

How To Place A McKesson Order

In Smart Source

Provided By Procurement Services



From the home page of Smart Source, select the McKesson punch-out catalog.

Update to Drexel Smart Source Deployment Schedule

From day one, our goal for Smart Source has been to provide an easy to use eProcurement system that will simplify the procurement process. In an attempt to meet this goal, we have been working closely with University organizations to collect data related to their organizational structures and configure Smart Source accordingly.

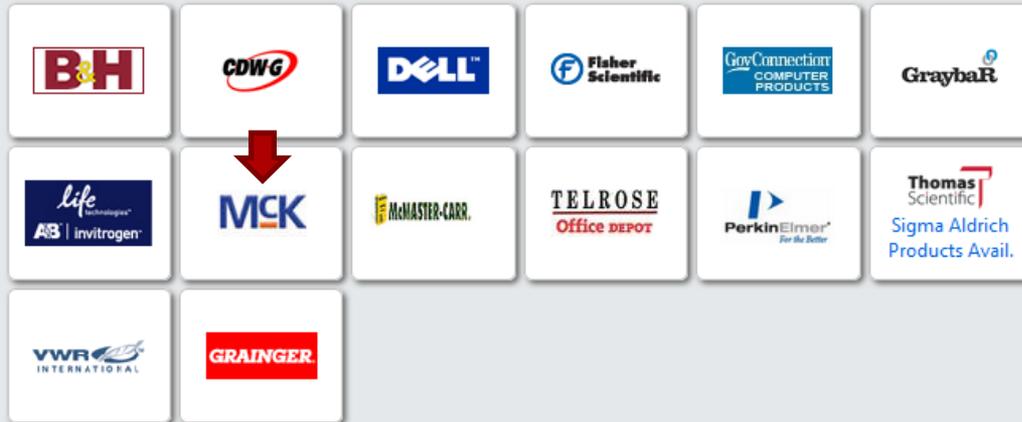
Due to unexpected data issues with the information received to date, we are modifying the approach for deploying the new system. We will be deploying Smart Source in a phased approach.

Members of the Smart Source project team will contact business units directly when the system becomes available for your organization to use. In the interim, your organization will continue to purchase as you do today using a purchase card.

Hosted Catalog Suppliers



Catalog (punchout) Suppliers



You will now land on the McKesson home page
Select the **SWITCH** button at the top of the page to select your account.
This will provide you access to your lists and order history.

Drexel Smart Source Punchout Your SciQuest Session will expire in: **238:50** [Reset Session](#)  [Cancel PunchOut](#)

MCKESSON #157621 DREXEL UNIV INTERNAL MEDICINE [SWITCH](#) | Punchout User

 **Cart Items: 0 Total: \$0.00**

Search All Products [Q](#) [Home](#) [Products](#) [Orders](#) [Lists](#) [Support](#)

Working Cart [Contact Your Account Manager](#)

Account #157621 DREXEL UNIV INTERNAL MEDICINE [SWITCH](#)
ANN MCELROY
245 N 15TH ST.# M5487
PHILADELPHIA, PA 19102-1101

Ship To #1381872 DREXEL MULTISPECIALTY/PULMO [SWITCH](#)
ATTN: NURSE
219 N BROAD ST 9TH FLOOR.
PHILADELPHIA, PA 19107

0 items total \$0.00

[All Items \(0\)](#) [Reorder Suggestions](#) [Help](#) [Print](#)

Qty [Add Item](#) Quick Add Sort [Recent](#) [Cart](#) [Delete](#) [Suspend](#) [Punchout](#) [More Options...](#)

Item #	Description	Manufacturer	Mfr #	UOM	Price	Qty	Total	Save	Delete/Edit
There are no items in your cart									

Select the appropriate account number you normally use from the list provided.

Drexel Smart Source Punchout Your SciQuest Session will expire in: **23:22** [Reset Session](#) [Cancel PunchOut](#)

McKESSON #157621 DREXEL UNIV INTERNAL MEDICINE [SWITCH](#) | Punchout User

Cart Items: 0 Total: \$0.00

Search All Products [Home](#) [Products](#) [Orders](#) [Lists](#) [Support](#)

Switch Account [Contact Your Account Manager](#)

Account — #157621 DREXEL UNIV INTERNAL MEDICINE [Switch Account](#) | [Switch Ship To](#)

Find in [All Fields](#)

Select an Account from below or search for an Account.

