

# Welcome to Weblink User Manual



This manual is intended for **Weblink users in the following roles**: managers and pharmacists, pharmacy techs, clerks and ancillary users.

## **Kinray Weblink is all about you!**

- 24-hour access
- Shopping cart convenience
- Integrated controlled substance ordering
- Real-time price updates
- All-in-one search to order convenience
- Spend less time ordering
- More time serving customers

## **Need help finding something?**

Use the **links** in the Table of Contents

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## Getting started – it’s as easy as 1-2-3


1. Access Kinray Weblink using the following website address: <https://kinrayweblink.cardinalhealth.com>
2. Click REQUEST USERID to establish a username. Await a “Welcome to Kinray” email to establish your password and security question.
3. Set your multi factor authentication (MFA) communication method to confirm your identity and get access to the website.
4. Log in using the username and password to view the Weblink Home screen to begin your search.

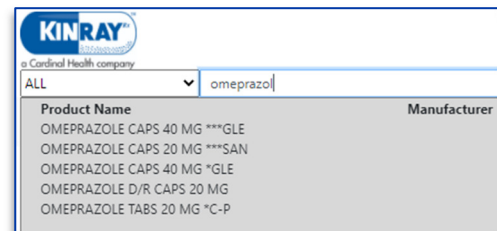
**NOTE:** If there are any urgent messages when you log into Weblink, the message will be displayed. (see Messages below for more details).

## Search for Items and add them to the Shopping Cart

Use the search bar in the header to search for items. As you start entering the item information, Weblink suggests items that match what you have entered.

Select the item or items from the suggested items to display them in the Search Results screen.

Enter the order quantity and click the  **Add** button to add the selected items to the **Shopping Cart**.



293 results for "OMEPRAZOLE CAPS"

| Qty | Size  | Item #  | Description                                    | WAC / Source | NDC/U/PC     | Retail Price | Invoice | Est. Net | Deal Details | Medspan AWP | Other       |
|-----|-------|---------|--|--------------|--------------|--------------|---------|----------|--------------|-------------|-------------|
| 1   | 42 EA | 5533864 | OMEPRAZOLE CP 20MG 3X14 DR                     |              | 369618047426 | \$0.01       | \$0.01  |          |              | \$0.01      | H<br>S.A.C. |
| 1   | 30 EA | 5548235 | OMEPRAZOLE CP 20MG 30 DR<br>Contract: GENERICS | Source       | 00781288831  | \$0.01       | \$0.01  | \$0.01   |              | \$0.01      | H<br>S.B.S. |

## Order items in the Shopping Cart

**Shopping Cart**

ORDERS **123412341**

Regular

123412341 ( 06/29/21 13:46:36 EST )    HIDE    Place On Hold     Lines: 2

Purchase Order Number:     Order Total: \$0.01    Created By: pharmacy@cardinalhealth.com at 06/29/21 13:46:36 EST

| Item # ↓ | Description                | Source | Unit | Item Size | Qty                             | Qty Adj | Invoice | Est. Net | Est Invoice | Deal Details | Sticker Price | Do Not Sub               | Shelf Label              | <input type="checkbox"/> |
|----------|----------------------------|--------|------|-----------|---------------------------------|---------|---------|----------|-------------|--------------|---------------|--------------------------|--------------------------|--------------------------|
| 5548235  | OMEPRAZOLE CP 20MG 30 DR   | Source | EA   | 30 EA     | <input type="text" value="10"/> | 10      | \$0.01  | \$0.00   | \$0.01      |              | 0.01          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5533864  | OMEPRAZOLE CP 20MG 3X14 DR |        | EA   | 42 EA     | <input type="text" value="10"/> | 10      | \$0.01  | \$0.00   | \$0.01      |              | 0.01          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Refresh Order    Checkout    Delete

NOTE: Deal pricing will be applied to your invoice and may not be visible on your Weblink order.

Click **Checkout** to review your order.

**Order Review**

Shipping Address: 111 Main Street  
Hometown, USA 1234-1234

Web Order #: 123412341

PO Number:

Total \$: \$0.01

Lines: 2

Created date: 06/29/21 13:46:36 EST

Created by Userid: pharmacy@cardinalhealth.com

Submit Order    Edit Order

| Item #  | Description                | NDC         | Price  | Quantity | Total Amount |
|---------|----------------------------|-------------|--------|----------|--------------|
| 5533864 | OMEPRAZOLE CP 20MG 3X14 DR | 69616004742 | \$0.01 | 10       | \$0.01       |
| 5548235 | OMEPRAZOLE CP 20MG 30 DR   | 00781266831 | \$0.01 |          | \$0.01       |

After reviewing the order and making any edits, click the **Submit Order** button to submit the order.

**Order Summary**

Thank you for your order! Please print a copy of this page for your records.  
You may review a real time status of your order by going to the Order History page.

Shipping Address: 111 Main Street  
Hometown, USA 12345-1234

Web Order #: 123412341

PO Number:

Total \$: \$0.01

Lines: 2

Created date: 06/29/21 13:46:36 EST

Created by Userid: pharmacy@cardinalhealth.com

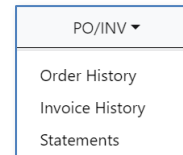
| Item #  | Description                | NDC         | Price  | Quantity | Total Amount |
|---------|----------------------------|-------------|--------|----------|--------------|
| 5533864 | OMEPRAZOLE CP 20MG 3X14 DR | 69616004742 | \$0.01 | 10       | \$0.01       |
| 5548235 | OMEPRAZOLE CP 20MG 30 DR   | 00781266831 | \$0.01 | 10       | \$0.01       |

Thank you for your order. Please note that the actual quantity delivered may vary from what was requested based on availability at time of processing. Please contact your Sales Representative or our Customer Service Team at 718.767.1234 with any questions.

You immediately receive an **Order Summary** screen, confirming that your order has been placed.

## PO/INV

**PO/INV** in the Weblink Toolbar provides access to **Order History**, **Invoice History** and **Statements**.



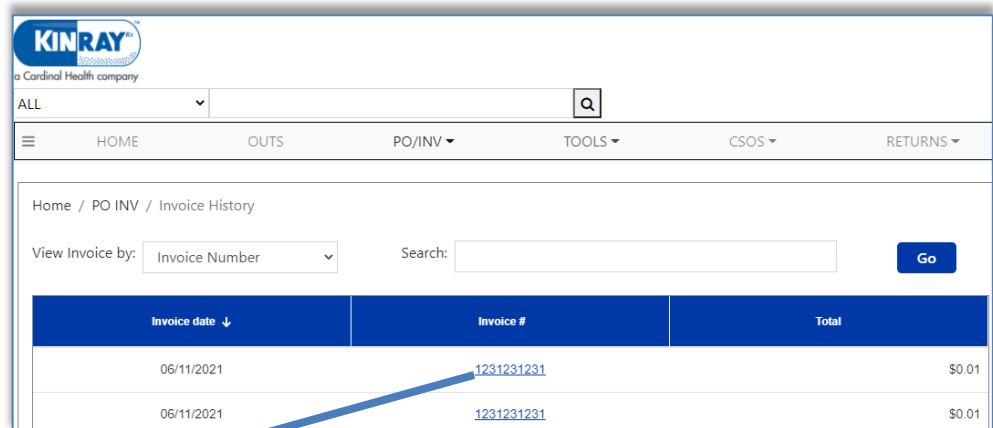
## Order History and Invoice History

ORDER HISTORY

Search Order by:  Search:

| Web Order #                 | Confirmation #             | PO #       | Line # | Total \$ | Order Date ↓ | Order Status | Order Type | SRC | Created By |
|-----------------------------|----------------------------|------------|--------|----------|--------------|--------------|------------|-----|------------|
| <a href="#">P1234123412</a> | <a href="#">1234123412</a> | 1234561234 | 29     | \$0.01   | 06/28/2021   | In Process   | Regular    | WEB |            |
| <a href="#">P1234123412</a> | <a href="#">1234123412</a> | 1234561234 | 3      | \$0.01   | 06/28/2021   | Future       | C2         | WEB |            |

Click on the [Web Order #](#) or [Confirmation #](#) link for Orders and [Invoice #](#) link for Invoices to see the order and line item details.



KINRAY Rx  
a Cardinal Health company

ALL

HOME OUTS **PO/INV** TOOLS CSOS RETURNS

Home / PO INV / Invoice History

View Invoice by:  Search:

| Invoice date ↓ | Invoice #                  | Total  |
|----------------|----------------------------|--------|
| 06/11/2021     | <a href="#">1231231231</a> | \$0.01 |
| 06/11/2021     | <a href="#">1231231231</a> | \$0.01 |

Invoice Details

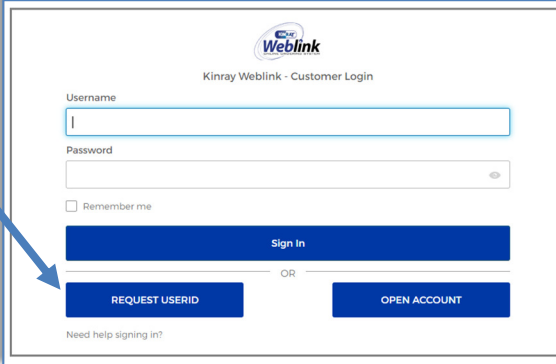
Invoice #: 1231231231  
Total: \$0.01  
Lines/no of items: 1  
Date: 06/11/2021

| Item #  | Description                   | NDC #       | Item Size | Order #    | Qty Ordered | Qty Ship | Previous Return Qty | Cost   | Ext Cost | Return Qty           | Return                                       |
|---------|-------------------------------|-------------|-----------|------------|-------------|----------|---------------------|--------|----------|----------------------|--|
| 2913226 | SODIUM CL OI 5%<br>3.5GM OPTH | 17478062235 | 3.5 GM    | 1234123412 | 5           | 0        | 0                   | \$0.01 | \$0.01   | <input type="text"/> | <input type="button" value="Add to Return"/> |

## Login – first log in, subsequent log ins

When a new user needs to be set up in Kinray Weblink:

1. The new user clicks the **REQUEST USERID** button on the **Weblink Login Page** to request access. For added security, a Kinray Customer Service agent contacts the store owner to verify new user set-up.
2. When access is set up, the new user gets a Welcome e-mail with a link.
3. The new user sets up his or her password and a security question.
4. On the first login, the multifactor authentication (MFA) communication is established and is linked to the browser and device.



For subsequent log ins, if a different browser or different device (different computer, phone app) is used to log into Weblink, a second level authentication, like a text or email authentication, is used to validate and link the new device.

## Multifactor authentication

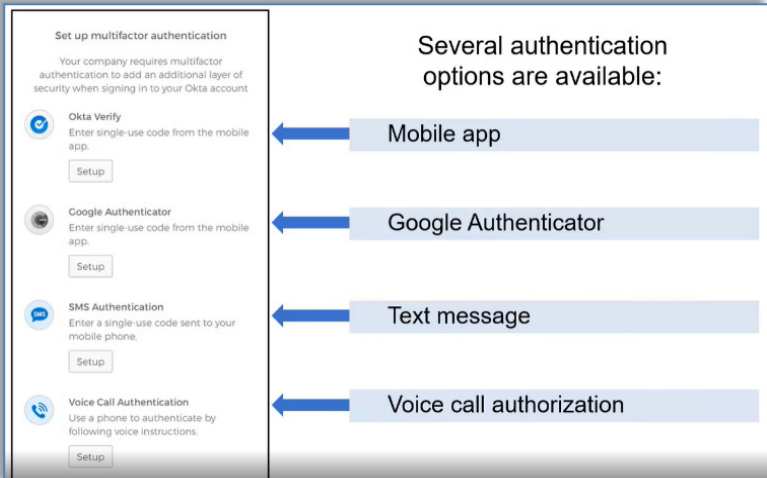
**Multifactor authentication (MFA)** is an added layer of security used to verify your identity when signing into the Weblink application.

1. The first login establishes the base device relationship for MFA.
2. Should you login to Weblink using a different device or a different browser, you are prompted to confirm your credentials at the time of login.



## Various communication options are available with MFA, including:

- **Okta Verify** – use the Okta Verify mobile app
- **Google Authenticator** – use the Google Authenticator mobile app
- **SMS Authentication** – use a text message sent to your mobile phone
- **Voice Call Authentication** – use a phone call to authenticate and follow voice instructions. Note: not recommended to use with a phone number with IVR.



## Weblink Customer Preferences

**Weblink site address:** <https://kinrayweblink.cardinalhealth.com>

Kinray Weblink is accessible by all modern browsers. These include **Chrome**, **Internet Explorer 11**, **Firefox**, **Safari**, and **Edge**. Weblink is optimized for Google Chrome. These web browsers are best viewed at 100%.



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Please note: Displayed prices, names and accounts in this document are for training purposes only.

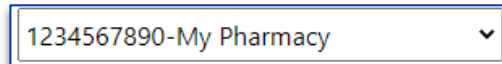
## User Roles

Two new user roles are available for Weblink users and are established when setting up a new user:

1. **Shopper** – Able to place items into Shopping Cart. This role is primarily used for the new mobile app.
2. **Purchaser** - Able to shop and submit items in the Shopping Cart.

## Account selection

From the Weblink Home Page Header, you can select the account you want to use or to see information.



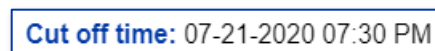
## Generic Rep

If you need to reach your Kinray rep, your Inside Sales rep's name and contact information is shown in the Header area of the Weblink Home Page.



## Cut off time

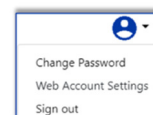
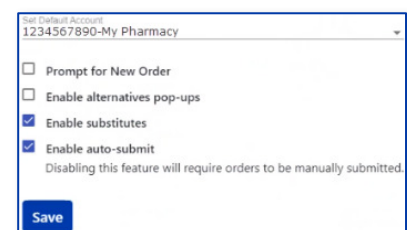
The time orders need to be received for same day or next day shipments. If the primary user has enabled Auto Submit in their Web Account Settings, non-C2 orders are automatically placed at this time.



## User Account Preferences (that is, Web Account Settings)

With Weblink, you can place orders efficiently by utilizing account settings/personal preferences found within Web Account Settings which you set yourself.

1. **Prompt for New Order (personal setting):**
  - a. If unselected, all new non-C2 items default to a single order.
  - b. If selected, for all new non-C2 items you are prompted to add to an existing order or create a new one.
2. **Enable alternatives pop-ups (personal setting):**
  - a. If unselected, for all items (C2 and non-C2) you do not receive a pop-up of alternative item options.
  - b. If selected, for all items (C2 and non C2), you receive a pop-up with alternative item options if cheaper or in-stock items are available.
3. **Enable Auto Submit (primary account holder setting):**
  - a. If unselected, you need to manually submit your shopping cart.
  - b. If selected, your Shopping Cart Auto Submits(that is, sweep) at the established cut-off times.
4. **Set Default Account (personal setting):**
  - a. You have the ability to select a default account, if connected with numerous accounts.
5. **Enable Substitutes (Primary account holder setting):**
  - a. You can opt out of substitutions by clearing the check box for substitutes in Web Account Settings or using the selection box with product line item in shopping cart.

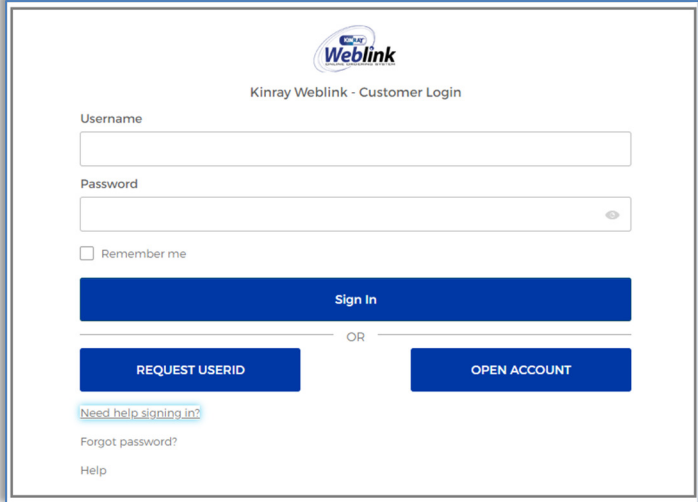
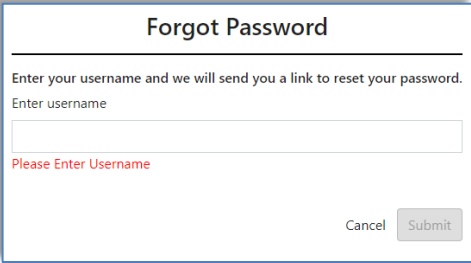
## Username and password

All users must have an individual username and password to access the Weblink site which **cannot be shared**. Usernames must be a valid email address.

Weblink requires users to change their passwords **every 90 days**.

**Self-service** capabilities for password reset (such as change password and forget password) means there is no need to contact customer service for login assistance.

If you have forgotten your password, click the **Need help signing in?** link found under the **Request USERID** button. The dialog box expands, then click the **Forgot password?** link and you are prompted to enter your username.

