



 InnerWorkings

McKesson Brand Store User Guide Purchasing using Credit Card



we make marketing happen.

Table of Contents

Logging in to Your Promo Site.....	3
Browsing the Catalog	4
Adding Items to the Shopping Cart.....	5
Placing an Order	6
Review Your Items.....	7
Review or Enter Shipping Address	7
Select Delivery Method	9
Enter Payment Information	9
Finalize Your Order.....	10
Managing Your User Profile.....	10
Edit Profile.....	10
Address Book.....	11
Order History.....	11
Contact Support	12

Welcome

Welcome to the McKesson Brand Store, powered by InnerWorkings. This is your one stop-shop for McKesson promotional items.

Please note that this promotional site is for the use of McKesson employees and affiliates to purchase promotional items **for personal use**.

If you're interested in purchasing promotional items for business use, or if you need access to business cards & stationery, please visit the McKesson Brand Store located on McKNet.

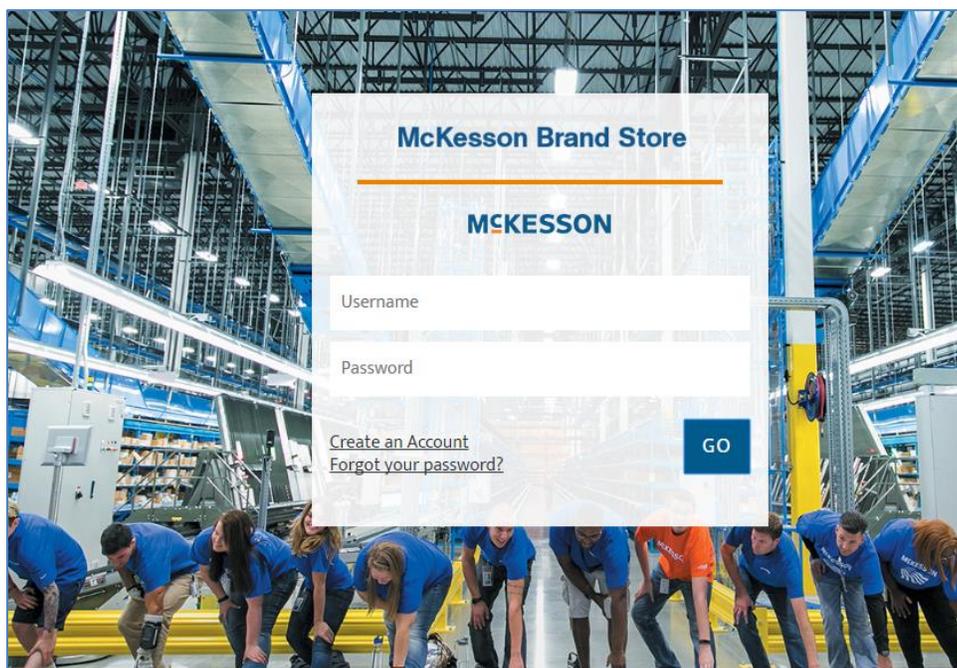
If you have any questions or need assistance with the site, please contact support by phone at 800.986.6807, or by email at support.mckessoncorp.com.

