



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

Product Usage Report

Your search returned 24 results

Product Code	Product Name	Qty	Unit of Measure	Pack Factor	Extended Units	Extended Sales Dollars
1502346	GAMMAGARD LIQUID Immune Globulin Infusion (Human) (10% 30 g in 300 mL)	2	EA	1		\$8,690.70
	NDC 00944-2700-07 GTIN CS 80398442700079 GTIN EA 00398442700074					
1502736	RECOMBINATE Antihepamophilic Factor (Recombinant) (401-800 Activity Units (with BA)(ECT II Device)- 5 mL)	2	EA	1		\$68.00
	NDC 00944-2842-10 GTIN CS NA					

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

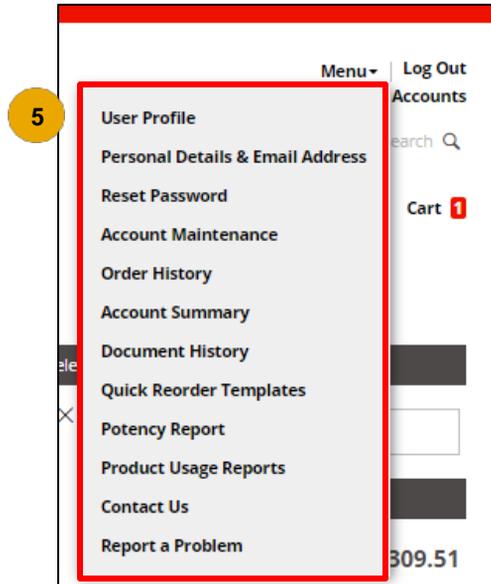
Potency report

Report Generated: 05/26/2020 08:54AM CDT

SKU	Expiration	Lot #
286 IU	12/31/2020	TAVV018A
388 IU	10/04/2020	TAVT067AA
397 IU	11/07/2020	TATT018CA
397 IU	11/07/2020	TATT018AA

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.

A screenshot of the 'Order History Search Results' page. A red box highlights the 'Search Orders' sidebar on the left, which includes fields for Order #, PO #, Batch/Lot #, Start Date, End Date, Sold To Account, Ship To Account, and Order Status. A yellow circle with the number 6 is positioned to the right of the search filters. The main content area shows a table of search results with columns for Order Date, Order #, PO #, Ordered By, Order Status, Ship To, and Sold To. The first row is highlighted with a red box around the Order # 35268535.

Order Date	Order #	PO #	Ordered By	Order Status	Ship To	Sold To
03/31/2021	35268535	339Cr/Memo		Canceled	ASD HEALTHCARE, 345 INTERNATIONAL BLVD., SUITE 400, BROOKS, KY 40109 ACCT # 313776	ASD SPECIALTY HEALTHCARE INC., 3101 GAYLORD PARKWAY, FRISCO, TX 75034 ACCT # 314027
03/31/2021	211662347	test hyb959	QWERTYU ASDFGHJ	In Process	CARDINAL HLTH SPD, 233 MASON RD, DOCKS 4-8, TP BRANCH BIOSCIENCE LA-VERGNE, TN	CARDINAL HLTH SPD, 233 MASON RD, DOCKS 4-8, TP BRANCH BIOSCIENCE LA-VERGNE, TN



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

Order #

PO #

Batch/Lot #

Start Date End Date

Sold To Account

Ship To Account

Order Status

Order History Search Results

Your search returned 449 results

Results 1-25 of 449

Order Date	Order #	PO #	Ordered By	Order Status	Ship To	Sold To
03/31/2021	35268535	339C/Memo		Cancelled	ASD HEALTHCARE, 345 INTERNATIONAL BLVD., SUITE 400, BROOKS, KY 40109 ACCT # 313776	ASD SPECIALTY HEALTHCARE INC., 3101 GAYLORD PARKWAY, FRISCO, TX 75034 ACCT # 314027
03/31/2021	211662347	test hy8959	QWERTYU ASDFGHJ	In Process	CARDINAL HLTH SPD, 233 MASON RD, DOCKS 4-8, TP BRANCH BIOSCIENCE LA VERGNE, TN 37086 ACCT # 334871	CARDINAL HLTH SPD, 233 MASON RD, DOCKS 4-8, TP BRANCH BIOSCIENCE LA VERGNE, TN 37086 ACCT # 334871
03/31/2021	35309400	22222QW2	Chinnalsh 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