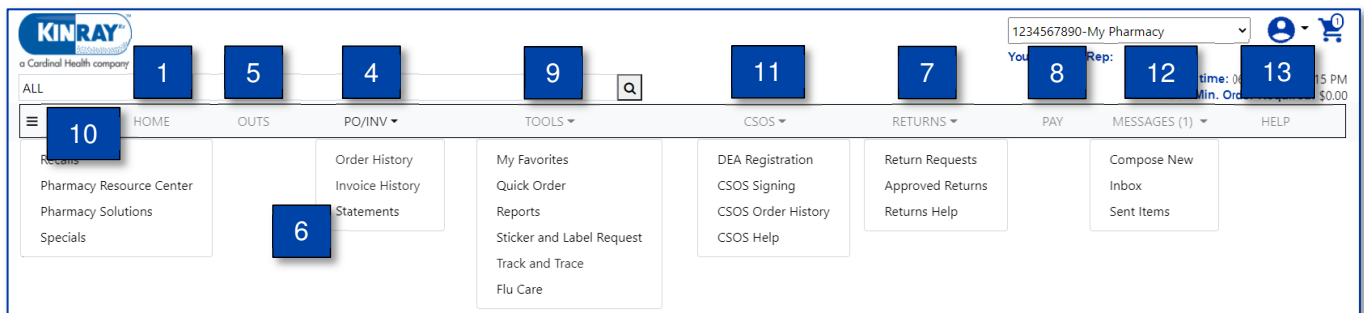
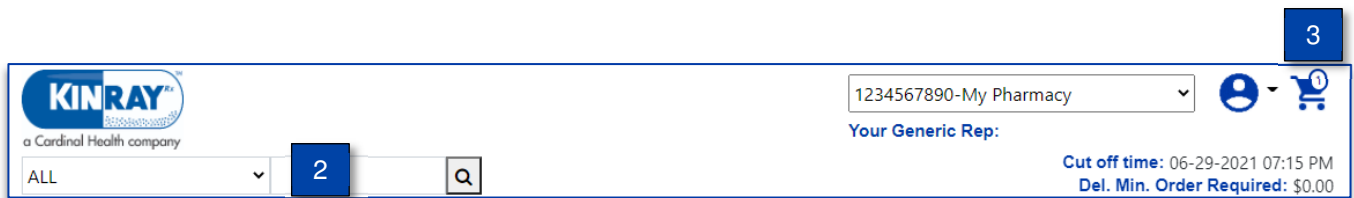



Once you click the **Submit** button you will receive an email with an activation link to reset your password.

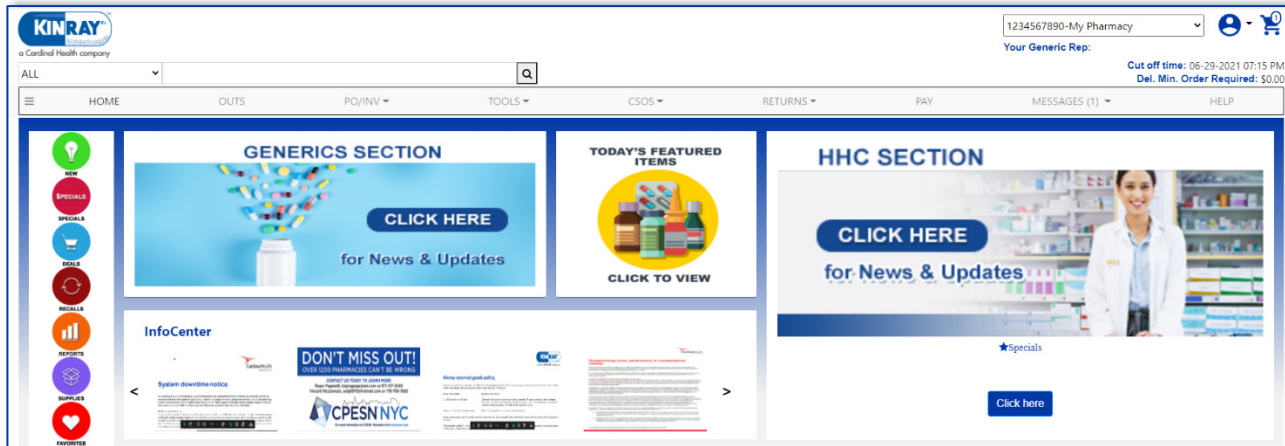


## Weblink order flow steps

Weblink is designed to support the way you do business. Below are 13 steps that should reflect the activities you do most often in Weblink and the order in which you generally do these activities. You can perform these activities easily by using the features in the **Weblink Header** and **Toolbar** on the **Weblink Home Page** associated with each of the 13 steps.



## 1. Home



You can access everything you need from the [Weblink Home Page](#).

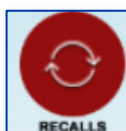
**Resource buttons** on the left side of the Weblink Home Page are links to allow you to immediately jump to Weblink content that may be of great interest to you including:



**New Items, Deals, and Pharmacy Supplies**, click any of these buttons to filter search results quickly.



**Favorites** redirects you to the My Favorites landing page.



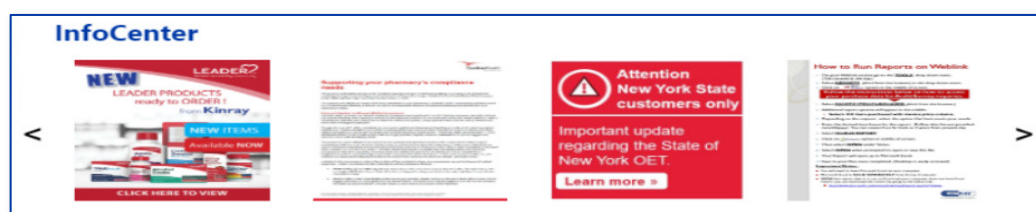
**Recalls** takes you to a list of recently recalled items and instructions from the manufacturer.



**Reports** navigates you to the reports landing page to run item and purchase reports.

**Ordering Opportunities:** Click **Feature Items** to view current promotional items (featured via pop-ups).

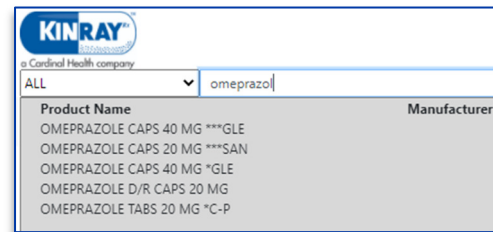
**InfoCenter:** Shown at the bottom of the [Weblink Home Page](#), this section displays important information and promotional features.



## 2. Search to Shopping Cart

You can search for items using the following:

- Keywords
- NDC or UPC
- Manufacturer
- Department
- Item Number (Cardinal Health Identification Number)

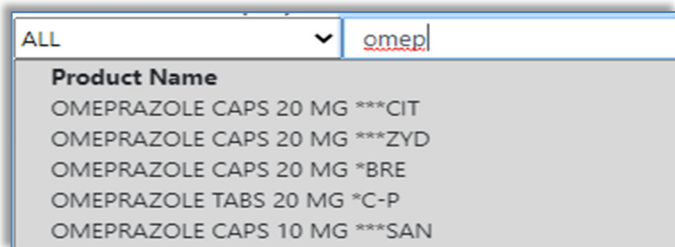


When you begin entering the search information, Weblink suggests items based on what you have typed in the Search field.

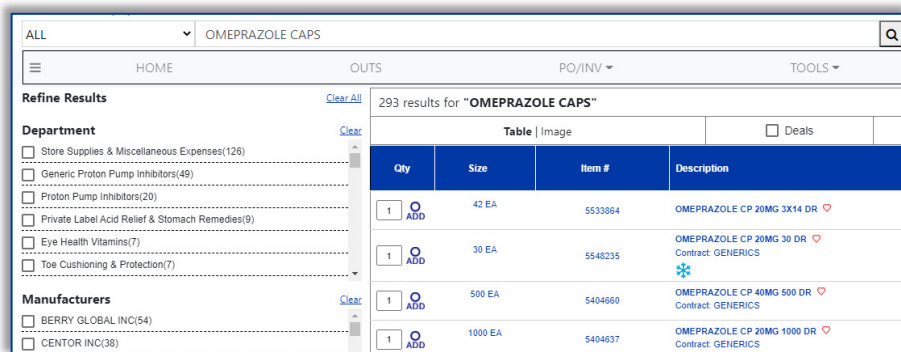
**Enhanced search** provides a wide range of options for inputting search terms.

You can start a search using suggestions by typing a word, then click on the suggestion that is a match

Or Enter a direct word or term.

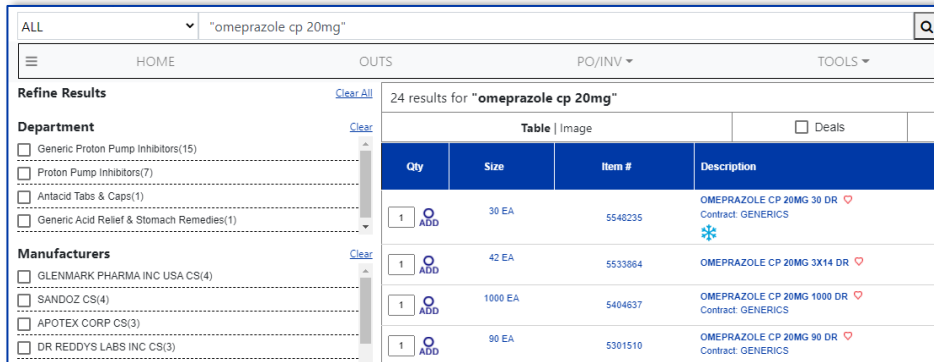


Expand a word or term by adding to the search phrase.



Search by partial terms to search by product, strength and size. Partial search terms are enabled followed by a comma. First product, then strength, then size (i.e., omepr,20,100). If only one term is used, then search returns strength and size (i.e., metfo,500).

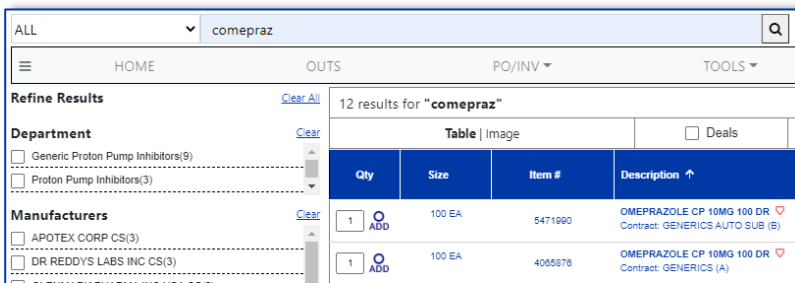
Further refine a search by adding the search term in quotes " ".



Refine Results: 24 results for "omeprazole cp 20mg"

| Qty | Size    | Item #  | Description                                      |
|-----|---------|---------|--|
| 1   | 30 EA   | 5548235 | OMEPRAZOLE CP 20MG 30 DR<br>Contract: GENERICS   |
| 1   | 42 EA   | 5533864 | OMEPRAZOLE CP 20MG 3X14 DR<br>Contract: GENERICS |
| 1   | 1000 EA | 5404637 | OMEPRAZOLE CP 20MG 1000 DR<br>Contract: GENERICS |
| 1   | 90 EA   | 5301510 | OMEPRAZOLE CP 20MG 90 DR<br>Contract: GENERICS   |

Search RX of the same size with Roman Numeral search (search limit to 8 characters).



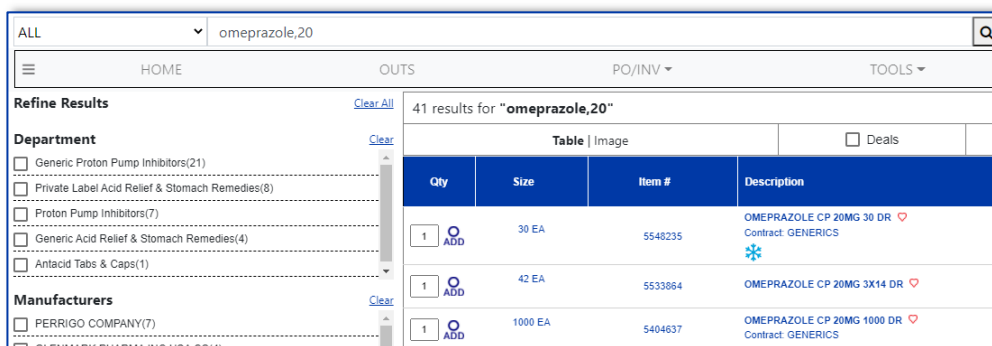
Refine Results: 12 results for "comepraz"

| Qty | Size   | Item #  | Description  |
|-----|--------|---------|--|
| 1   | 100 EA | 5471990 | OMEPRAZOLE CP 10MG 100 DR<br>Contract: GENERICS AUTO SUB (B) |
| 1   | 100 EA | 4065978 | OMEPRAZOLE CP 10MG 100 DR<br>Contract: GENERICS (A)          |

| Roman Numeral conversion |              |   |
|--------------------------|--------------|---|
| 50                       | Fifty        | L |
| 100                      | One hundred  | C |
| 500                      | Five hundred | D |
| 1000                     | One thousand | M |

(note: COmepraz, returns 100 count Omeprazole)

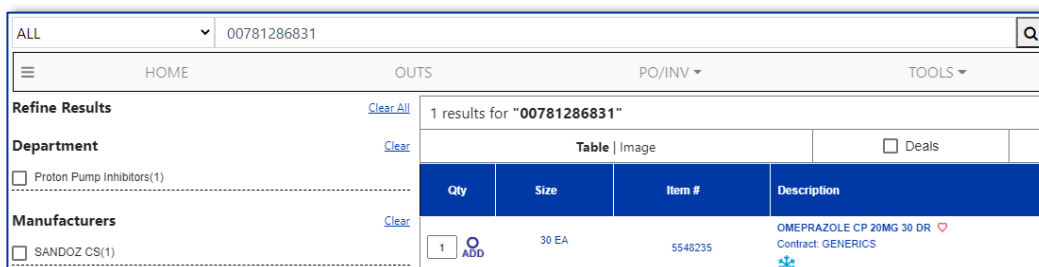
Search RX strength with search word/term, space, then strength or use a comma to separate (that is, Omeprazole 20 or Omeprazole,20, returns 20 MG Omeprazole).



Refine Results: 41 results for "omeprazole,20"

| Qty | Size    | Item #  | Description                                      |
|-----|---------|---------|--|
| 1   | 30 EA   | 5548235 | OMEPRAZOLE CP 20MG 30 DR<br>Contract: GENERICS   |
| 1   | 42 EA   | 5533864 | OMEPRAZOLE CP 20MG 3X14 DR<br>Contract: GENERICS |
| 1   | 1000 EA | 5404637 | OMEPRAZOLE CP 20MG 1000 DR<br>Contract: GENERICS |

Search by exact item number, NDC or UPC.



Refine Results: 1 results for "00781286831"

| Qty | Size  | Item #  | Description                                    |
|-----|-------|---------|--|
| 1   | 30 EA | 5548235 | OMEPRAZOLE CP 20MG 30 DR<br>Contract: GENERICS |

## Item Inquiry / Search

Search results have pagination. You can visit the next or previous page of results or jump to a specific page by choosing its page number. The main advantage of this feature is that you can decide which part of the results you want to visit next.

Full text search, including hyphenated words or numbers, is permitted.

Both Kinray and Specialty products can be ordered from Weblink. You can search for Specialty products and mark both as Favorites, just like Kinray products. However, Specialty products are shipped differently than Kinray products.

All item search filters to **refine, sort and narrow results**, are available on the **Product Search Grid** page.

You can move Item Search Grid columns via drag and drop however these settings will reset when you log out.

293 results for "OMEPRAZOLE CAPS"

Table | Image  Deals  New  Pharmacy Supplies  Specials  Leader  Prebook  Instant Rebates

| Qty | Size  | Item #  | Description                                    | WAC / Source | NDC/UPC      | Retail Price | Invoice | Est. Net | Deal Details | Medispan AWP | Other      |
|-----|-------|---------|--|--------------|--------------|--------------|---------|----------|--------------|--------------|------------|
| 1   | 42 EA | 5533864 | OMEPRAZOLE CP 20MG 3X14 DR                     |              | 369618047426 | \$0.01       | \$0.01  |          |              | \$0.01       | H<br>G A C |
| 1   | 30 EA | 5548235 | OMEPRAZOLE CP 20MG 30 DR<br>Contract: GENERICS | Source       | 00781286831  | \$0.01       | \$0.01  | \$0.01   |              | \$0.01       | H<br>G A C |

You can toggle between **Table** or **Image** view within the Item Search Grid.

You can also **adjust the quantity to be ordered**.

| Qty | Size  | Item #  | Description                                    |
|-----|-------|---------|--|
| 1   | 42 EA | 5533864 | OMEPRAZOLE CP 20MG 3X14 DR                     |
| 1   | 30 EA | 5548235 | OMEPRAZOLE CP 20MG 30 DR<br>Contract: GENERICS |

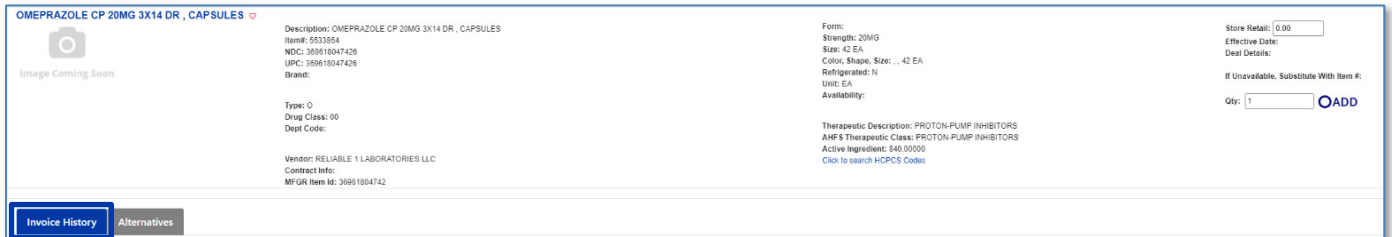
You can mark items as **Favorites** to add them to your **My Favorites** list for future ordering.

|  |                                   |                                      |  |   |   |
|--|-----------------------------------|--------------------------------------|--|---|---|
|  | <b>OMEPRAZOLE CP 20MG 30 DR</b>   | Item# 5548235<br>Size 30 EA<br>Qty 1 | NDC/UPC 00781286831<br>Brand<br>Color, Shape, Size 30 EA<br>Availability Info  | Invoice \$0.01 \$0.01<br>WAC/Source Source<br>Medispan \$0.01<br>Est. Net \$0.01 \$0.01<br>Retail Price | GEN G A C<br>Invoice History H<br>Contract GENERICS<br>Deal Details |
|  | <b>OMEPRAZOLE CP 20MG 3X14 DR</b> | Item# 5533864<br>Size 42 EA<br>Qty 1 | NDC/UPC 369618047426<br>Brand<br>Color, Shape, Size 42 EA<br>Availability Info | Invoice \$0.01<br>WAC/Source<br>Medispan \$0.01<br>Est. Net<br>Retail Price                             | GEN G A C<br>Invoice History H<br>Deal Details                      |

## Product Details

You can click the hyperlinked item name in the Product Search Grid to view item details.