Account ▲	Account Name	Address	City	State	Zip
155887	DREXEL UNIV. COLLEGE OF MED	PHILA HLTH & ED CORP/AP PO BOX 42485	PHILADELPHIA	PA	19101-2485
155990	DREXEL UNIV DERMATOLOGY	4TH FLOOR 219 N BROAD ST	PHILADELPHIA	PA	19107-1519
155992	DREXEL UNIV NEUROBIOLOGY	PHILA. HLTH & EDU. CORP. P.O. BOX 42485	PHILADELPHIA	PA	19101-2485

You will now be able to shop and fill your cart as you normally would.
When you are done adding items to your cart,
select the Punch out button.

Drexel Smart Source Punchout Your SciQuest Session will expire in: 225:54 [Reset Session](#) [Cancel PunchOut](#)

MCKESSON #155887 DREXEL UNIV. COLLEGE OF MED [SWITCH](#) | Punchout User

Cart Items: 1 Total: \$290.00

Search All Products [Q](#) [Home](#) [Products](#) [Orders](#) [Lists](#) [Support](#)

Cart #26340521 [Contact Your Account Manager](#)

Account #155887 DREXEL UNIV. COLLEGE OF MED [SWITCH](#) **Ship To #3955421 DREXEL UNIV COLLEGE OF MEDICINE** [SWITCH](#)
PHILA HLTH & ED CORP/AP
PO BOX 42485
PHILADELPHIA, PA 19101-2485
CENTRAL RECEIVING
34TH & LUDLOW STREETS
PHILADELPHIA, PA 19104

1 item totals \$290.00 [Help](#) [Print](#)

[All Items \(1\)](#) [Reorder Suggestions](#)

Qty [Add Item](#) Quick Add Sort [Recent](#) Cart [Delete](#) [Suspend](#) [Punchout](#) [More Options...](#)

Item #	Description	Manufacturer	Mfr #	UOM	Price	Qty	Total	Save	Delete/Edit
191089	PAD, ALCOHOL PREP STR MED (200/BX) Stocked at Your Local Warehouse	McKesson MedSurg	58-204	BX/200	\$1.45	200	\$290.00		- EDIT

You will be asked to review your cart prior to submitting your order to Smart Source. Once reviewed, select the Submit button.

Drexel Smart Source Punchout Your SciQuest Session will expire in: **222:05** [Reset Session](#) [Cancel PunchOut](#)

MCKESSON #155887 DREXEL UNIV. COLLEGE OF MED [SWITCH](#) | Punchout User

Cart Items: 1 Total: \$290.00

Search All Products [Q](#) [Home](#) [Products](#) [Orders](#) [Lists](#) [Support](#)

Cart #26340521 - PUNCHOUT Please review your order details & click [Submit](#)

Please take a final review of billing, shipping, and line items. [Go Back](#) [Submit](#)

Federal Government Customers
 Be advised that these products are not or may not comply with the requirements of the Buy American Act or the Trade Agreement Act. The country of origin either is not compliant or we have been unable to verify the country of origin and are treating the product as noncompliant.
 Please contact Customer Service @ MCK ANSW (866-625-2679) if you have any questions or concerns.

<p>Account #155887 DREXEL UNIV. COLLEGE OF MED PHILA HLTH & ED CORP/AP PO BOX 42485 PHILADELPHIA, PA 19101-2485</p>	<p>Ship To #3955421 DREXEL UNIV COLLEGE OF MEDICINE CENTRAL RECEIVING 34TH & LUDLOW STREETS PHILADELPHIA, PA 19104</p>
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Cart #	PO	Date	Order Total
26340521	PUNCHOUT	1/26/15 2:02 PM	\$290.00

Order Line Items

Item #	Description	Manufacturer	Mfr #	UOM	Price	Qty	Total
191089	PAD, ALCOHOL PREP STR MED (200/BX)	McKesson MedSurg	58-204	BX/200	\$1.45	200	\$290.00
Stocked at Your Local Warehouse							

You will be taken to your Smart Source shopping cart;
select Proceed to Checkout.

Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - 57905878 - Draft Requisition Logout

Shopping Cart for Michele Arias Continue Shopping

Name this cart:

200 Item(s) for a total of **290.00** USD

Proceed to Checkout or **Assign Cart**

Have you made changes? Update Help | Add Non-Catalog Item | Empty cart Perform an action on (0 items selected)... Select All

McKesson Medical Surgical SUA [more info...](#) Add Non-Catalog Item

AP Accounts Payable 2 Edit
8741 Landmark Rd, Richmond, VA 23228 US

The item(s) in this group was retrieved from the supplier's website. [What does this mean?](#)

You can no longer access this item(s) on the supplier's website. [What does this mean?](#)

Line(s): 1

Product Description		Unit Price	Quantity	Total
<small>Item added on Jan 26, 2015</small> PAD. ALCOHOL PREP STR MED (200/BX)		1.45 USD	200	290.00 USD
Add to Favorites	Part Number	191089	BX	
Remove	Manufacturer Info	58-204 - (McKesson MedSurg)		
More Actions	Commodity Code	<input type="text" value="Medical"/>		

On this page, you will need update your Shipping address with your individual McKesson address code (ex. MCKXXX)
Click the Edit button.

The screenshot displays a procurement system interface. At the top, a progress bar shows steps: General, Shipping, Billing, Accounting Codes, Internal Notes and Attachments, External Notes and Attachments, and Final Review. The 'Shipping' step is currently active. Below the progress bar, there are navigation links: 'Go to Express Checkout', 'Return to shopping cart', and 'Continue Shopping'. A yellow message box states: 'You have completed the required information in this step. At this point, you can do the following: Proceed to the next step: Billing. Go straight to the end: Final Review.' Below this, a tabbed interface shows 'Requisition' as the active tab, with sub-tabs for 'PR Approvals', 'PO Preview', 'Comments', 'Attachments', and 'History'. Under 'Requisition', there are further sub-tabs: 'Summary', 'Shipping', 'Billing', 'Accounting Codes', and 'Supplier Info'. The 'Shipping' sub-tab is selected. The main content area shows a 'Shipping' section with a question mark icon. Below this, it says 'These values apply to all lines unless specified by the item'. A red arrow points to an 'edit' button. The shipping address is listed as: 'Ship To Shipping address Attn: Michele Arias Rm-MS 81-400 CENTRAL RECEIVING 34TH & LUDLOW STREETS PHILADELPHIA, PA 19104 United States'. A 'Hide value descriptions' link is visible in the top right of the main content area.

General Shipping Billing Accounting Codes Internal Notes and Attachments External Notes and Attachments Final Review **Assign Cart**

[Go to Express Checkout](#) [Return to shopping cart](#) [Continue Shopping](#)

You have completed the required information in this step. At this point, you can do the following:
Proceed to the next step: Billing. Go straight to the end: Final Review.

Requisition PR Approvals PO Preview Comments Attachments History

Summary **Shipping** Billing Accounting Codes Supplier Info

Shipping ?

These values apply to all lines unless specified by the item

Ship To

Shipping address Attn: Michele Arias
Rm-MS 81-400
CENTRAL RECEIVING
34TH & LUDLOW
STREETS
PHILADELPHIA, PA
19104
United States

[Hide value descriptions](#)

You will want to search for your McKesson address, select “click here”.

Shop My Carts and Orders Open My Active Shopping Cart Logout

General Shipping Billing Accounting

You have completed the requisition. Proceed to the next step: Billing

Notes and Comments Final Review Assign Cart

Return to shopping cart Continue Shopping

You can do the following:

Requisition PR Approvals PO Preview Comments Summary Shipping Billing Accounting

Ship To ? X

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping address select from your addresses

To choose a different address, [click here](#)

Address Details

Attn:	Michele Arias
Rm-MS	81-400
Contact Line 3	CENTRAL RECEIVING
Address Line 1	34TH & LUDLOW STREETS
City	PHILADELPHIA
State	PA
Zip Code	19104
Country	United States

Save Cancel

34TH & LUDLOW STREETS

A search box will appear. Enter your McKesson account code, MCKXXX, and click Search . *If you do not know your code, please reach out to our McKesson representative to obtain your specific code. You should not use someone else's code.*

https://solutions.sciquest.com/apps/Router/AddressSearchPopup?AddressType=1&SearchFromDocument=true&OverrideBt

Close

Address Search ?

Nickname / Address MCKXXX

Text

Search

Your specific address code should appear. You will want to click Select to choose that address for your Smart Source order. If your address is not in Smart Source, please email our McKesson representative so it can be added to the system.