Logging in to Your Promo Site

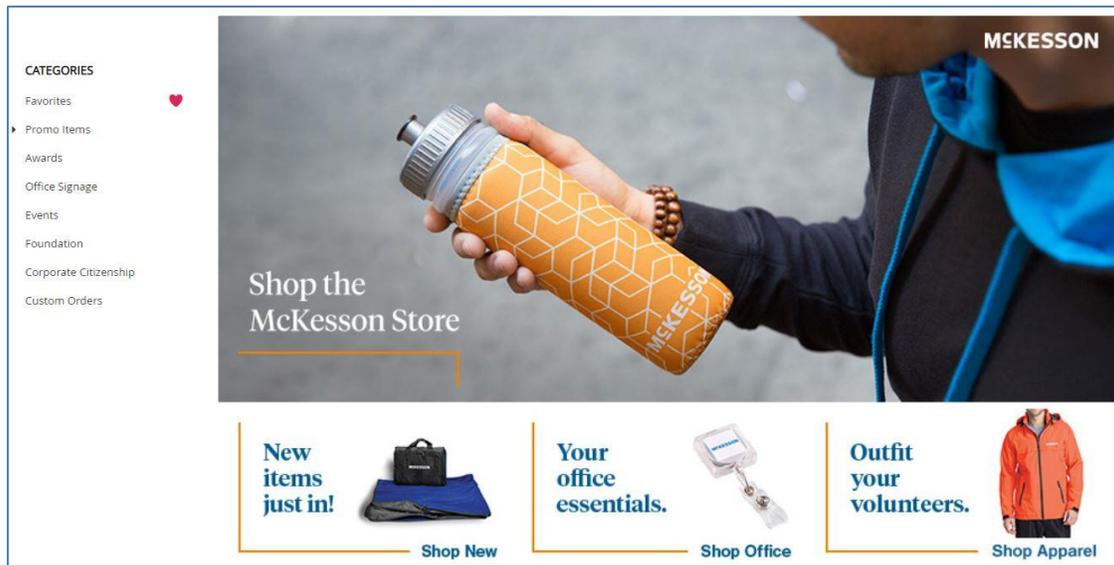
To log into the McKesson Brand Store, you will need to perform the following steps.

1. Open the link mckesson.inwk.com in your browser.
2. If you've logged in to the business use site via McKNet, your account was automatically created using your work email address. Do the following:
 - Click on "Forgot your password?"
 - Enter your email address in the username field and click "Go"
 - You will receive an email which allows you to set your starting password
 - Your login will be your work email address and the starting password that you set.
 - Enter your email and starting password to gain entry
3. If you haven't logged in through McKNet, or don't have access, do the following:
 - Click on "Create an Account"
 - Fill out the User Information form
 - Enter your work email address. **You will not gain access** unless you use a McKesson business email domain. (e.g. Yahoo and Gmail email accounts are not accepted).
 - Create your Starting password
 - Click "Submit" after filling in all required fields.
 - You will receive an email confirming your account is activated.
 - Enter your email and starting password to gain entry

Please note that passwords must be at least 8 characters, contain a lowercase and uppercase letter, at least 1 digit, and 1 special character (such as # & % ?)



Promo Site Login Page



Browsing the Catalog

To find an item, you can browse through the categories on the left side of the screen. Click on a category to see all items it contains. To further filter the list, click on the arrow next to a category to see a list of subcategories to choose from.

Clicking on a subcategory reduces the items to just those in the subcategory. To see more information on an item, click on the item to see the item detail screen.

To save an item to the favorites category, click on the star in the bottom right of the item listed on the catalog page.

To search for an item, enter a search term in the field at the center-top of the page.

The home screen also contains links within the main image, including Apparel, New items, Office, and Promo. Click on the “Shop” phrase of each to view its items.