The Product Detail page provides a comprehensive view of item details.



OMEPRAZOLE CP 20MG 3X14 DR, CAPSULES

Description: OMEPRAZOLE CP 20MG 3X14 DR, CAPSULES  
 Item#: 5533854  
 NDC: 369618047426  
 UPC: 369618047426  
 Brand:

Type: O  
 Drug Class: 00  
 Dept Code:

Vendor: RELIABLE 1 LABORATORIES LLC  
 Contract Info:  
 MFR Item #: 36961804742

Form:  
 Strength: 20MG  
 Size: 42 EA  
 Color, Shape, Size: ., 42 EA  
 Refrigerated: N  
 Unit: EA  
 Availability:

Therapeutic Description: PROTON-PUMP INHIBITORS  
 AHFS Therapeutic Class: PROTON-PUMP INHIBITORS  
 Active Ingredient: 840.00000  
 Click to search HCPCS Codes

Store Retail: 0.00  
 Effective Date:  
 Deal Details:  
 If Unavailable, Substitute With Item #:  
 Qty: 1 OADD

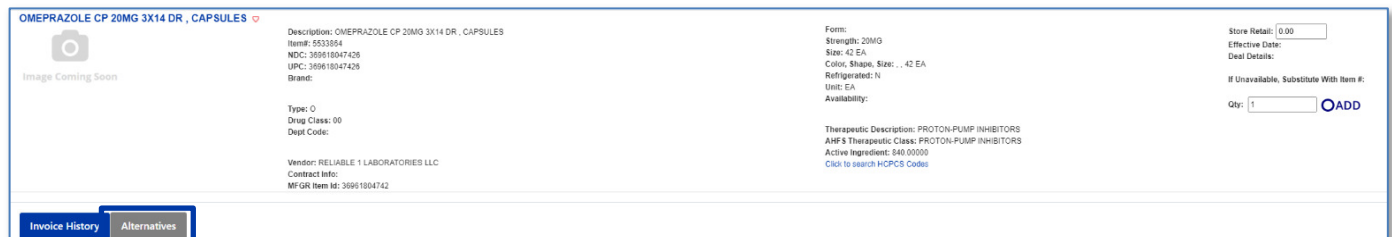
Invoice History Alternatives

**Invoice History** and **Alternatives** are both accessible from the **Product Detail** page (static buttons can be found in the lower left-hand corner of the Product Detail page).

**Invoice History** When you open Product Details, clicking the **Invoice History** button displays all invoices this item appears on.

You can view invoices by invoice or item number, date or start date and by current status.

**Alternatives** When you open Item Details, clicking the **Alternatives** button displays alternative items of the same size and ingredient.



OMEPRAZOLE CP 20MG 3X14 DR, CAPSULES

Description: OMEPRAZOLE CP 20MG 3X14 DR, CAPSULES  
 Item#: 5533854  
 NDC: 369618047426  
 UPC: 369618047426  
 Brand:

Type: O  
 Drug Class: 00  
 Dept Code:

Vendor: RELIABLE 1 LABORATORIES LLC  
 Contract Info:  
 MFR Item #: 36961804742

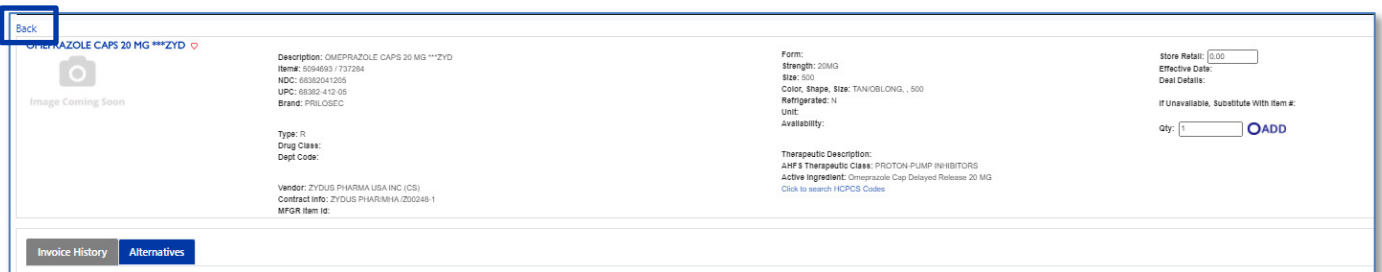
Form:  
 Strength: 20MG  
 Size: 42 EA  
 Color, Shape, Size: ., 42 EA  
 Refrigerated: N  
 Unit: EA  
 Availability:

Therapeutic Description: PROTON-PUMP INHIBITORS  
 AHFS Therapeutic Class: PROTON-PUMP INHIBITORS  
 Active Ingredient: 840.00000  
 Click to search HCPCS Codes

Store Retail: 0.00  
 Effective Date:  
 Deal Details:  
 If Unavailable, Substitute With Item #:  
 Qty: 1 OADD

Invoice History Alternatives

Use the **Back** button on the **Product Details** page, rather than browser back button to return to the search results.



OMEPRAZOLE CAPS 20 MG \*\*\*ZYD

Description: OMEPRAZOLE CAPS 20 MG \*\*\*ZYD  
 Item#: 5094693 / 737294  
 NDC: 68382041205  
 UPC: 6838241205  
 Brand: PRLOSEC

Type: R  
 Drug Class:  
 Dept Code:

Vendor: ZYDUS PHARMA USA INC (CS)  
 Contract Info: ZYDUS PHARMA/200248-1  
 MFR Item #:

Form:  
 Strength: 20MG  
 Size: 50  
 Color, Shape, Size: TAN/OBLONG, 50  
 Refrigerated: N  
 Unit:  
 Availability:

Therapeutic Description:  
 AHFS Therapeutic Class: PROTON-PUMP INHIBITORS  
 Active Ingredient: Omeprazole Cap Delayed Release 20 MG  
 Click to search HCPCS Codes

Store Retail: 0.00  
 Effective Date:  
 Deal Details:  
 If Unavailable, Substitute With Item #:  
 Qty: 1 OADD

Back

Invoice History Alternatives

### 3. Shopping Cart to Order

Shopping Carts provide a quick and easy way to order all items you need for your customers.

C2 and non-C2 items are both ordered through Shopping Carts. However, separate purchase orders are created for each.

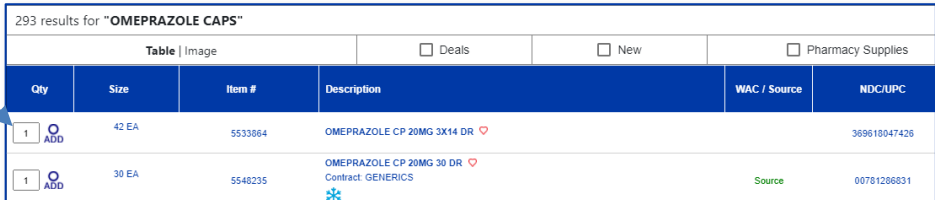
#### Ordering with Shopping Carts is as easy as 1-2-3:

1. Search for the items you want to order
2. Add them to the Shopping Cart
3. Checkout and place the order

The Shopping Cart allows Weblink you to select items, review what you selected, make modifications, or add extra items if needed, and purchase the items.

The **Add to Cart** buttons are found throughout the ordering system:

- Pop-ups
- Product Search Grid
- Product Detail Page
- My Favorites
- Quick Order



| Qty | Size  | Item #  | Description                                    | WAC / Source | NDC/UPC      |
|-----|-------|---------|--|--------------|--------------|
| 1   | 42 EA | 5533864 | OMEPRAZOLE CP 20MG 3X14 DR                     |              | 369618047426 |
| 1   | 30 EA | 5548235 | OMEPRAZOLE CP 20MG 30 DR<br>Contract: GENERICS | Source       | 00781286831  |

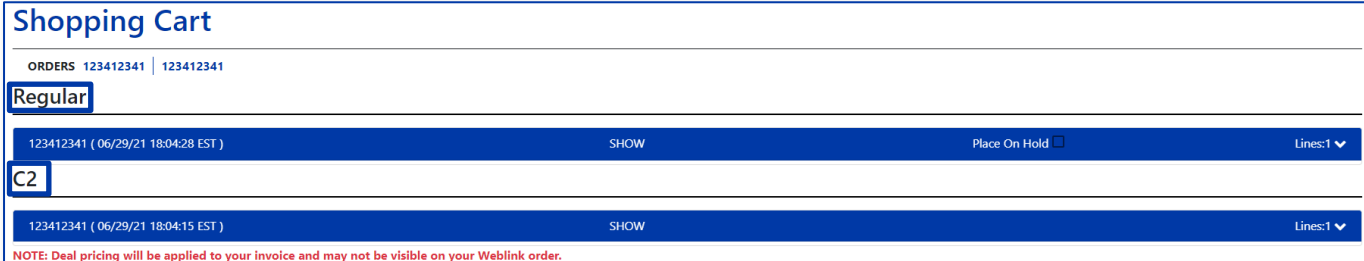
Item quantity can easily be adjusted in the Shopping Cart.

Both out-of-stock and in-stock items can be added to the Shopping Cart.

You have the ability to have multiple open orders (POs) in the Shopping Cart (only one C2 PO but many other non-C2 POs).

PO type headers display in the Shopping Cart – C2, Regular (non-C2 items) and Mobile.

C2 and non-C2 items are automatically added to the proper order type in the Shopping Cart.



**Shopping Cart**

ORDERS 123412341 | 123412341

**Regular**

123412341 ( 06/29/21 18:04:28 EST )      SHOW      Place On Hold       Lines:1

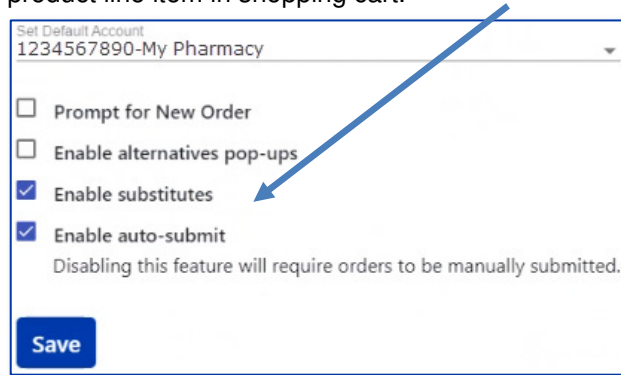
**C2**

123412341 ( 06/29/21 18:04:15 EST )      SHOW      Lines:1

NOTE: Deal pricing will be applied to your invoice and may not be visible on your Weblink order.

**Substitutions:** Substitutions are equivalent products to a selected item. When substitution is on, if a product is out of stock, it automatically ships the equivalent product. If the product is discontinued, it will not display in the search.)

Primary users can opt out of substitutions by clearing the check box for **Enable substitutes** in **Web Account Settings** or using the selection box with product line item in shopping cart.



Set Default Account  
1234567890-My Pharmacy

Prompt for New Order

Enable alternatives pop-ups

**Enable substitutes**

Enable auto-submit

Disabling this feature will require orders to be manually submitted.

**Save**

There is also a **Do Not Sub** checkbox available per item in Shopping Cart.

**Shopping Cart**

ORDERS **123412341**

Regular

123412341 (06/29/21 13:46:36 EST) HIDE Place On Hold

Purchase Order Number: Order Total: \$0.01 Created By: pharmacy@cardinalhealth.com at 06/29/21 13:46:36 EST

| Item #  | Description                | Source | Unit | Item Size | Qty | Qty Adj | Invoice          | Est. Net | Ext Invoice | Deal Details | Sticker Price | Do Not Sub                          | Shelf Label              |
|---------|----------------------------|--------|------|-----------|-----|---------|------------------|----------|-------------|--------------|---------------|-------------------------------------|--------------------------|
| 5548235 | OMEPRAZOLE CP 20MG 30 DR   | Source | EA   | 30 EA     | 10  | 10      | \$0.01<br>\$0.01 | \$0.00   | \$0.01      |              | 0.01          | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5533864 | OMEPRAZOLE CP 20MG 3X14 DR |        | EA   | 42 EA     | 10  | 10      | \$0.01<br>\$0.01 | \$0.00   | \$0.01      |              | 0.01          | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

**Refresh Order** **Checkout** **Delete**

Substitutions are customer and specific (preference) item substitutions. Not all items have substitutions.

“Alternative” is pre-order. “Substitute” is post-order.

**Auto Submit** functionality for non-C2 items (that is, sweep functionality) can be enabled. However, you can also manually submit non-C2 orders at any time. Should an account’s primary user select Auto Submit in their Web Account Settings, non-C2 orders auto-submit (that is, sweep) at the established **cut-off times**.

**Cut off time:** The time orders need to be received for same day or next day shipments. If the primary user has enabled Auto Submit in their Web Account Settings, non-C2 orders are automatically placed at this time.

**Cut off time: 07-21-2020 07:30 PM**

In Weblink, the purchasers can also **put orders On-Hold** while in the Shopping Cart, restricting items from being manually or auto submitted/checked-out until the primary user removes the on-hold restriction. Purchasers can also schedule a date/time to release an on-hold order.

**Shopping Cart**

ORDERS **123412341**

Regular

123412341 (07/22/21 14:13:18 EST) HIDE Place On Hold **Release Hold Date/Time**

Purchase Order Number: Order Total: \$0.01 Created By: pharmacy@cardinalhealth.com at 07/22/21 14:13:18 EST

| Description | Source                     | Unit   | Item Size | Qty   | Qty Adj | Invoice | Est. Net         | Ext Invoice | Deal Details | Sticker Price | Do Not Sub               | Shelf Label              |
|-------------|----------------------------|--------|-----------|-------|---------|---------|------------------|-------------|--------------|---------------|--------------------------|--------------------------|
| 5548235     | OMEPRAZOLE CP 20MG 30 DR   | Source | EA        | 30 EA | 1       | 1       | \$0.01<br>\$0.01 | \$0.01      | \$0.01       | 0.01          | <input type="checkbox"/> | <input type="checkbox"/> |
| 5533864     | OMEPRAZOLE CP 20MG 3X14 DR |        | EA        | 42 EA | 1       | 1       | \$0.01<br>\$0.01 | \$0.01      | \$0.01       | 0.01          | <input type="checkbox"/> | <input type="checkbox"/> |

**Refresh Order** **Checkout** **Delete**

NOTE: Deal pricing will be applied to your Invoice and may not be visible on your Weblink order.



## Shopping Cart Tips


- If Shopping Carts are set up for Auto Submit, any Non-C2 items in the Shopping Cart at the time of cut off (see Weblink homepage) are automatically ordered (swept) at that time, unless the order is placed on-hold
- Out-of-stock items included in the Shopping Cart are backordered at the time the order is placed.
- Items are no longer automatically reserved when the item is added to the Shopping Cart. **Stock is only allocated when the order is placed.**
- Pricing shown in the Shopping Cart **may not be the final price for the item**; the price shown in the Shopping Cart does not consider discounts and promotions in effect for the item. The final price is reflected on the invoice.
- Customers on Source Rebate Programs see Estimated Net Values (as shown in the item search grid) for source contract items based on their current spend trend. Prices shown are not the price the customer pays. It's what they can assume the item costs them once they are given their monthly rebate aggregate for all source contracts.
- **Shopping Carts can contain items on different PO's.** Items are split by order type when the items are added to the cart.
- Item quantities can be increased, decreased or deleted in the Shopping Cart until the order is submitted.
- Sticker prices can be updated in the Shopping Cart to receive updated stickers and labels with your invoice.
- There are no minimum dollar requirement to submit an order. However, **minimum delivery values remain** in place – the system holds the order for delivery until that threshold is met.
- Auto Submit functionality for non-C2 items (that is, sweep functionality) can be enabled. However, **you can also manually submit non-C2 orders at any time.** Should an account's primary user select Auto Submit in their Web Account Settings, non-C2 orders auto-submit (that is, sweep) at the established cut-off times.
- Cut off time: The time orders need to be received for same day or next day shipments. If the primary user has enabled Auto Submit in their Web Account Settings, non-C2 orders are automatically placed at this time. Cut off time: 07-21-2020 07:30 PM
- In Weblink, the Primary user can also **put orders On-Hold** while in the Shopping Cart, restricting items from being manually or auto submitted/checked-out until the Primary user removes the on-hold restriction.

## Live inventory: allocation

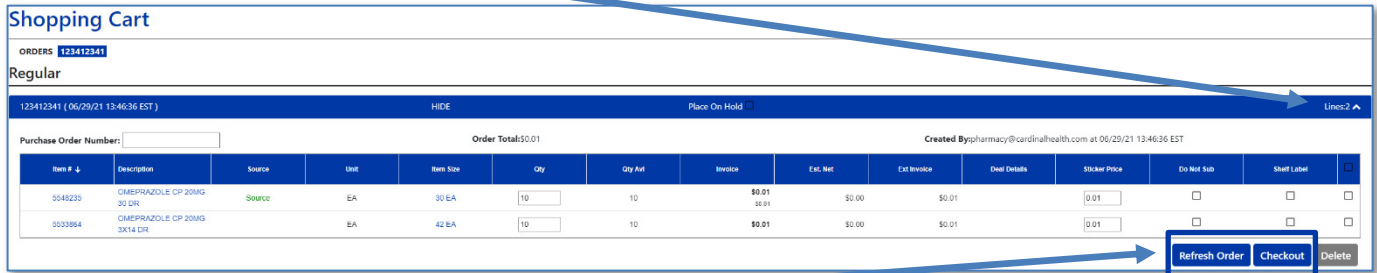
To view the most current pricing and inventory availability, you can complete any one of the following:

- Click the **Shopping Cart** icon to reload all orders in the Cart.
- Expand a single order within the Shopping Cart.
- Click the **Refresh Order** button within a single order within the Shopping Cart.