Account Transactions

Search Documents

Account Summary

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Search Account Transactions

Billing Document #

PO #

Order #

Start Posting Date End Posting Date

Sold To Account

Ship To Account

Document Status

Billing Document Type

Billing Document Search Results

Your search returned 639 results

Results 1-25 of 639

Document Date	Due Date	Days Past Due	PO #	Billing Document #	Order #	Billing Document Type	Gross Amt	Open Amt
05/11/2021	05/11/2021	6	0064548387	0064548387		Credit Memo	\$27,772.80	
05/11/2021	05/11/2021	6	0064548388	0064548388		Chargebacks	\$250.00	
05/07/2021	06/07/2021	-21	Test 5172.76	0099071521	211662862	Invoice	\$523.38	\$523.38
05/04/2021	05/04/2021	13	0064548383	0064548383		Chargebacks	\$100.00	
05/04/2021	05/04/2021	13	0064548384	0064548384		Chargebacks	\$250.00	
05/04/2021	05/04/2021	13	0064548385	0064548385		Credit Memo	\$1,388.64	
05/04/2021	06/04/2021	-18	243	0099071520	211662785	Invoice	\$1,046.75	\$1,046.75
05/04/2021	06/04/2021	-18	PO_backord 614Y2	0099071519	211662764	Invoice	\$578.60	\$578.60
05/04/2021	06/04/2021	-18	00Invoiced	0099071518	211662763	Invoice	\$3,027.60	\$3,027.60

Account Transactions

Search Documents

Account Summary

Orders

Search & Track Orders

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 #
- Order #
- Start & End Posting Date
- Sold To & Ship To Account
- Document Status
- Billing Document Type

Search Account Transactions

Billing Document #

PO #

Order #

Start Posting Date End Posting Date

Sold To Account

Ship To Account

Document Status

Billing Document Type

Search Account Transactions

Billing Document #

PO #

Order #

Start Posting Date End Posting Date

Sold To Account

Ship To Account

Document Status

Billing Document Type

Billing Document Search Results

Your search returned 639 results

Results 1-25 of 639

Document Date	Due Date	Days Past Due	PO #	Billing Document #	Order #	Billing Document Type	Gross Amt	Open Amt
05/11/2021	05/11/2021	6	0064548387	0064548387		Credit Memo	\$27,772.80	
05/11/2021	05/11/2021	6	0064548388	0064548388		Chargebacks	\$250.00	
05/07/2021	06/07/2021	-21	Test 5172.76	0099071521	211662862	Invoice	\$523.38	\$523.38
05/04/2021	05/04/2021	13	0064548383	0064548383		Chargebacks	\$100.00	
05/04/2021	05/04/2021	13	0064548384	0064548384		Chargebacks	\$250.00	
05/04/2021	05/04/2021	13	0064548385	0064548385		Credit Memo	\$1,388.64	
05/04/2021	06/04/2021	-18	243	0099071520	211662785	Invoice	\$1,046.75	\$1,046.75
05/04/2021	06/04/2021	-18	PO_backord 614Y2	0099071519	211662764	Invoice	\$578.60	\$578.60
05/04/2021	06/04/2021	-18	00Invoiced	0099071518	211662763	Invoice	\$3,027.60	\$3,027.60

Account Transactions

Search Documents

Account Summary

Orders

Search & Track Orders



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