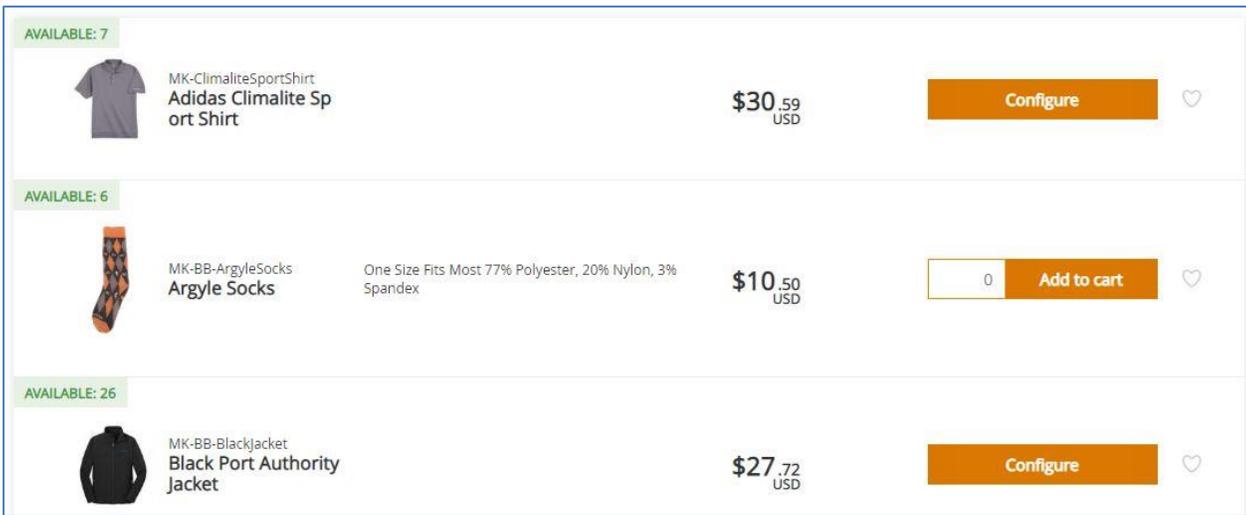


By default, items are presented in a grid view showing the image icons, pricing, and sku in squares. To update the layout, use the menu in the upper right when viewing category or subcategory of items.

The options include additional “sort” options, viewing the items in a list instead of grid, and updating the number of items that appear before a page number must be clicked to see the next set of items.



Sort By: Options List/Grid View Items Per Screen



Catalog Screen
List View

Adding items to the Shopping Cart

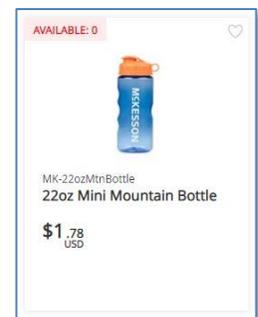
If a quantity box is on the catalog page, the item can be ordered by entering a quantity and clicking the add to cart icon next to the quantity box.

Click on the item to see the item detail screen which has more information and includes an add to cart quantity box in the lower right corner.

If an item is not currently in stock, the add to cart option will be replaced with **“Available:0”** in red text on the catalog page and the item detail screen.



Item (Grid View) on
Catalog Page



Flip Flap Insulated Kooler	Product Information			
	Product Name	Flip Flap Insulated Kooler		
	Product ID	MK-FlapInsulatedKooler		
	Price	USD \$11.62		
	Items in Stock	11		
	Min Quantity	1		
Overview	Add to Cart			
	Items to Add	Price per Unit	Total Price	
	0	USD \$11.62		
				Add To Favorites 

Item Detail Screen

If the item says “Configure,” the item detail screen must be accessed to add the item to the shopping cart. This means the item requires additional user input/selection to be ordered.

When an item is added to the shopping cart, a Shopping Cart/Checkout icon appears at the top right of the screen. The total number of separate items will appear in the red circle on the checkout icon.

Hover your mouse pointer over the icon to see the mini-shopping cart which shows the contents of the cart.



When you’re ready to start a checkout, click on the shopping cart icon, or hover over it and click on the “Checkout” button that appears in the mini-shopping cart.

Placing an Order

When you have added all the necessary items to your shopping cart, hover over the cart icon in the upper right corner of the screen and select *Checkout*.

Shopping Cart			
	Flip Flap Insulated Kooler	Subtotal	Total... USD \$11.62
	1 USD \$11.62 SKU MK-FlapinsulatedKooler	USD \$11.62	<input type="button" value="Place Order"/>
			<input type="button" value="Clear"/>

Mini-shopping cart

Clicking *Checkout* launches the checkout screen, which consists of six simple steps.



After completing each step, click the *Next* button to proceed.

Review Your Items

On the *Items* screen, you can modify item quantities or remove items from your shopping cart before continuing.