## Opening Shopping Cart

Clicking the **Shopping Cart**  icon on the Weblink Home Page to open the Shopping Cart.

Clicking the **arrow**  on the right side of the Shopping Cart to open and close the order details and refresh the single order.



**Shopping Cart**


ORDERS 123412341  
Regular

123412341 (06/29/21 13:46:36 EST) HIDE Place On Hold Lines:1

Purchase Order Number: Order Total: \$0.01 Created By: pharmacy@cardinalhealth.com at 06/29/21 13:46:36 EST

| Item #  | Description                | Source | Unit | Item Size | Qty | Qty Avl | Invoice | Est. Net | Ext Invoice | Deal Details | Sticker Price | Do Not Sub               | Shelf Label              |
|---------|----------------------------|--------|------|-----------|-----|---------|---------|----------|-------------|--------------|---------------|--------------------------|--------------------------|
| 5548235 | OMEPRAZOLE CP 20MG 30 DR   | Source | EA   | 30 EA     | 10  | 10      | \$0.01  | \$0.00   | \$0.01      |              | 0.01          | <input type="checkbox"/> | <input type="checkbox"/> |
| 5533864 | OMEPRAZOLE CP 20MG 3X14 DR |        | EA   | 42 EA     | 10  | 10      | \$0.01  | \$0.00   | \$0.01      |              | 0.01          | <input type="checkbox"/> | <input type="checkbox"/> |

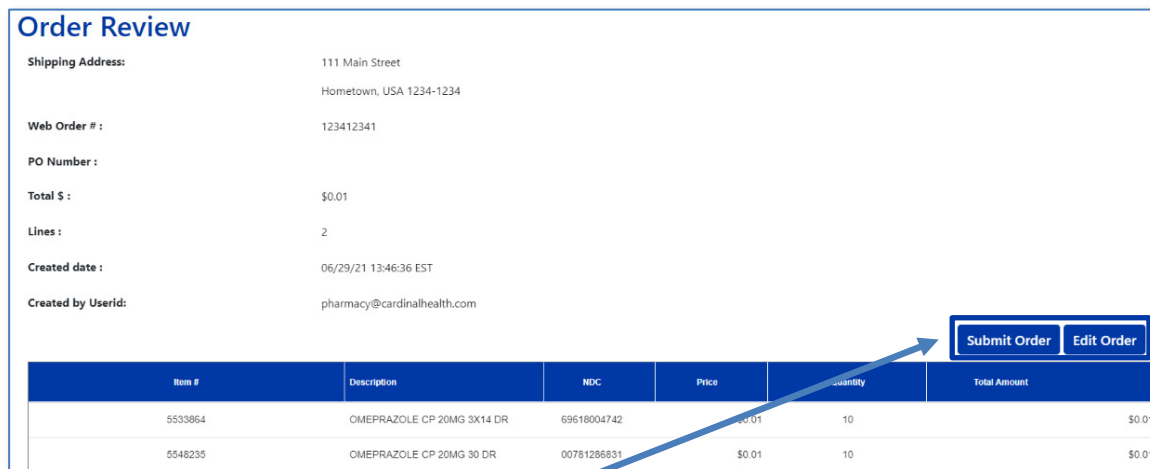
Refresh Order Checkout Delete

Click the **Refresh Order**  button at the bottom of each order to refresh pricing and inventory information for that single order, so you can see what stock is available at the moment of refresh. However, keep in mind that the stock is not allocated to you until the order is placed.

When any item in an order is out of stock the header displays in red. If alternative items are available and enabled for the account, the **Alts** button displays for out-of-stock items.

Clicking the **Checkout**  button to open the **Order Review** page, where the order can be submitted.

Manufacturers may require Additional Manufacturer Information (AMI) for certain products. If a particular item triggers AMI, a message displays in the **Inbox (Messages)** drop-down with a link to provide the additional information. See the **Additional Manufacturer Information (AMI)** guide for additional information.



**Order Review**

Shipping Address: 111 Main Street  
Hometown, USA 1234-1234

Web Order #: 123412341

PO Number:

Total \$: \$0.01

Lines: 2

Created date: 06/29/21 13:46:36 EST

Created by Userid: pharmacy@cardinalhealth.com

Submit Order Edit Order

| Item #  | Description                | NDC         | Price  | Quantity | Total Amount |
|---------|----------------------------|-------------|--------|----------|--------------|
| 5533864 | OMEPRAZOLE CP 20MG 3X14 DR | 69618004742 | \$0.01 | 10       | \$0.01       |
| 5548235 | OMEPRAZOLE CP 20MG 30 DR   | 00781286831 | \$0.01 | 10       | \$0.01       |

Click the **Submit Order**  button to submit the order for processing.

There is also an **Edit Order**  button on the **Order Review** screen to make any final changes before the order is submitted.

Once the order is submitted, the **Order Summary** page displays, confirming that the order has been placed.

### Order Summary

Thank you for your order! Please print a copy of this page for your records.  
You may review a real time status of your order by going to the Order History page.

Shipping Address: 111 Main Street  
Hometown, USA 12345-1234

Web Order #: 123412341

PO Number:

Total \$: \$0.01

Lines: 2

Created date: 06/29/21 13:46:36 EST

Created by Userid: pharmacy@cardinalhealth.com

| Item #  | Description                | NDC         | Price  | Quantity | Total Amount |
|---------|----------------------------|-------------|--------|----------|--------------|
| 5533864 | OMEPRAZOLE CP 20MG 3X14 DR | 69618004742 | \$0.01 | 10       | \$0.01       |
| 5548235 | OMEPRAZOLE CP 20MG 30 DR   | 00781266831 | \$0.01 | 10       | \$0.01       |

Thank you for your order. Please note that the actual quantity delivered may vary from what was requested based on availability at time of processing. Please contact your Sales Representative or our Customer Service Team at 718.767.1234 with any questions.

### Additional Manufacturer Information (AMI)

Manufacturers may require Additional Manufacturer Information (AMI) for certain products. AMI orders are held until this information is provided. After submitting the order, if a particular item triggers AMI, a message displays in the **Inbox** (**Messages** drop-down). Click the message to view the message.

### Inbox

Inbox Sent

Compose New Delete

| <input type="checkbox"/> | From             | Subject   | Date ↓             |
|--------------------------|------------------|---|--------------------|
| <input type="checkbox"/> | Customer Service | Additional Manufacturer Information Required -   Web Order 851261051   PO | 04/29/2021 08:35AM |

Click the link in the message to provide the additional information.

Delete Close

**From:** Customer Service

**Email:** pharmacy@cardinalhealth.com

**To:** 1234567890

**Time:** 04/29/2021 08:35AM

**Subject:** Additional Manufacturer Information Required - | Web Order 851261051 | PO

The order recently placed 123412341 contains a product requiring additional manufacturer information. Please click on the following link to enter the information:

Additional Manufacturer Information

Weblink Order# 123412341

Confirmation # 123412341

Purchase Order :

See the **Additional Manufacturer Information (AMI)** guide for additional information.

## Order Status and Item Status

Within Weblink, it's easy to check the status of your order. View the table(s) below for the status descriptions to better understand your order and/or item status.

| Order Status           | Description  |
|------------------------|--|
| <b>In Process</b>      | None of the items have shipped & at least one item is open and will ship.  |
| <b>Partial Shipped</b> | Some items have shipped and at least one item is open & not shipped.       |
| <b>Complete</b>        | Some or all items have lines shipped and any remaining items are rejected. |
| <b>Blocked</b>         | All items are blocked. Review the item details for additional information. |
| <b>Cancelled</b>       | All items within the order are rejected.                                   |
| <b>Credit Held</b>     | Order is held for Credit. Contact credit manager for payment information.  |
| <b>Future</b>          | Order will not ship on the current day.                                    |
| <b>Held DEA</b>        | Order requiring CSOS signing and or blocked by the DEA.                    |

| Item Status  | Description   |
|--|---|
| <b>Most Frequent Status</b>  |   |
| <b>In Process</b>  | Item is being prepared for shipping.  |
| <b>Backorder</b>   | Item is not available and will ship when available. See the Outs > Backorder list for additional details.   |
| <b>Invoiced</b>  | Item has completely shipped and invoiced.   |
| <b>Partial Invoiced &amp; Back Order</b>                                   | This item will appear on two separate lines when only part of the ordered quantity is available, and the remaining quantity will be on back order.  |
| <b>Invoiced &amp; No Stock Cancelled</b>                                   | This item will appear on two separate lines when only part of the ordered quantity is available, and the remaining quantity will be cancelled. This is typically for OTC items that do not go to backorder. |
| <b>Order Cancelled</b>   | The entire order was cancelled by customer request.   |
| <b>Cancellations – Items were cancelled, and re-order will be required</b> |   |
| <b>License Cancelled</b>   | Item requires license that customer does not have. Contact Customer Service or your PBC for assistance. Once license is fulfilled, the item can be re-ordered.  |

|   |  |
|---|--|
| <b>Credit Cancelled</b>   | Credit has cancelled this item/order. Contact Credit manager before placing additional orders.   |
| <b>No Stock Cancelled</b>   | This item was cancelled due to lack of inventory. This is typically for non-RX items that do not go to backorder.  |
| <b>QRA Cancelled</b>  | Controlled item was cancelled due to DEA regulations. Contact your PBC for assistance.   |
| <b>Ineligible Item</b>  | Item has eligibility requirements not fulfilled by the ordering account. Contact Customer Service for specific instructions before re-ordering the item.                         |
| <b>Cancelled</b>  | Item was cancelled from the order by customer.   |
| <b>BO Cancelled</b>   | Item was removed from the backorder by the customer.   |
| <b>Blocks – Items will be shipped when block reason is resolved and released.</b> |  |
| <b>Order Minimum</b>  | Item is held pending additional order submissions to meet the daily minimum order threshold.   |
| <b>Credit Block</b>   | Credit has blocked this item/order. Contact your Credit manager to resolve and release the block.  |
| <b>QRA Block</b>  | QRA has blocked this item/order. Contact your PBC to resolve and release the block.  |
| <b>PBC Hold</b>   | PBC has blocked this item/order. Contact your PBC to resolve and release the block.  |
| <b>Pending Flu Portal</b>   | Item is pending flu portal processing and will ship ASAP.  |
| <b>Acct Set-up Issue</b>  | Information is required regarding your account. Please contact your PBC to resolve and release the block.  |
| <b>Blocked</b>  | Item is blocked for a non-specific reason. Please contact Customer Service for additional information to release the block.  |
| <b>Holiday Block</b>  | Item is blocked for Kinray and or Customer Holiday closure. Item will ship once holiday block is removed.  |
| <b>Location Block</b>   | Item is blocked for customer delivery by location. This can include weather and shipping restraints on a geographic location. Item will ship once the location block is removed. |
| <b>Held-AMI</b>   | Item requires Additional Manufacturer Information to be provided. Please see your Weblink messages for the link to the AMI portal.   |

## 4. PO/INV (Order History)

PO/INV in the Weblink Toolbar provides access to **Order History**, **Invoice History** and **Statements**

**Order History** shows open orders. Order links open the order details to view unshipped items. Shipped items are visible in **Invoice History**. You can search **Order History** by:

- Web Order Number: Number generated for only Weblink orders
- Confirmation Number: Number generated across all order channels
- Purchase Order Number: Number created by the user in the Shopping Cart
- Order Date: Order submission date

| Web Order # | Confirmation # | PO #       | Line # | Total \$ | Order Date ↓ | Order Status | Order Type | SRC | Created By |
|-------------|----------------|------------|--------|----------|--------------|--------------|------------|-----|------------|
| 1234123412  | 324123412      | 1234561234 | 29     | \$0.01   | 05/28/2021   | In Process   | Regular    | WEB |            |

## 5. Backorders (that is, Outs)

Out of stock items submitted for order are automatically backordered and placed on the “outs” list.

293 results for "OMEPRAZOLE CAPS"

| Qty  | Size | Item #  | Description                                      | WAC / Source | NDC/UPC      | Retail Price | Invoice | Est. Net | Deal Details | Medspan AWP | Other |
|------|------|---------|--|--------------|--------------|--------------|---------|----------|--------------|-------------|-------|
| 42   | EA   | 5533564 | OMEPRAZOLE CP 20MG 2X14 DR                       |              | 369810047426 | \$0.01       | \$0.01  |          |              | \$0.01      | ⊕ ⊖ ⚙ |
| 30   | EA   | 5540235 | OMEPRAZOLE CP 20MG 30 DR<br>Contract: GENERICS   | Source       | 00791285031  | \$0.01       | \$0.01  |          |              | \$0.01      | ⊕ ⊖ ⚙ |
| 500  | EA   | 5484660 | OMEPRAZOLE CP 40MG 500 DR<br>Contract: GENERICS  |              |              | \$0.01       | \$0.01  |          |              | \$0.01      | ⊕ ⊖ ⚙ |
| 1000 | EA   | 5484657 | OMEPRAZOLE CP 20MG 1000 DR<br>Contract: GENERICS |              |              | \$0.01       | \$0.01  |          |              | \$0.01      | ⊕ ⊖ ⚙ |
| 90   | EA   | 5381510 | OMEPRAZOLE CP 20MG 90 DR<br>Contract: GENERICS   | Source       | 65462035698  | \$0.01       | \$0.01  |          |              | \$0.01      | ⊕ ⊖ ⚙ |
| 30   | EA   | 5301106 | OMEPRAZOLE CP 40MG 30 DR<br>Contract: GENERICS   | Source       | 65462039739  | \$0.01       | \$0.01  |          |              | \$0.01      | ⊕ ⊖ ⚙ |
| 30   | EA   | 5301896 | OMEPRAZOLE CP 10MG 30 DR<br>Contract: GENERICS   | Source       | 65462039539  | \$0.01       | \$0.01  |          |              | \$0.01      | ⊕ ⊖ ⚙ |
| 90   | EA   | 5300901 | OMEPRAZOLE CP 40MG 90 DR                         |              |              | \$0.01       | \$0.01  |          |              | \$0.01      | ⊕ ⊖ ⚙ |
| 1000 | EA   | 5281633 | OMEPRAZOLE CP 20MG 1000 DR<br>Contract: GENERICS |              |              | \$0.01       | \$0.01  |          |              | \$0.01      | ⊕ ⊖ ⚙ |

You **do not** have the ability to **disable backorder**. Therefore, if you do not want to utilize backorder functionality, you can either:

- Not order the Out-of-stock items or
- Delete lines from the backorder

Any backordered item remains on the backorder list until available (or until they expire/cancel). Then, backordered items automatically ship to the customer and an order and invoice are visible in **Order History** and **Invoice History** for the shipment. No action is required by you; however, you can remove an item from the backorder list or decrease the quantity. (Increasing the quantity would require a new order).

If there is quantity increase to a backordered item, the second request/line is rejected.

Backorder items expire / cancel after 120 days for non-C2 and 55 days for C2.

## 6. PO/INV (Invoice History and Statements)

**Invoice History** displays invoices with invoice number, date and total. Invoice links open the invoices with details. You can search **Invoice History** by:

- Invoice Number: The number generated on the invoice.
- Item Number: The identification number of an item, displays all invoices with that item number.
- Invoice Starting Date: Displays all invoices equal to or after the date entered.
- Invoice Date: Displays all invoices equal to the date entered.
- Current Invoices: Displays all invoices within the past seven days.

View Invoice by: Invoice Number  Search:

| Invoice date ↓ | Invoice #                  | Total  |
|----------------|----------------------------|--------|
| 06/11/2021     | <a href="#">1231231231</a> | \$0.01 |
| 06/11/2021     | <a href="#">1231231231</a> | \$0.01 |

Invoice Details

Invoice #: 1231231231  
 Total: \$0.01  
 Lines/no of items: 1  
 Date: 06/11/2021

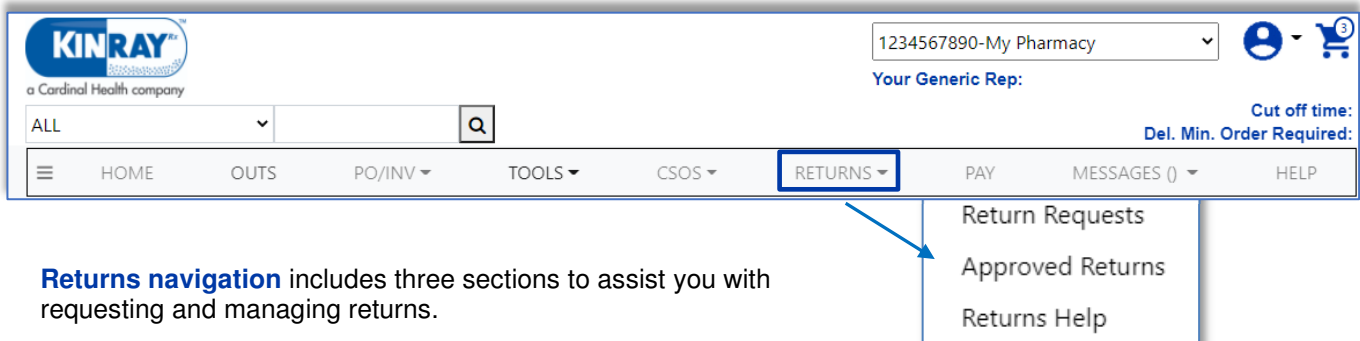
| Item #  | Description                   | NDC #       | Item Size | Order #    | Qty Ordered | Qty Ship | Previous Return Qty | Cost   | Ext Cost | Return Qty           | Return                                       |
|---------|-------------------------------|-------------|-----------|------------|-------------|----------|---------------------|--------|----------|----------------------|--|
| 2913226 | SODIUM CL OI 5%<br>3.5GM OPTH | 17478062235 | 3.5 GM    | 1234123412 | 5           | 0        | 0                   | \$0.01 | \$0.01   | <input type="text"/> | <input type="button" value="Add to Return"/> |

**Credit memos:** Negative and positive credit memo details display in **Invoice History**, this includes returns, claims, monthly rebates etc. Credit Memos post in **Invoice History** with a negative value.

