ Order # ∨ PO # ∨ C Date 03/31/2021 35266535 339Cr/Vemo	6 Order Histo Your search returned 449 results Order ▲ Order # ◇ PO # ◇ Ordered ▲ Date ◎ 0/31/2021 35266555 339CrMemo	6 Order History S Vour search returned 449 results Porter ▲ Order # ➤ PO # ➤ Ordered ▲ Order ➤ 1 Dute ▲ Order # ➤ PO # ➤ Ordered ▲ Order ➤ 1 By Status 03/31/2021 21562347 text hyb959 QWERTYU In ASDFGH Process	6 Order History Search F Vour search returned 449 results Results 1-25 of 449 Vour search returned 449 results Results 1-25 of 449 Results 1-25 of 449 Vour search returned 449 results Results 1-25 of 449 Results 1-25 of 44





7. From the Account Transaction section, click the Search Documents link to access additional search options. The Document Search Results screen will display.

Search Orders		Orc	ler Hist	ory S	earch	Results											
Order # P0 # P0 #	Your search retur	ned 449 results		Result	ts 1-25 of 449	12345 >											
Batch/Lot # Batch/Lot #	Order A Ord Date	er# ∨ PO#	✓ Ordered ∧ By	Order 🗸 Status	Ship To	Sold To	Search Account Transactions				В	illing	g Docu	ment	Search	n Res	sult
Search Start Date End Date 01/01/20 B 03/31/20 B Sold To Account All v	03/31/2021 35	339CrMemo			ASD HEALTHCARE, 345 INTERNATIONAL BLVD., SUITE 400, BROOKS, KY 40109 ACCT # 313776	ASD SPECIALTY HEALTHCARE INC., 3101 GAYLORD PARKWAY, FRISCO, TX 75034 ACCT # 314027	Billing Document # Eting Document # PO # PO # Order # Order #	_	Search return ument Date	Due Date	Days Past	PO # ^	Billing		sults 1-25 of 639 Billing	Gross	3 4 5 Open A
Ship To Account All v Order Status All v	03/31/2021 21	662347 test hyb959	QWERTYU ASDFGHJ		CARDINAL HLTH SPD., 233 MASON RD, DOCKS 4-8, TP BRANCH BIOSCIENCE LA VERGNE, TN 37086 ACCT # 334871	CARDINAL HLTH SPD., 235 MASON RD, DOCKS 4-8, TP BRANCH BIOSCIENCE LA VERGNE, TN 37086 ACCT # 334871	Search  Search		05/11/2021 05/11/2021 05/07/2021 Sold To: 2 Ship To: 4	05/11/2021 05/11/2021 06/07/2021	6 -21	2 3101 Gavloor		211662862 X 75034 40109	Document Type Credit Memo Chargebacks Invoice ACCT # 314027 ACCT # 313776	Amt ^	-\$27,772 -\$250 \$523
Account ransactions Search Documents Account Summary	03/31/2021 353	09400 22222QW2	Chinnalah US	On Hold	MCKESSON CORPORATION - RDC, PO BOX 4017, DANVILLE, IL 61834-4017 ACCT # 314004	MCKESSON CORPORATION - RDC, PO BOX 4017, DANVILLE, IL 61834-4017 ACCT # 314004	All v Document Status All v Billing Document Type All v		05/04/2021 05/04/2021 05/04/2021	05/04/2021	13		0064548383           0064548384           0064548385		Chargebacks Chargebacks Credit Memo		-\$10 -\$25 -\$1,38
							Account Transactions Search Documents Account Summary Orders Search & Track Orders		Ship To: / 05/04/2021 Sold To: /	4SD Specialty H 4SD Healthcare 06/04/2021 DNCOLOGY SU THOROFARE, N	ealthcare Inc . 345 Interna -18 PPLY, PO BOX PPLY, PO BOX PPLY, PO BOX I 08086-0247	PO_backord erHY2 (247, ATTN: AC (247, ATTN: AC	0099071520 I Parlovay, . Frisco, T te 400, . Brooks, KY 0099071519 COUNTS PAYABLE D COUNTS PAYABLE D	20109 211662764 EPT,	ACCT # 314027 ACCT # 313776 Invoice ACCT # 335260 ACCT # 335260	\$1,046.75 \$578.60 \$3,027.60	\$1,046 \$578 \$3,027

8. Enter or select details in the Search Account Transactions section to search for a particular document and its details.

Refine search results with filters:

Billing Document # > PO # Search Account Billing Document Search Results Transactions 8 Order # Billing Document # Start & End Posting PO # returned 639 results Date Results 1-25 of 639 1 2 3 4 5 Order # Sold To & Ship To Billing Document Type Billing Account O5/11/2021 05/11/2021 6 0064548387 0064548387 Credit Memo -\$27,772.80 2017 Ċ. Document Status 05/11/2021 05/11/2021 6 0064548388 0064548388 Chargebacks -s250.00 Billing Document 05/07/2021 06/07/2021 -21 Test SIT2 76 0099071521 211662862 Invoice \$523.38 \$523.38 Туре Sold To: ASD Specialty Healthcare Inc., 3101 Gaylord Parkway, , Frisco, TX 75034 Ship To: ASD Healthcare, 345 International Blvd., Suite 400, , Brooks, KY 40109 ACCT # 314027 ACCT # 313776 Ship To Account 05/04/2021 05/04/2021 13 0064548383 0064548383 Chargebacks -\$100.00 nt Status 05/04/2021 05/04/2021 13 0064548384 0064548384 -s250.00 Chargebacks Billing Document Type -\$1,388.64 05/04/2021 05/04/2021 13 0064548385 0064548385 Credit Memo **05/04/2021** 06/04/2021 -18 243 0099071520 211662785 Invoice \$1,046.75 \$1,046.75 Sold To: ASD Specialty Healthcare Inc., 3101 Gaylord Parkway, , Frisco, TX 75034 Ship To: ASD Healthcare, 345 International Blvd., Suite 400, , Brooks, KY 40109 ACCT # 314027 ACCT # 313776 Account Transactions 05/04/2021 06/04/2021 -18 PO\_backord 0099071519 211662764 Invoice \$578.60 \$578.60 Search Documents Account Summary ONCOLOGY SUPPLY, PO BOX 247, ATTN: ACCOUNTS PAYABLE DEPT, THOROFARE, NJ 88086-0247 ACCT # 335260 ACCT # 33526 Orders Search & Track Order



The data shown in this document is from a system test environment, with example pricing figures and masking of some data elements.