Shopping Cart
Clear

Item Description	Quantity	Price	Subtotal
 <div style="display: inline-block; vertical-align: middle;"> <p>14oz Hot Chocolate Mug Set SKU MK-HotChocMug</p> </div>	<input style="width: 50px; height: 20px;" type="text" value="1"/>	USD \$11.69	USD \$11.69 ×

Subtotal: USD \$11.69

Total: USD \$11.69

Review or Enter Shipping Address

Enter your shipping address. If you'd like to preload addresses, please see the address book section. After your first order, the entered shipping address will appear by default on the *Shipping Address* screen, but you can add or modify information.

Shipping AddressClear

To select from a different saved shipping address, click the *Open Address Book* button.

On the address book selection screen, you can select from any of the shipping addresses you have saved in your [user profile](#).

Shipping Address Open Address Book Clear

Country*
United States ▼

First Name*
McKesson

Last Name*
User Approver

Company*
McKesson

Address 1*
Address 1

Address 2
Address 2

City*
City

State*
Illinois ▼

Zip Code*
60654

Phone*
000-000-0000

To narrow the list of displayed addresses, enter the desired criteria in the *Search By* area and click *Search*.

Search by Search

Country
▼

First Name
Last Name

Company

Personal Address Book

McKesson User Approver
McKesson Address 1 City, SC
00000

John Doe
McKesson Address 1 Chicago, IL
00000

Ok Cancel

Select the correct shipping address and click *Ok* to add it to your order.

Select Delivery Method

A list of delivery methods displays. Click on the method of your choice and review the updated shipping estimate. Please note that to expedite an order, you will need to speak directly with the support team. The support team will confirm if the order can be expedited, and if increased freight will be needed to make your delivery date.

Choose Delivery Method		
McKesson United States 000-000-0000	 FedEx Ground	USD \$0.12
	 FedEx 2 day	USD \$10.52
	 FedEx Standard Overnight	USD \$13.53

Enter Payment Information

Enter your credit card billing address. If it matches the shipping address, click the “Shipping” button in the upper right to automatically populate the shipping address.

Credit Card

Country*

First Name*

Last Name*

Company

Address 1*

Click Next and enter your Credit Card information on the following screen. Be sure to include the CVV value.

Payment Information

Card Number:

Expiration Date:
 /

CVV Value:

[Find CVV](#)






Finalize Your Order

On the final screen, you have the opportunity to review and change all your order information before clicking *Checkout*.

<p>Shipping Address</p> <p>McKesson User McKesson Address 1 Civ.IL.00000</p> <p>▼ Change</p>	<p>Delivery</p> <p>FedEx Ground Change</p>	<p>Payment Information</p> <p>Credit Card Information Change</p>
---	--	--

Item Description	Quantity	Price	Subtotal
 <p>14oz Hot Chocolate Mug Set SKU MK-HotChocMug</p>	1	USD \$0.00	USD \$0.00

[Change](#)

Subtotal **USD \$0.00**

Shipping Total **USD \$30.25**

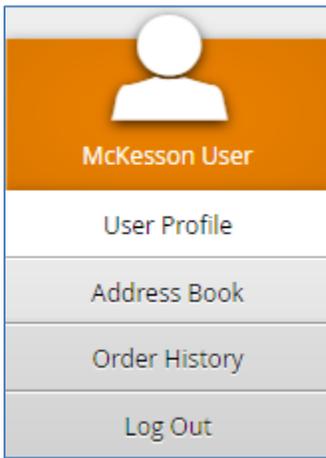
Total USD \$30.25

[Continue](#)

[Back](#)
[Checkout](#)

When you click *Checkout*, you will see an order confirmation screen. Please write down your order number so that you have it for reference if you need to contact InnerWorkings regarding the order for any reason. You will receive a notification email when your order has been shipped.