**Statements:** If you wish to view a statement, click **Statements** and the Statement Dates display. Select the date you wish to view, then an image of the statement displays.

## 7. Returns

**Returns** in Weblink provides visibility to returns requests and returns authorizations.



Navigation bar includes: HOME, OUTS, PO/INV, TOOLS, CSOS, RETURNS, PAY, MESSAGES, HELP.

RETURNS dropdown menu options:

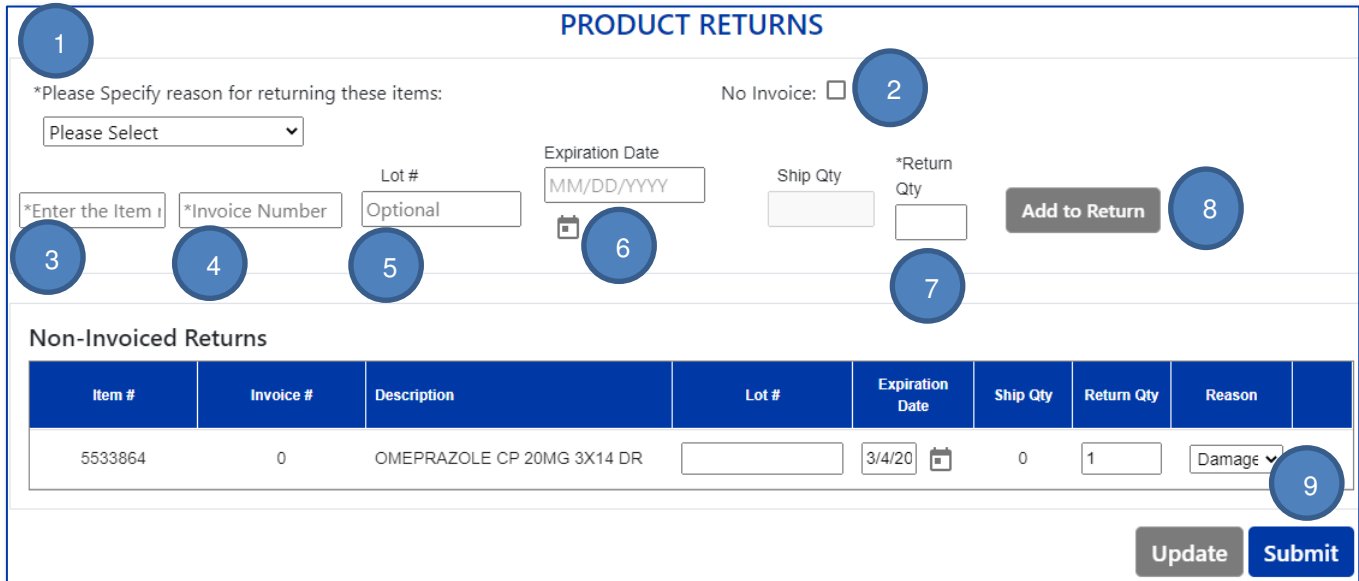
- Return Requests
- Approved Returns
- Returns Help

**Returns navigation** includes three sections to assist you with requesting and managing returns.

- Return Requests
- Approved Returns
- Returns Help

You can initiate a product return from the [Product Returns Request](#) page or from [Invoice History](#).

Perform the following steps to initiate a return from the [Product Returns Request](#) page:



The screenshot shows the 'PRODUCT RETURNS' form. It includes a dropdown for return reason (1), a 'No Invoice' checkbox (2), input fields for item number (3), invoice number (4), lot number (5), expiration date (6), ship quantity (7), and return quantity (7). An 'Add to Return' button (8) and a 'Submit' button (9) are also visible. Below the form is a table for 'Non-Invoiced Returns' with columns for Item #, Invoice #, Description, Lot #, Expiration Date, Ship Qty, Return Qty, and Reason. The table contains one row with item 5533864, invoice 0, description OMEPRAZOLE CP 20MG 3X14 DR, expiration date 3/4/20, ship qty 0, return qty 1, and reason Damage.

1. Specify your return type:
  - Overage
  - Order Error
  - Overstock
  - Received Outdated
  - Damaged
  - Recall
2. Select **No invoice**, if applicable.
3. Enter the item number to search your [Order History](#) records.
4. Enter the invoice number.
5. Enter the Lot # (optional).
6. Enter the expiration date for the item.
7. Enter the return quantity. Note: the return quantity cannot be greater than ship quantity.
8. Click **Add to Return**.
9. Click **Submit**.

As items are added to the return request it adds the item to the correct return category. Return categories have been established for ease of use, return types include:

- Returns
- C2 returns
- Refrigerated returns
- Non-invoiced returns
- Non-invoiced C2 returns

Should a return be rejected, you have visibility to return exception details.

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Please note: Displayed prices, names and accounts in this document are for training purposes only.



Alternatively, you can initiate a product return from the [Invoice History](#) page:

Perform the following steps to initiate a return from the [Invoice History](#) page.

1. Navigate to the [PO/Inv](#) pull down on tool bar.
2. Select [Invoice History](#) for the Invoice History page to display.
3. Search [Invoice History](#) to locate the item you wish to return. You can search Invoice History by:
  - a. Invoice Number: The number generated on the invoice.
  - b. Item Number: The identification number of an item, displays all invoices with that item number.
  - c. Invoice Starting Date: Displays all invoices equal to or after the date entered.
  - d. Invoice Date: Displays all invoices equal to the date entered.
  - e. Current Invoices: Displays all invoices within the past seven days.
4. Once you locate the invoice, click the hyperlinked invoice number to view the invoice details.
5. Enter the return quantity for the item to return. Note: the return quantity cannot be greater than ship quantity.
6. Click [Add to Return](#).

View Invoice by: Invoice Number ▼      Search:  Go

| Invoice date ↓ | Invoice #                  | Total  |
|----------------|----------------------------|--------|
| 06/11/2021     | <a href="#">1231231231</a> | \$0.01 |
| 06/11/2021     | <a href="#">1231231231</a> | \$0.01 |

**Invoice Details**

Invoice #: 1231231231  
 Total: \$0.01  
 Lines/no of items: 1  
 Date: 06/11/2021

| Item #  | Description                   | NDC #       | Item Size | Order #    | Qty Ordered | Qty Ship | Previous Return Qty | Cost   | Ext Cost | Return Qty                                | Return        |
|---------|-------------------------------|-------------|-----------|------------|-------------|----------|---------------------|--------|----------|---|---------------|
| 2913226 | SODIUM CL OI 5%<br>3.5GM OPTH | 17478062235 | 3.5 GM    | 1234123412 | 5           | 0        | 0                   | \$0.01 | \$0.01   | <input style="width: 50px;" type="text"/> | Add to Return |

**Approved Returns** displays authorized product returns with the associated Material Return Authorization.

**Note:** A return noted as 'Approved' is not indicative of a credit approval; it is subject to further review once the product is received at the DC.

Click the **MRA Number** to view, sign and print the Material Return Authorization.

Click **Print Shipping Label** for the Shipping Label to appear and print.

| APPROVED RETURNS               |                  |                             |                                      |
|--------------------------------|------------------|-----------------------------|--------------------------------------|
| Material Return Authorizations |                  |                             |                                      |
| MRA Number                     | Submitted Date ↓ | Submitted by                | Shipping Label                       |
| 8908908908                     | 06-28-2021       | pharmacy@cardinalhealth.com | <a href="#">Print Shipping Label</a> |
| 8908908908                     | 06-15-2021       | pharmacy@cardinalhealth.com | <a href="#">Print Shipping Label</a> |
| 8908908908                     | 01-28-2021       | pharmacy@cardinalhealth.com | <a href="#">Print Shipping Label</a> |

**Return Exceptions** displays the rejected product returns. Return requests can result in rejections. Returns are blocked at the individual item level rather than at the entire return request level. The **Return Exceptions** area is at bottom of **Returns Request** drop-down (**Product Returns** page).

**Returns Help** displays step-by-step information on how to process a return.

## 8. Pay

Pay provides access to the **Online Payment Portal**.

Clicking the **Online Payment Portal** link takes you to the portal site.

## 9. Tools

Tools includes six Weblink features:

**My Favorites** is a list of items marked as favorites. These items can be added to a **Shopping Cart** directly from the list.

**My Favorites List** Add to Cart

| Item#   | Description                                      | Size    | Qty                            | <input type="checkbox"/> |
|---------|--|---------|--------------------------------|--------------------------|
| 5301064 | OMEPRAZOLE CP 20MG 30 DR                         | 30 EA   | <input type="text" value="1"/> | <input type="checkbox"/> |
| 3536703 | Calmol 4 Hemorrhoidal Suppositories 10-76% 24 Ea | 24 EA   | <input type="text" value="1"/> | <input type="checkbox"/> |
| 4422754 | LITHIUM CARBONATE TB 300MG 1000                  | 1000 EA | <input type="text" value="1"/> | <input type="checkbox"/> |
| 3073723 | ORAL-B DENTURE BRUSH                             | 1 EA    | <input type="text" value="1"/> | <input type="checkbox"/> |

Delete

**Quick Order** allows you to scan or search for items and immediately add them to a Shopping Cart.


**Note:** Quick Order item limitation per upload is 200 items; you can use Quick Order upload multiple times for a single order. Upload templates can be found in Help.

Home \ Tools \ Quick Order

Copy and Paste

|   | Item   | Quantity                         |
|---|--|----------------------------------|
| 1 | <input type="text" value="Enter the item number to search"/> | <input type="text" value="Qty"/> |
| 2 | <input type="text" value="Enter the item number to search"/> | <input type="text" value="Qty"/> |

**Reports** allows you to gain insight and intelligence into C2 and regular items ordered within the system.



a Cardinal Health company

ALL

HOME OUTS PO/INV TOOLS

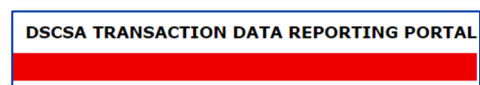
Select Report \*

**Stickers and Labels Request** allows you to request shelf stickers and labels to be printed for items not in a current order.

Stickers and Labels Request

| Item #   | Sticker Quantity     | Label Quantity       |
|--|----------------------|----------------------|
| <input type="text" value="Enter the item number to search"/> | <input type="text"/> | <input type="text"/> |
| <input type="text" value="Enter the item number to search"/> | <input type="text"/> | <input type="text"/> |

**Track and Trace** reroutes you to the **Cardinal Health Track and Trace portal**. Those with granted access to Track and Trace are able to Single Sign On (SSO) or they are redirected to the Track and Trace portal. To enable SSO, contact customer service.



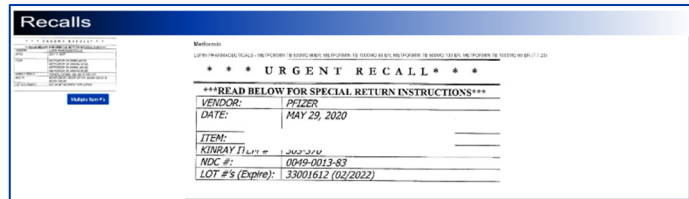
**Flu Care** takes you to the **Cardinal Health Flu Care Management** website.



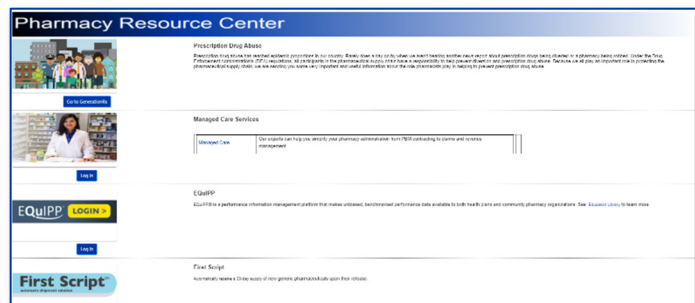
## 10. Hamburger

Hamburger includes four sections:

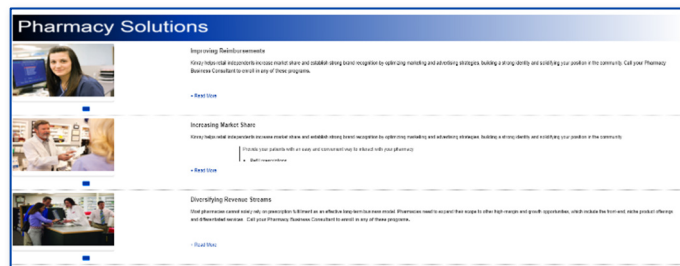
**Recalls** provides information on item recalls.



**Pharmacy Resource Center** shows the various resources available to the pharmacy.



**Pharmacy Solutions** provides information to help pharmacies improve their business performance and value to their customers.



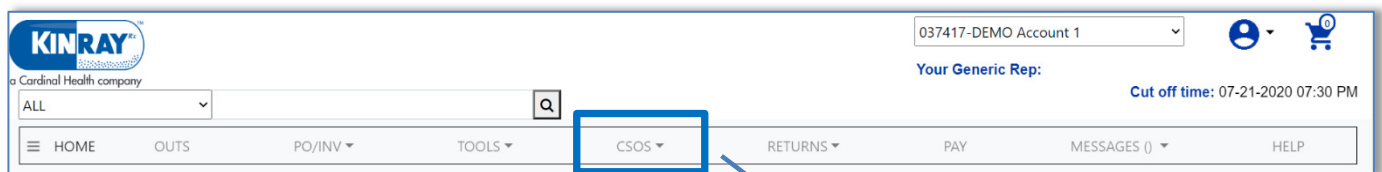
**Specials** list the specials for the current month.



## 11. CSOS Anywhere / C2 Ordering

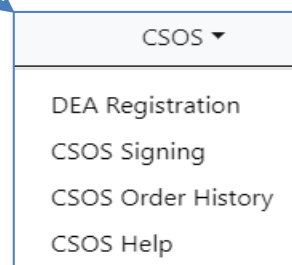
CSOS Anywhere uses the latest technologies to provide you with an industry leading experience for ordering, signing, and receiving C2 drugs through Kinray Weblink. It does not require any software installation on your computer because it is built entirely online within Kinray Weblink, making your CSOS process more streamlined and efficient.

- CSOS ordering is available from any computer and many mobile devices.
- Online signing certificate management within Kinray Weblink means that you can order from anywhere and not have to take your DEA signing certificate with you.
- Online C2 product receiving is directly against the E222.
- Retention of the receiving data by Cardinal Health is for a period of five years.



There are four sections under CSOS navigation:

- DEA Registration
- CSOS Signing
- CSOS Order History
- CSOS Help



### Prerequisite overview

This section covers items that are required to be in place prior to using CSOS Anywhere for ordering.

### Certificate Registration

To use the CSOS Anywhere functionality, you must register your DEA certificate first.

Click **DEA Registration** within the CSOS navigation, and the Certificate Registration web page displays for you to complete the registration process.

**Note:** There are four steps in the certificate registration process:

1. **DEA Number:** Enter the DEA number associated with the CSOS ordering account. Weblink CSOS Anywhere automatically links your Kinray account number to the proper DEA number as you complete your registration. Please note, the following criteria must be successfully met.
  - ✓ The DEA number typed in must match the DEA number associated with the Kinray account.
  - ✓ The DEA number must match the DEA number associated with the DEA issued signing certificate (\*.PFX file).
2. Locate your DEA issued signing certificate so that it may be uploaded.
3. Enter the password associated with your DEA issued signing certificate (\*.PFX file)
4. Create and confirm your password used to sign your C2 orders. This is the password that Weblink CSOS Anywhere requires in the final step of the ordering process.

### Certificate Registration

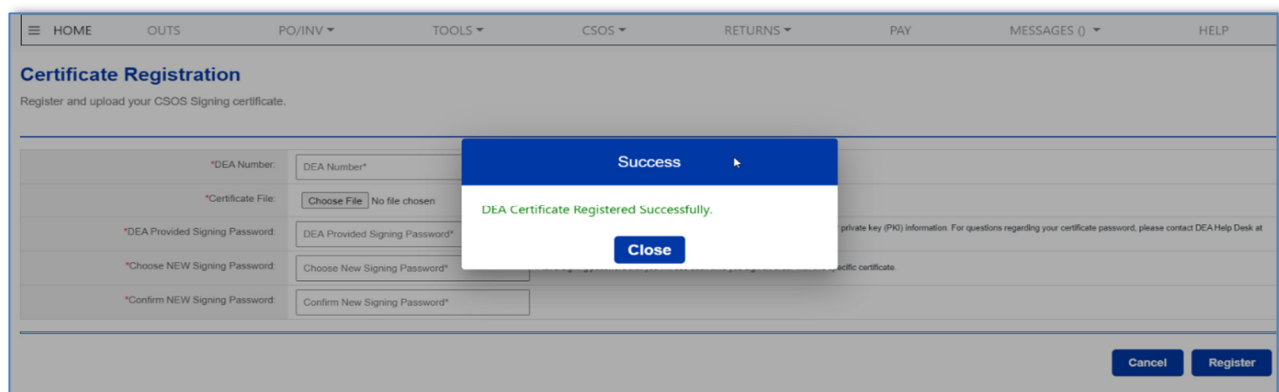
Register and upload your CSOS Signing certificate.