Name	Address	
MCK073	Attn: 7-718 3141 CHESTNUT ST DXL 4738357 BASSONE Philadelphia, PA 19104 United States	select
MCK074	Attn: RM 3108 NCB 245 N 15TH ST DXL 3807492 NURSING Philadelphia, PA 19102 United States	select
MCK109	Attn: 2ND FL 1427 VINE ST DXL 188718 PARTNERSHIP/HIV/AIDS MED	select

Once here, you will want to be sure to complete the Attn field with your name and click Save.

You can also select the “Save this address for future use” box to make placing subsequent orders easier.

The screenshot shows a 'Ship To' dialog box overlaid on a software interface. The dialog box has a title bar with a question mark and a close button (X). The main text reads: 'Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.' Below this text are two dropdown menus for 'Shipping address', one labeled 'select from your addresses' and another 'select from org addresses'. A red arrow points to the 'Attn:' field, which is currently empty. Below the 'Attn:' field are several fields for address details: 'Department' (redacted), 'Address Line 1' (1427 VINE ST), 'Address Line 2' (redacted), 'City' (Philadelphia), 'State' (PA), 'Zip Code' (19102), and 'Country' (United States). A red arrow points to the 'Save this address for future use' checkbox, which is currently unchecked. At the bottom of the dialog box are 'Save' and 'Cancel' buttons. The background software interface shows a progress bar with 'Shipping', 'Billing', and 'Accounting' steps, and a 'Final Review' button. There is also a 'Return to shopping cart' link and a 'can do the following:' section.

You can now proceed with reviewing the rest of the order and submitting the requisition.

The screenshot displays a requisition review interface with a progress bar at the top. The steps are: General (checked), Shipping (checked), Billing (checked), Accounting Codes (checked), Internal Notes and Attachments (checked), External Notes and Attachments (checked), and Final Review (checked). An 'Assign Cart' button is located to the right of the progress bar. Below the progress bar, there are three links: 'Go to Express Checkout', 'Return to shopping cart', and 'Continue Shopping'. A yellow box contains the message: 'You have completed the required information in this step. At this point, you can do the following: Proceed to the next step: Billing. Go straight to the end: Final Review.' Below this, there are tabs for 'Requisition' (selected), 'PR Approvals', 'PO Preview', 'Comments', 'Attachments', and 'History'. Under 'Requisition', there are sub-tabs: 'Summary', 'Shipping' (selected), 'Billing', 'Accounting Codes', and 'Supplier Info'. A 'Hide value descriptions' link is visible on the right. The main content area shows the 'Shipping' section with a question mark icon. It includes the text 'These values apply to all lines unless specified by line item' and a 'Ship To' section with an 'edit' button. The shipping address is: 'Shipping address Attn: Michele Arias', followed by redacted lines, '1427 VINE ST', another redacted line, 'CLINIC', 'Philadelphia, PA', '19102', and 'United States'.

General Shipping Billing Accounting Codes Internal Notes and Attachments External Notes and Attachments Final Review Assign Cart

[Go to Express Checkout](#) [Return to shopping cart](#) [Continue Shopping](#)

You have completed the required information in this step. At this point, you can do the following:
Proceed to the next step: **Billing**. Go straight to the end: **Final Review**.

Requisition PR Approvals PO Preview Comments Attachments History

Summary **Shipping** Billing Accounting Codes Supplier Info [Hide value descriptions](#)

Shipping ?

These values apply to all lines unless specified by line item

Ship To

Shipping address Attn: Michele Arias
[REDACTED]
1427 VINE ST
[REDACTED]
CLINIC
Philadelphia, PA
19102
United States



- Things to keep in mind...

- Only use your McKesson account number when ordering from the punch out site. This will enable you to access your order history, suspended orders and lists.
- Use your McKesson address for McKesson orders only. Attempting to use your McKesson address code with a different vendor's order will cause the delivery of your order to be delayed as the McKesson address uses a different format.
- If you are unsure of your McKesson address code, please reach out to our McKesson representative so that they can provide you with your specific code.
- If your address code is not available in Smart Source, reach out to our McKesson representative so they can add it to the system.
- Questions or Concerns? Please feel free to reach out to the Smart Source hotline via email at smartsource@drexel.edu or 215-895-2876