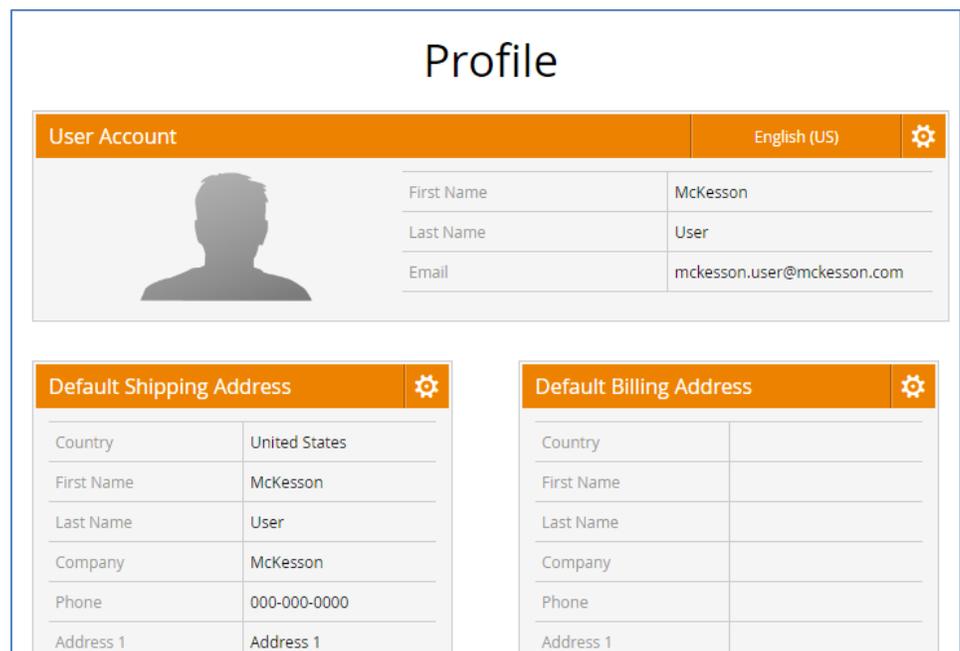
Managing Your User Profile



Hover over the user icon in the upper right corner of the screen to see your user profile menu. Here you can view and edit your basic information, edit the shipping addresses available in your personal address book, and review orders that you have placed in the past.

Edit Profile

The *User Profile* option allows you to modify your basic contact information as well as your primary shipping and Billing addresses, which default on the checkout screen.



The "Profile" screen features an orange header with "User Account" on the left and "English (US)" with a gear icon on the right. Below the header is a grey box containing a silhouette of a person and a table of user information:

First Name	McKesson
Last Name	User
Email	mckesson.user@mckesson.com

Below this are two address sections, each with an orange header and a gear icon:

- Default Shipping Address:**

Country	United States
First Name	McKesson
Last Name	User
Company	McKesson
Phone	000-000-0000
Address 1	Address 1
- Default Billing Address:**

Country	
First Name	
Last Name	
Company	
Phone	
Address 1	

Address Book

The *Address Book* screen allows you to modify the shipping addresses available in your personal address book.



The "Address Book" screen has a title "Address Book" with a plus icon. It displays two address cards:

- McKesson User:** Includes a gear icon. Shows "Address 1" as "City, SC 00000" and "Address 2" as blank.
- John Doe:** Includes a gear icon and an X icon. Shows "Address 1" as "Chicago, IL 00000".

Click the *Add* icon  to enter a new address. You can modify an address by clicking the gear icon, or click the *X* icon to delete it.

Order History

Orders that have been placed in the past are accessible via the *Order History* menu option.

Shop 		Order History				
Date Range 2/22/2016  3/2/2016 		Order Number	Order Date	Order Total	Order Status	Order Details
Order Status <input checked="" type="checkbox"/> In Progress <input checked="" type="checkbox"/> Cancelled		#PO110118808	2/29/2016	USD \$0.00	In Progress	View Details
		#PO110118808	2/29/2016	USD \$0.00	In Progress	View Details

Here you can review details on each of your placed orders, including the order status. Click the *View Details* link to see further information, including shipment information if applicable.

Contact Support

To contact InnerWorkings Support with questions or requests regarding your site, please send an email to support.mckessoncorp@inwk.com.