---

|          |                                 |   |
|----------|---------------------------------|---|
| <b>1</b> | *DEA Number:                    | DEA Number*   |
| <b>2</b> | *Certificate File:              | <input type="button" value="Choose File"/> No file chosen |
| <b>3</b> | *DEA Provided Signing Password: | DEA Provided Signing Password*                            |
| <b>4</b> | *Choose NEW Signing Password:   | Choose New Signing Password*                              |
|          | *Confirm NEW Signing Password:  | Confirm New Signing Password*                             |

Once those fields are complete, click the **Register** button to save your information.

You receive a confirmation that your certificate has been successfully uploaded.



The screenshot shows the 'Certificate Registration' form with a 'Success' modal window overlaid. The modal contains the text 'DEA Certificate Registered Successfully.' and a 'Close' button. The background form is dimmed, showing the same fields as in the previous image. At the bottom right of the form, there are 'Cancel' and 'Register' buttons.

**Note:** The registration process is also the process to reset your CSOS Anywhere signing password. If you forget your password, for increased security, you must re-register your signing certificate and create a new password. Kinray does not have the ability to retrieve the old password.

### Certificate Expiration Alerts

You receive a Weblink Message Inbox alert as your DEA license approaches expiration.

### Certificate Updates

If you need to update your signing certificate or have forgotten your Weblink signing password, all you need to do is register your certificate using the **Certificate Registration** functionality. This allows you to provide an updated certificate or reset the password you established when you initially registered your certificate on Weblink.

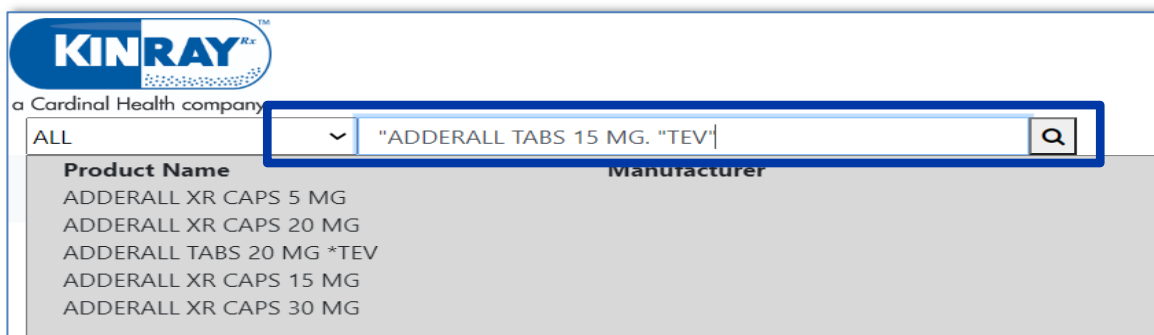
**Note:** Kinray does not have the ability to retrieve the password. For questions regarding your certificate password, please contact DEA Help Desk at 1-877-DEA-ECOM (1-877-332-3266).

### Submit CSOS Order using CSOS Anywhere

To facilitate pharmacy workflow, one user (i.e., shopper role) may search and add products to a C2 order while another user completes the signing process.

### Search for C2

C2 items can be searched like any other item in Weblink. Search using keywords, NDC, UPC, Manufacturer, department or item numbers to find the item that your customers need.






### Filter for C2

Select an item and move to the Product Grid page to narrow your selection. You can toggle between **Table** or **Image** view and use a wide array of filters to narrow your search to find the item that you are looking for.

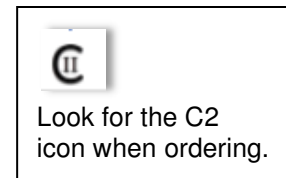
266 results for "adderall tb 15mg \*tev\*\*"




Table | Image Toggle between Table and Image view

| Qty   | Size   | Item #  | Description   | WAC / Source |
|---|--------|---------|---|--------------|
| 1  | 100 EA | 4997094 | ADDERALL TB 15MG 100 C2   | \$0.01       |

### Add to shopping cart

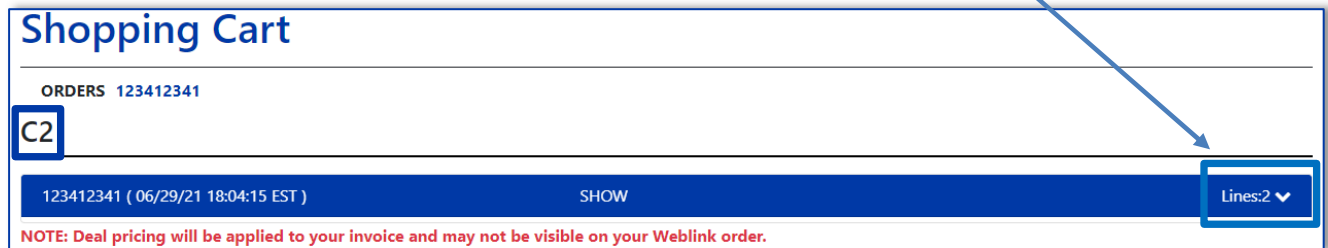
Click the **Add to Cart** button and place the item into the shopping cart.



| Qty   | Size   | Item #  | Description   |
|---|--------|---------|---|
| 1  | 100 EA | 4997094 | ADDERALL TB 15MG 100 C2   |



In the Shopping Cart, CSOS orders display **C2** above the order in the cart. Click the ▼ to expand the order.



**Shopping Cart**

ORDERS 123412341

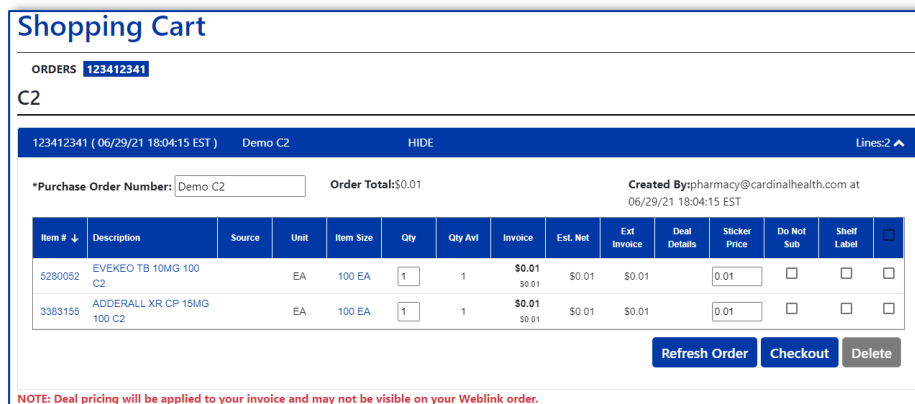
**C2**

123412341 ( 06/29/21 18:04:15 EST ) SHOW Lines:2 ▼

**NOTE: Deal pricing will be applied to your invoice and may not be visible on your Weblink order.**

The **Purchase Order Number** is a required field for C2 orders. Enter a preferred label for the order.

To submit the order, click the **Checkout** button and then click **Submit Order** on the Order Review page.



**Shopping Cart**

ORDERS 123412341

**C2**

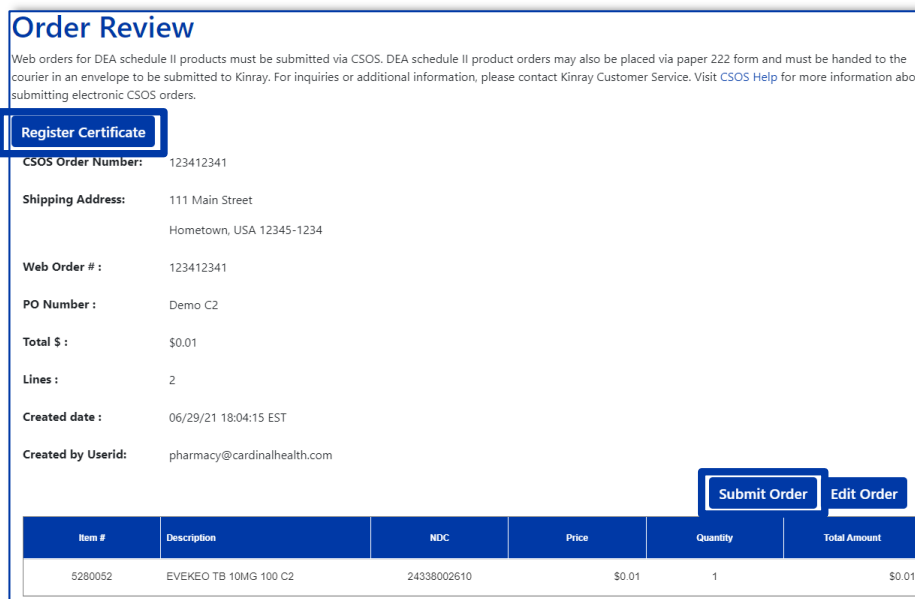
123412341 ( 06/29/21 18:04:15 EST ) Demo C2 HIDE Lines:2 ▲

\*Purchase Order Number: Demo C2 Order Total:\$0.01 Created By:pharmacy@cardinalhealth.com at 06/29/21 18:04:15 EST

| Item # ↓ | Description                | Source | Unit | Item Size | Qty | Qty Avl | Invoice          | Est. Net | Est Invoice | Deal Details | Sticker Price | Do Not Sub               | Shift Label              |                          |
|----------|----------------------------|--------|------|-----------|-----|---------|------------------|----------|-------------|--------------|---------------|--------------------------|--------------------------|--------------------------|
| 5280052  | EVEKEO TB 10MG 100 C2      |        | EA   | 100 EA    | 1   | 1       | \$0.01<br>\$0.01 | \$0.01   | \$0.01      |              | 0.01          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3383155  | ADDERALL XR CP 15MG 100 C2 |        | EA   | 100 EA    | 1   | 1       | \$0.01<br>\$0.01 | \$0.01   | \$0.01      |              | 0.01          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Refresh Order Checkout Delete

**NOTE: Deal pricing will be applied to your invoice and may not be visible on your Weblink order.**



**Order Review**

Web orders for DEA schedule II products must be submitted via CSOS. DEA schedule II product orders may also be placed via paper 222 form and must be handed to the courier in an envelope to be submitted to Kinray. For inquiries or additional information, please contact Kinray Customer Service. Visit [CSOS Help](#) for more information about submitting electronic CSOS orders.

**Register Certificate**

CSOS Order Number: 123412341

Shipping Address: 111 Main Street  
Hometown, USA 12345-1234

Web Order #: 123412341

PO Number: Demo C2

Total \$: \$0.01

Lines: 2

Created date: 06/29/21 18:04:15 EST

Created by Userid: pharmacy@cardinalhealth.com

Submit Order Edit Order

| Item #  | Description           | NDC         | Price  | Quantity | Total Amount |
|---------|-----------------------|-------------|--------|----------|--------------|
| 5280052 | EVEKEO TB 10MG 100 C2 | 24338002610 | \$0.01 | 1        | \$0.01       |

**Note:** All C2 orders must be manually submitted. A C2 order cannot be pulled if Auto Submit is enabled. In addition, you do not receive a reminder message to submit any outstanding C2 orders in your Shopping Cart.

If you have not previously registered your certificate, you may do so by clicking the **Register Certificate** button on the **Order Review** screen.

## Sign Your CSOS Order

Once the **Submit Order** button is clicked, and the product availability check is performed, you receive an **Inbox message** titled *CSOS Action Required*.

Click the subject title *CSOS Action Required* to view the message.

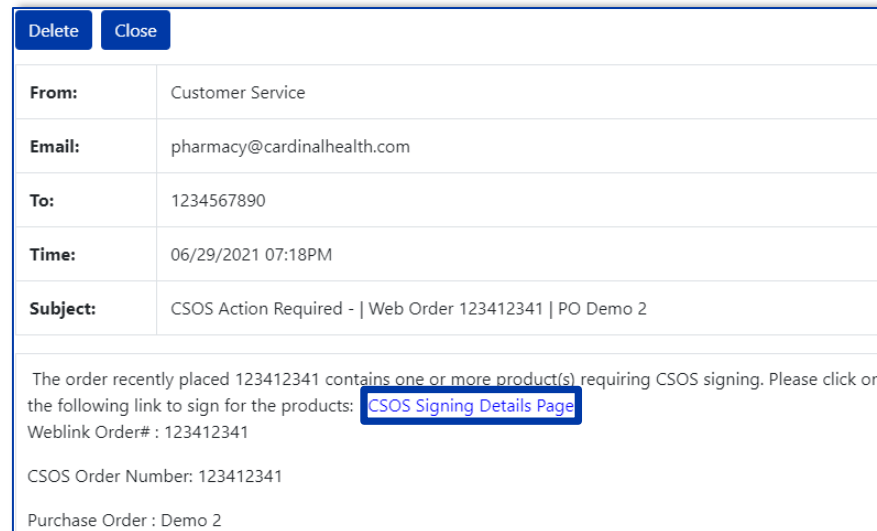


**Inbox**  
Inbox Sent

Compose New Delete

| <input type="checkbox"/> | From             | Subject  | Date ↓             |
|--------------------------|------------------|--|--------------------|
| <input type="checkbox"/> | Customer Service | CSOS Action Required -   Web Order 123412341   PO Demo 2 | 06/29/2021 07:18PM |

Within the message, click **CSOS Signing Details Page** link to open the CSOS order for signing.

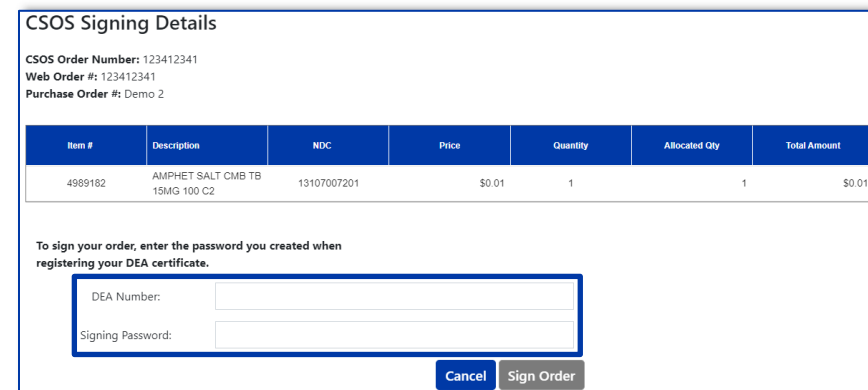


Delete Close

**From:** Customer Service  
**Email:** pharmacy@cardinalhealth.com  
**To:** 1234567890  
**Time:** 06/29/2021 07:18PM  
**Subject:** CSOS Action Required - | Web Order 123412341 | PO Demo 2

The order recently placed 123412341 contains one or more product(s) requiring CSOS signing. Please click on the following link to sign for the products: [CSOS Signing Details Page](#)  
Weblink Order# : 123412341  
CSOS Order Number: 123412341  
Purchase Order : Demo 2

Enter the **Signing Password** you set when you registered your certificate with Weblink using the Certificate Registration functionality. Enter the **Signing Password** and click the **Sign Order** button. Note: You may receive multiple *CSOS Action Required* messages based upon allocation and product availability.



**CSOS Signing Details**

CSOS Order Number: 123412341  
Web Order #: 123412341  
Purchase Order #: Demo 2

| Item #  | Description                       | NDC         | Price  | Quantity | Allocated Qty | Total Amount |
|---------|-----------------------------------|-------------|--------|----------|---------------|--------------|
| 4989182 | AMPHET SALT CMB TB<br>15MG 100 C2 | 13107007201 | \$0.01 | 1        | 1             | \$0.01       |

To sign your order, enter the password you created when registering your DEA certificate.

DEA Number:   
Signing Password:

Cancel Sign Order

When you click the **Sign Order** button and the order is successfully submitted, a confirmation message pop-up displays in the upper-right that the signing was successful.

To view all open C2 orders requiring signing click **CSOS Signing** within the CSOS navigation. You may also sign your C2 orders from this page.

| CSOS Signing              |                           |                       |               |            |
|---------------------------|---------------------------|-----------------------|---------------|------------|
| CSOS Order Number         | Web Order Number          | Purchase Order Number | Order Channel | Order Date |
| <a href="#">123412341</a> | <a href="#">123412341</a> | Demo 2                | WEB           | 06/29/2021 |

### Receiving CSOS products

The Kinray Weblink CSOS Anywhere feature has made receiving your CSOS shipments simple, easy and efficient. Additionally, you can maintain your CSOS receiving lists online for up to five years and access it through Kinray Weblink.

To access the Receiving function for CSOS orders from Kinray Weblink, when you are ready to receive, navigate to the **CSOS Order History** page within CSOS navigation.

| CSOS Order History      |                           |                     |            |              |                 |                           |
|-------------------------|---------------------------|---------------------|------------|--------------|-----------------|---------------------------|
| Search Order by:        |                           | Search              |            | SEARCH       |                 |                           |
| CSOS Order Nu           |                           |                     |            |              |                 |                           |
| Purchase Order Number   | CSOS Order Number         | Order Signed Date ↓ | Order Date | Status       | Last Updated By | e222                      |
| <a href="#">CSOSOrd</a> | <a href="#">123412341</a> | 06/25/2021          | 06/25/2021 | Not Received |                 | <a href="#">View e222</a> |
| <a href="#">CSOSOrd</a> | <a href="#">123412341</a> | 06/24/2021          | 06/24/2021 | Not Received |                 | <a href="#">View e222</a> |
| <a href="#">CSOSOrd</a> | <a href="#">123412341</a> | 06/23/2021          | 06/23/2021 | Not Received |                 | <a href="#">View e222</a> |

1. On the CSOS Order History page, click the **Purchase Order Number** or the **CSOS Order Number** of the order you wish to display.
2. Update the **Qty Received** field to reflect the actual quantity received for each item to date.
  - a. If partial shipments have been received, include the total for all shipments.
3. Update the **Date Received** field to reflect the most current date in which you received a shipment.
4. Use the **Comment** field to enter additional information to aid with partial shipment tracking.
5. Click the selection box to acknowledge all information in the e222 reflects the actual shipment.
6. Optionally, you can navigate to the **CSOS Order History** page and click the View e222 link associated to the order you wish to display and print. This opens the e222 PDF.




| CSOS Order History Details   |           |          |                      |         |             |                                  |          |        |               |   |
|--|-----------|----------|----------------------|---------|-------------|----------------------------------|----------|--------|---------------|---|
| Purchase Order Number: CSOSOrd<br>CSOS Order Number: 123412341<br>Lines/no of items: 2<br>Order Signed Date: 06/25/2021  |           |          |                      |         |             |                                  |          |        |               |   |
| Line #   | Order Qty | Ship Qty | Qty Received         | Item #  | NDC         | Description                      | Strength | Size   | Date Received | Comments  |
| 60   | 3         | -        | <input type="text"/> | 4097150 | 00054023849 | MORPHINE SL<br>20MG/5ML 100ML C2 | 20MG/5ML | 100 ML | MM/DD/YYYY    |   |
| By checking here, you are acknowledging that all information contained in the e222 reflects actual controlled substance shipments and other information as necessary. <input type="checkbox"/> |           |          |                      |         |             |                                  |          |        |               |   |
|  |           |          |                      |         |             |                                  |          |        |               | <input type="button" value="BACK"/> <input type="button" value="SAVE"/> |

**Note:** If there is any deviation in the **Qty Received** column from the **Ship Qty** column, a comment for DEA auditing purposes is required. Be sure to note any discrepancies within the **Comments** column. If you happen to receive an overage, contact Customer Service. You may be able to keep the product; however, a new UTN is needed for the extra product. Update the **Comments** column with your Customer Service case number and an explanation.

## Reviewing signed CSOS orders

Additionally, up to five years of C2 Order History is available by navigating **CSOS Order History** page. This page also has a search feature allowing you to search by:

- CSOS Order Number
- Order Date

| CSOS Order History      |                           |                     |            |              |                 |   |
|-------------------------|---------------------------|---------------------|------------|--------------|-----------------|---|
| Search Order by:        |                           |                     |            |              |                 |   |
| CSOS Order Nu           |                           | Search              |            |              | SEARCH          |   |
| Purchase Order Number   | CSOS Order Number         | Order Signed Date ↓ | Order Date | Status       | Last Updated By | e222  |
| <a href="#">CSOSOrd</a> | <a href="#">123412341</a> | 06/25/2021          | 06/25/2021 | Not Received |                 |  <a href="#">View e222</a> |
| <a href="#">CSOSOrd</a> | <a href="#">123412341</a> | 06/24/2021          | 06/24/2021 | Not Received |                 |  <a href="#">View e222</a> |
| <a href="#">CSOSOrd</a> | <a href="#">123412341</a> | 06/23/2021          | 06/23/2021 | Not Received |                 |  <a href="#">View e222</a> |

**CSOS Help** in CSOS navigation displays step-by-step information on how to order, sign and receive C2 items.

## 12. Messages

Messages in Weblink allows you to send and receive notifications to and from Kinray. Messages from Kinray are most likely to be focused around one of the following items:

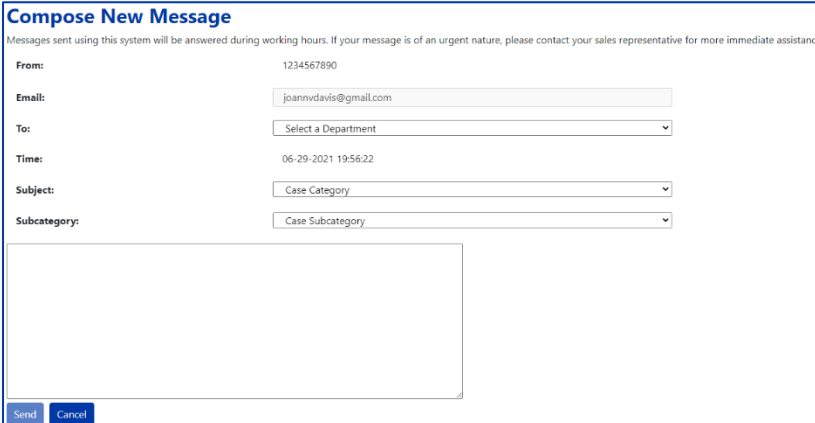
- Notice to electronically sign a C2 order
- Notice to provide additional manufacturer information (AMI) for a purchases item
- Recall alerts
- A Material Return Authorization has been approved for return
- Inquiries or actions requested from a member of the Kinray team

**NOTE:** If there are any urgent messages when you log into Weblink, the message displays.

There are three sections in Messages:

- Compose New Message
- Inbox
- Sent

**Compose New Message** is where you can create and send messages.



**Compose New Message**

Messages sent using this system will be answered during working hours. If your message is of an urgent nature, please contact your sales representative for more immediate assistance.

From: 1234567890

Email:

To:

Time: 06-29-2021 19:56:22

Subject:

Subcategory:

**Inbox** shows all messages, with links as appropriate, such as C2 orders to be signed.



**Inbox** Sent

| <input type="checkbox"/> | From             | Subject  | Date ↓             |
|--------------------------|------------------|--|--------------------|
| <input type="checkbox"/> | Customer Service | <a href="#">CSOS Action Required -   Web Order 123412341   PO Demo 2</a> | 06/29/2021 07:18PM |

**Sent** shows all message that have been sent out.



**Sent**

Inbox Sent

| <input type="checkbox"/> | To              | Subject  | Date ↓             |
|--------------------------|-----------------|--|--------------------|
| <input type="checkbox"/> | Buyback Returns | <a href="#">C2 Return Request - Invoiced   Account Number #: 1234567890   Return Order #: 123456</a> | 06/25/2021 06:42AM |

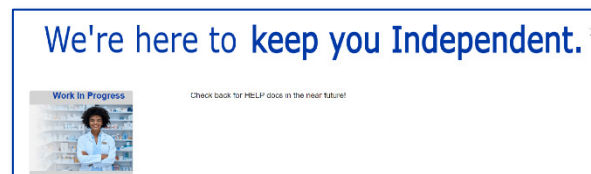
### 13. Help

Help provides many resources to allow you to get the most value from Weblink, including:

- Welcome Video
- Training and Support materials

If you are looking for help, please use our self-service tools:

- Forgot password
- Set up new user: REQUST USERID
- Message in Weblink
- Weblink Training Materials

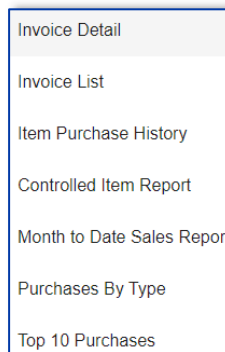


### 14. Reports

Weblink offers self-service **Reports** that allow you to gain insight and intelligence into C2 and regular items ordered within the system.

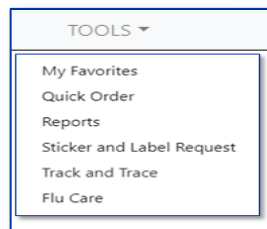
There are seven reports to choose from:

1. Invoice Detail
2. Invoice List
3. Item Purchase History
4. Controlled Item Report
5. Month to Date Sales Report
6. Purchases by Type
7. Top 10 Purchases



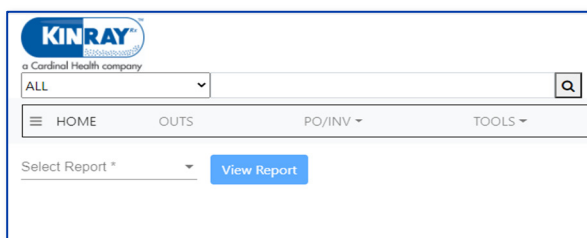
To access reports:

- Go to: **Tools**
- > Select **Reports**
- Report page opens



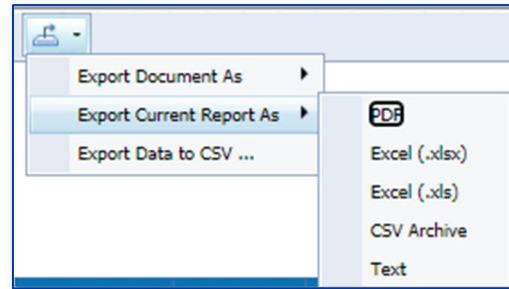
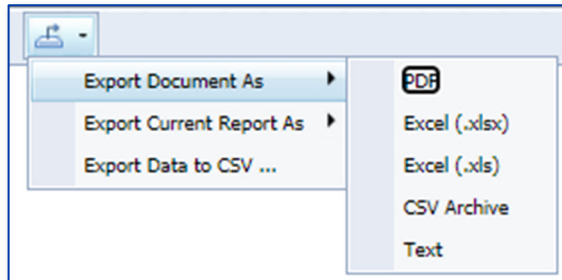
To run a report:

- > Select report
- > Enter start and end date using calendar icons
- > Enter item number if needed
- Click: **View Report**



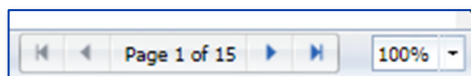
### To save reports:

- Go to: Top left of screen



### For pagination and zoom:

- Go to: Bottom right of screen



### Invoice Detail Report

HOME
OUTS
PO/INV ▾
TOOLS ▾

Select Report \*
Start Date \*
End Date \*

Invoice Detail ▾
5/26/2020 
5/26/2020 
View Report

Invoice Details

| Invoice Date | Invoice Num | Invoice Line | Cost    | Ext Cost | Ship Qty | Order Qty | Item #  | Description                     | Item Size | NDC         | UPC            |
|--------------|-------------|--------------|---------|----------|----------|-----------|---------|---------------------------------|-----------|-------------|----------------|
| 5/28/20      | 123456      | 1            | \$9.75  | \$9.75   | 1        | 1         | 4449476 | POLAND SPRING WATER 6X3840ML    | 6X3840ML  | 75720000560 | 075720000609   |
| 5/28/20      | 123456      | 2            | \$27.95 | \$0.00   | 0        | 2         | 5421474 | DEPEND FLEXFIT2X18VMMN UWEAR MD | 2X18 EA   | 3600047932  | 10036000479321 |
| 5/28/20      | 123456      | 3            | \$8.72  | \$0.00   | 0        | 1         | 5515416 | LDR HYDROGEN PEROX 3% 12X473ML  | 12X473ML  | 70000050002 | 096295137613   |
| 5/28/20      | 234567      | 1            | \$26.25 | \$26.25  | 1        | 1         | 1749464 | MURO-128 5% 2X3 5GM PK OPFH     | 2X3 5GM   | 24200036556 | 324206385562   |
| 5/28/20      | 234567      | 2            | \$1.40  | \$4.20   | 3        | 3         | 5609722 | RUBBING ALC ISOPRO 70% 473ML    | 473 ML    | 49580027506 | 715256800027   |
| 5/28/20      | 234567      | 3            | \$2.15  | \$2.15   | 1        | 1         | 5567581 | CREST CVT PRT 0.243% 161GM      | 161 GM    | 37000051203 | 0370000512035  |
| 5/28/20      | 234567      | 4            | \$5.95  | \$11.90  | 2        | 2         | 5321856 | ASPERCREME 4% 73ML ODFR         | 73 ML     | 41167005810 | 041167058107   |
| 5/28/20      | 345678      | 1            | \$6.00  | \$12.00  | 2        | 2         | 5555115 | CREST PRO-HLTH 0.454% 116GM     | 116 GM    | 37000090396 | 037000903963   |
| 5/28/20      | 456789      | 1            | \$3.25  | \$9.75   | 3        | 3         | 3743069 | CLEAR EYES T/CRLRF 0.50Z        | 15 ML     | 78112025433 | 678112254330   |
| 5/28/20      | 567890      | 2            | \$5.50  | \$11.00  | 2        | 2         | 5337266 | BIOTENE 0.76% 121.9GM GNTL MNT  | 121.9 GM  | 135057701   | 048582100701   |
| 5/28/20      | 567890      | 3            | \$6.31  | \$12.62  | 2        | 2         | 5095849 | CREST PRO-HLTH ADV 0.02% 1L     | 1 L       | 37000094570 | 037000945703   |
| 5/28/20      | 567890      | 4            | \$2.40  | \$2.40   | 1        | 1         | 4162491 | FINESSE H/S 7OZ MHLD            | 7 OZ      | 6799050055  | 067990500552   |
| 5/28/20      | 567890      | 5            | \$1.44  | \$0.00   | 0        | 6         | 5511712 | LDR HYDROGEN PEROXIDE 3% 946ML  | 946 ML    | 70000050001 | 096295137033   |
| 5/28/20      | 567890      | 6            | \$8.05  | \$0.00   | 0        | 3         | 1337559 | ALCOHOL ISOPRO 99% 480ML        | 480 ML    | 395124316   | 303951243169   |

## Invoice List Report

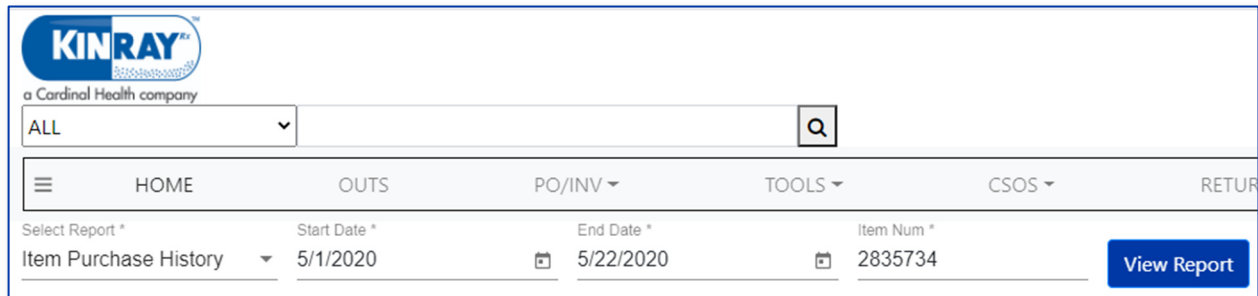
|                 |              |            |                             |         |    |
|-----------------|--------------|------------|-----------------------------|---------|----|
| ☰               | HOME         | OUTS       | PO/INV ▾                    | TOOLS ▾ | CS |
| Select Report * | Start Date * | End Date * |                             |         |    |
| Invoice List ▾  | 5/1/2020     | 5/4/2020   |                             |         |    |
|                 |              |            | <a href="#">View Report</a> |         |    |

### Invoice List Report

| Invoice Date | Invoice # | Line Items | Invoice Total |
|--------------|-----------|------------|---------------|
| 5/4/20       | 345677    | 3          | \$107.42      |
|              | 345676    | 4          | \$11,159.33   |
|              | 345675    | 1          | \$0.00        |
|              | 345674    | 24         | \$12,981.99   |
|              | 345673    | 8          | \$117.12      |
|              | 345672    | 10         | \$121.20      |
|              | 345671    | 16         | \$165.63      |
|              | 345670    | 26         | \$323.95      |
| 5/2/20       | 234562    | 2          | \$1,210.08    |
|              | 234561    | 3          | \$87.90       |
|              | 234560    | 21         | \$7,804.01    |
| 5/1/20       | 123462    | 4          | \$1,253.66    |
|              | 123461    | 6          | \$278.39      |
|              | 123460    | 29         | \$8,293.04    |
|              | 123459    | 6          | \$31.14       |
|              | 123458    | 6          | \$61.86       |
|              | 123457    | 12         | \$132.64      |
|              | 123456    | 8          | \$282.07      |



## Item Purchase History Report



The screenshot shows the search interface for the Item Purchase History Report. It includes a search bar with a dropdown menu set to 'ALL' and a search icon. Below the search bar is a navigation menu with options: HOME, OUTS, PO/INV, TOOLS, CSOS, and RETURN. The main form contains fields for 'Select Report \*' (set to 'Item Purchase History'), 'Start Date \*' (5/1/2020), 'End Date \*' (5/22/2020), and 'Item Num \*' (2835734). A 'View Report' button is located on the right side of the form.

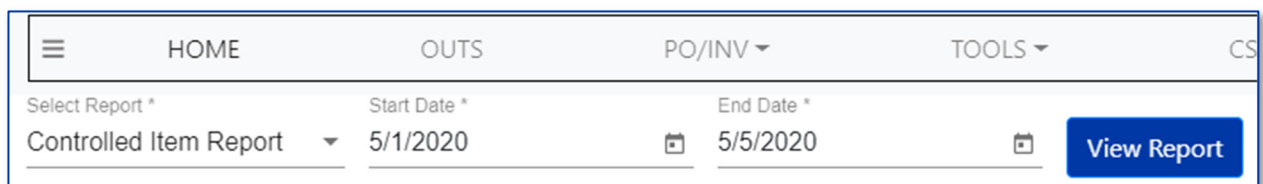
**Note:** To find item numbers use the following paths:

- Regular Orders
  - Home > PO INV > Order History > Web Order # or Confirmation #
- C2 Orders
  - Home > CSOS > CSOS Order History > Purchase Order Number or CSOS Order Number

Item Purchase History

| Item Number   | 2835734      | Description | WET ONES SSN MST WPS SNGLS 24 | Size     | 24 EA  | UPC      | 076828047213 | NDC | 76828004721 |
|---------------|--------------|-------------|-------------------------------|----------|--------|----------|--------------|-----|-------------|
| Invoice Month | Invoice Date | Invoice #   | Line #                        | Ext Cost | Cost   | Ship Qty | Order Qty    |     |             |
| MAY-20        | 5/19/20      | 789012      | 2                             | \$19.50  | \$1.95 | 10       | 10           |     |             |
|               | 5/19/20      | 678901      | 1                             | \$3.90   | \$1.95 | 2        | 2            |     |             |
|               | 5/18/20      | 567890      | 1                             | \$19.50  | \$1.95 | 10       | 10           |     |             |
|               | 5/18/20      | 456789      | 2                             | \$3.90   | \$1.95 | 2        | 2            |     |             |
|               | 5/16/20      | 345678      | 1                             | \$19.50  | \$1.95 | 10       | 10           |     |             |
|               | 5/16/20      | 234567      | 1                             | \$3.90   | \$1.95 | 2        | 2            |     |             |
|               | 5/1/20       | 123456      | 4                             | \$0.00   | \$1.95 | 0        | 12           |     |             |

## Controlled Item Report



The screenshot shows the search interface for the Controlled Item Report. It includes a navigation menu with options: HOME, OUTS, PO/INV, TOOLS, and CSOS. The main form contains fields for 'Select Report \*' (set to 'Controlled Item Report'), 'Start Date \*' (5/1/2020), and 'End Date \*' (5/5/2020). A 'View Report' button is located on the right side of the form.

Controlled Items Report

| Invoice Date | Invoice Num | Invoice Line # | Invoice Price | Unit Price | Ship Qty | Order Qty | Item #  | Description                     | Size   | NDC         | UPC          | Product Type | DEA Schedule |
|--------------|-------------|----------------|---------------|------------|----------|-----------|---------|---------------------------------|--------|-------------|--------------|--------------|--------------|
| 5/5/20       | 678901      | 1              | \$33.36       | \$2.78     | 12       | 12        | 4596821 | CLONAZEPAM 2MG 100 C4           | 100 EA | 16729013800 | 316729138000 | RX           | 4            |
| 5/5/20       | 678901      | 2              | \$11.00       | \$11.00    | 1        | 1         | 5005293 | TRAMADOL/APAP 37.5-325MG/100 C4 | 100 EA | 378808801   | 303788088018 | RX           | 4            |
| 5/4/20       | 567890      | 1              | \$0.00        | \$64.75    | 0        | 1         | 5559380 | CLOBAZAM 2.5MG/ML 120ML C4      | 120 ML | 68180015601 | 368180156017 | RX           | 4            |
| 5/4/20       | 456789      | 1              | \$59.88       | \$19.96    | 3        | 3         | 4253563 | OXYCODONE HCL 20MG 100 IR C2    | 100 EA | 10702005701 | 310702057012 | RX           | 2            |
| 5/4/20       | 345678      | 2              | \$17.54       | \$8.77     | 2        | 2         | 4253464 | OXYCODONE HCL 10MG 100 IR C2    | 100 EA | 10702005601 | 310702056015 | RX           | 2            |

## Month to Date Sales Report

☰
HOME
OUTS
PO/INV ▼
TOO

Select Report \*

Month to Date Sales R... ▼ **View Report**

Month to Date Sales ✕

### Sales Stats for: My Pharmacy

| Sales Category            | Amount             |
|---------------------------|--------------------|
| Generic Rx Net Sales      | \$2,309.04         |
| Brand Rx Net Sales        | \$4,432.80         |
| Consumer Health Net Sales | \$3,675.12         |
| <b>All Net Sales</b>      | <b>\$10,416.96</b> |

The sales data above reflects sales minus returns for the current Month.

## Purchases by Type Report

|                     |              |            |          |                             |
|---------------------|--------------|------------|----------|-----------------------------|
| ☰                   | HOME         | OUTS       | PO/INV ▾ | TOOLS ▾                     |
| Select Report *     | Start Date * | End Date * |          |                             |
| Purchases By Type ▾ | 5/17/2021    | 5/21/2021  |          | <a href="#">View Report</a> |

| Purchases by Type |         |              |                        |                                |              |               |         |               |
|-------------------|---------|--------------|------------------------|--------------------------------|--------------|---------------|---------|---------------|
| TYPE              | Item #  | Invoice Date | Invoice Num            | Description                    | NDC          | UPC           | Shipped | Invoice Price |
| RX                | 5119508 | 5/18/21      | 115225                 | EPIDUO FORTE 0.3-2.5% 45GM TOP | 299590645    | 302995906450  | 8       | \$4,693.92    |
|                   | 5015094 | 5/18/21      | 115225                 | ABSORICA 25MG 3X10 RXP         | 10631013331  | 310631133313  | 4       | \$4,624.28    |
|                   | 3334042 | 5/18/21      | 117459                 | TRI-LUMA 0.01-4-0.05% 30GM     | 299595030    | 302995950309  | 12      | \$2,338.32    |
|                   | 5600804 | 5/18/21      | 115225                 | ACYCLOVIR 5% 15GM              | 68382099201  | 0000000000560 | 2       | \$1,718.08    |
|                   | 3349123 | 5/18/21      | 115225                 | PROGRAF 1MG 100                | 469061773    | 304690617730  | 2       | \$1,196.08    |
|                   | 4857959 | 5/18/21      | 115225                 | PROLENSA 0.07% 3ML             | 24208060203  | 324208602034  | 4       | \$1,153.60    |
|                   | 5401302 | 5/18/21      | 115225                 | DAPSONE 5% 60GM                | 51672138703  | 351672138738  | 12      | \$1,140.00    |
|                   | 3696523 | 5/18/21      | 115225                 | ZOLOFT 100MG 30UU              | 49491030     | 300494910305  | 2       | \$708.68      |
|                   | 5530787 | 5/18/21      | 115226                 | ROCKLATAN0.02-0.005%2.5ML OPTH | 70727052925  | 370727529253  | 2       | \$576.38      |
|                   | 3696721 | 5/18/21      | 115225                 | AMNESTEEM 40MG 3X10            | 378661493    | 303786614936  | 12      | \$568.20      |
|                   | 5517198 | 5/18/21      | 117458                 | SPIRONOLACTONE 50MG 500        | 68382066105  | 368382661050  | 8       | \$210.00      |
|                   | 5308770 | 5/18/21      | 115225                 | BIMATOPROST 0.03%3ML70APL OPTH | 781620693    | 307816206931  | 2       | \$124.00      |
|                   | 5518527 | 5/18/21      | 117458                 | SPIRONOLACTONE 100MG 100       | 68382066201  | 368382662019  | 12      | \$120.00      |
|                   | 5501689 | 5/18/21      | 115225                 | CIPROFLOXACIN 0.3% 5ML OPTH    | 69315030805  | 369315308059  | 12      | \$77.28       |
|                   | 1420124 | 5/18/21      | 115225                 | NEOMYC/POLY/DEX 0.1% 3.5GMOPHT | 24208079535  | 324208795354  | 2       | \$33.60       |
|                   | 4526323 | 5/18/21      | 117458                 | VENLAFAXINE ER 75MG 90         | 13668001990  | 313668019902  | 2       | \$19.90       |
| 5499009           | 5/18/21 | 115225       | NYSTATIN 100MU/GM 30GM | 713068631                      | 307130686310 | 2             | \$17.36 |               |
| 4276424           | 5/18/21 | 117458       | SIMVASTATIN 20MG 90    | 16729000515                    | 316729005159 | 2             | \$4.00  |               |
| RX                |         |              |                        |                                |              |               |         | \$19,323.68   |
| TYPE              | Item #  | Invoice Date | Invoice Num            | Description                    | NDC          | UPC           | Shipped | Invoice Price |
| OTHERS            | 5607247 | 5/18/21      | 115225                 | FEBREZE AIR FRSHR 8.8OZ FRSA   | 10037000455  | 037000455318  | 6       | \$4,088.94    |
|                   | 5594924 | 5/18/21      | 115225                 | BAG HMTN DRG 7X4.5X13.75N 1000 | 0            | 000034130018  | 6       | \$2,216.70    |
|                   | 5605159 | 5/18/21      | 115225                 | HEALTHY EYES SUPERVISION2 60   | 0            | 740985280447  | 2       | \$84.08       |
| OTHERS            |         |              |                        |                                |              |               |         | \$6,389.72    |
| TYPE              | Item #  | Invoice Date | Invoice Num            | Description                    | NDC          | UPC           | Shipped | Invoice Price |
| OTC               | 5560222 | 5/18/21      | 115225                 | WEST-VITE 100 W/FA             | 69367021501  | 369367215015  | 12      | \$5,197.56    |
| OTC               |         |              |                        |                                |              |               |         | \$5,197.56    |
| TYPE              | Item #  | Invoice Date | Invoice Num            | Description                    | NDC          | UPC           | Shipped | Invoice Price |
| HBA               | 4541918 | 5/18/21      | 115223                 | BENZOYL PEROX WSH 10% 237GM    | 67405083008  | 367405830084  | 12      | \$98.16       |
| HBA               |         |              |                        |                                |              |               |         | \$98.16       |

## Top 10 Purchases Report

☰
HOME
OUTS
PO/INV ▾
TOOLS ▾

Select Report \*  
 Top 10 Purchases ▾

Start Date \*  
 5/1/2021 📅

End Date \*  
 5/31/2021 📅

Quantity
  Cost

| Purchases Top 10              |         |                                |             |                |                    |     |             |            |
|-------------------------------|---------|--------------------------------|-------------|----------------|--------------------|-----|-------------|------------|
| Type                          | Item #  | Description                    | NDC         | UPC            | Invoice Price      | Qty | % to Top 10 | % to Total |
| RX                            | 5119508 | EPIDUO FORTE 0.3-2.5% 45GM TOP | 299590645   | 302995906450   | \$4,693.92         | 8   | 25.08%      | 24.29%     |
|                               | 5015094 | ABSORICA 25MG 3X10 RXPX        | 10631013331 | 310631133313   | \$4,624.28         | 4   | 24.71%      | 23.93%     |
|                               | 3334042 | TRI-LUMA 0.01-4-0.05% 30GM     | 299595030   | 302995950309   | \$2,338.32         | 12  | 12.49%      | 12.10%     |
|                               | 5600804 | ACYCLOVIR 5% 15GM              | 68382099201 | 00000000000560 | \$1,718.08         | 2   | 9.18%       | 8.89%      |
|                               | 3349123 | PROGRAF 1MG 100                | 469061773   | 304690617730   | \$1,196.08         | 2   | 6.39%       | 6.19%      |
|                               | 4857959 | PROLENSA 0.07% 3ML             | 24208060203 | 324208602034   | \$1,153.60         | 4   | 6.16%       | 5.97%      |
|                               | 5401302 | DAPSONE 5% 60GM                | 51672138703 | 351672138738   | \$1,140.00         | 12  | 6.09%       | 5.90%      |
|                               | 3696523 | ZOLOFT 100MG 30UU              | 49491030    | 300494910305   | \$708.68           | 2   | 3.79%       | 3.67%      |
|                               | 5530787 | ROCKLATAN0.02-0.005%2.5ML OPTH | 70727052925 | 370727529253   | \$576.38           | 2   | 3.08%       | 2.98%      |
|                               | 3696721 | AMNESTEEM 40MG 3X10            | 378661493   | 303786614936   | \$568.20           | 12  | 3.04%       | 2.94%      |
| <b>Total Top 10 :</b>         |         |                                |             |                | <b>\$18,717.54</b> |     |             |            |
| <b>Total :</b>                |         |                                |             |                | <b>\$19,323.68</b> |     |             |            |
| Other                         | 5607247 | FEBREZE AIR FRSHR 8.8OZ FRSAFL | 10037000455 | 037000455318   | \$4,088.94         | 6   | 63.99%      | 63.99%     |
|                               | 5594924 | BAG HMTN DRG 7X4.5X13.75N 1000 | 0           | 000034130018   | \$2,216.70         | 6   | 34.69%      | 34.69%     |
|                               | 5605159 | HEALTHY EYES SUPERVISION2 60   | 0           | 740985280447   | \$84.08            | 2   | 1.32%       | 1.32%      |
| <b>Total Top 10 :</b>         |         |                                |             |                | <b>\$6,389.72</b>  |     |             |            |
| <b>Total :</b>                |         |                                |             |                | <b>\$6,389.72</b>  |     |             |            |
| OTC                           | 5560222 | WEST-VITE 100 W/FA             | 69367021501 | 369367215015   | \$5,197.56         | 12  | 100.00%     | 100.00%    |
| <b>Total Top 10 :</b>         |         |                                |             |                | <b>\$5,197.56</b>  |     |             |            |
| <b>Total :</b>                |         |                                |             |                | <b>\$5,197.56</b>  |     |             |            |
| HBA                           | 4541918 | BENZOYL PEROX WSH 10% 237GM    | 67405083008 | 367405830084   | \$98.16            | 12  | 100.00%     | 100.00%    |
| <b>Total Top 10 :</b>         |         |                                |             |                | <b>\$98.16</b>     |     |             |            |
| <b>Total :</b>                |         |                                |             |                | <b>\$98.16</b>     |     |             |            |
| <b>Total (All Products) :</b> |         |                                |             |                | <b>\$30,402.98</b> |     |             |            |

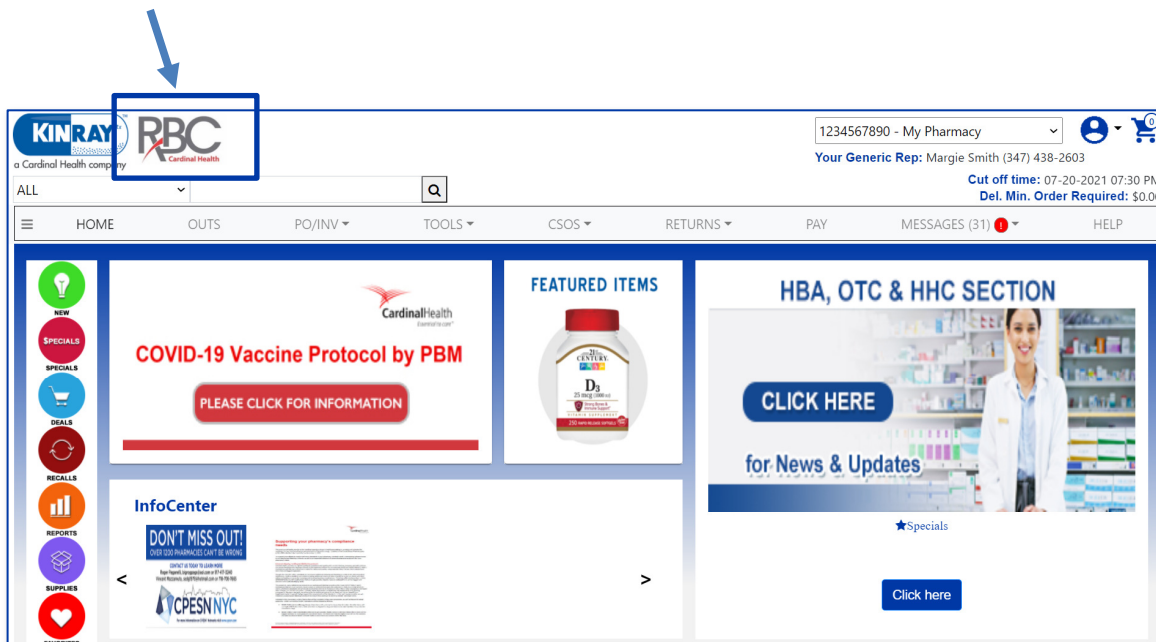
Additional reports will be coming soon.

## 15. Retail Business Conference (RBC) Portal

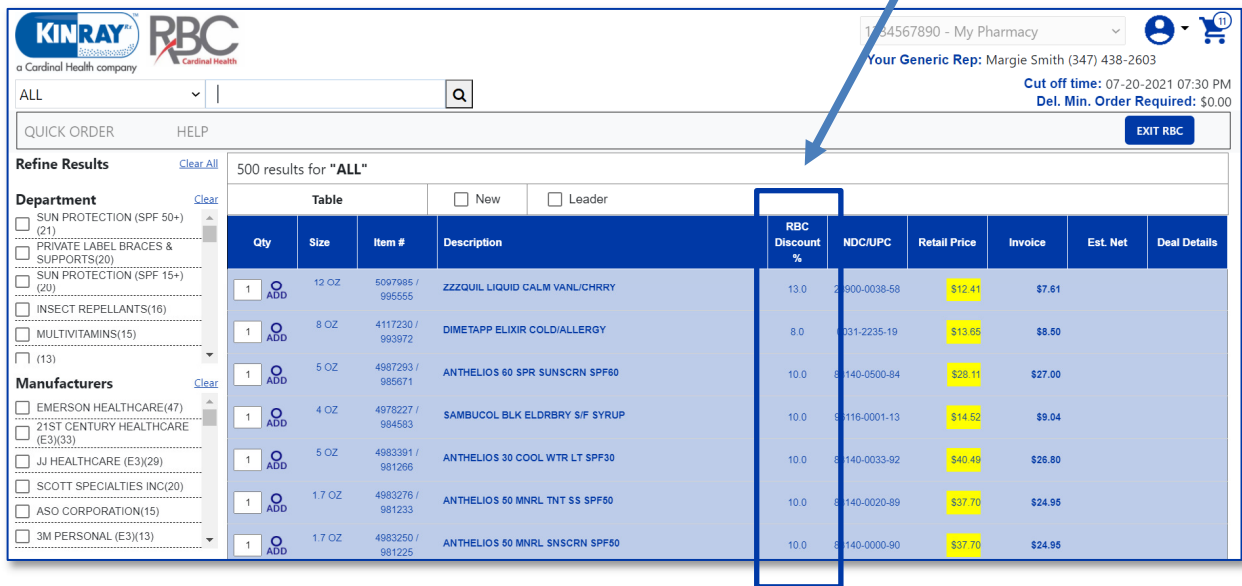
To get started using the **RBC Portal** within Weblink, please refer to the following step-by-step instructions.

For more information on RBC or how to register for the event, please contact your Kinray Sales Representative.

1. Access Kinray Weblink using the following website address: <https://kinrayweblink.cardinalhealth.com>
2. **Log in** using your username and password to view the Weblink homepage.
3. Once your account is registered for RBC, the RBC icon will appear in the upper left-hand corner of the Weblink homepage.
4. Click the **RBC icon** in the upper left-hand corner of the Weblink homepage to login.



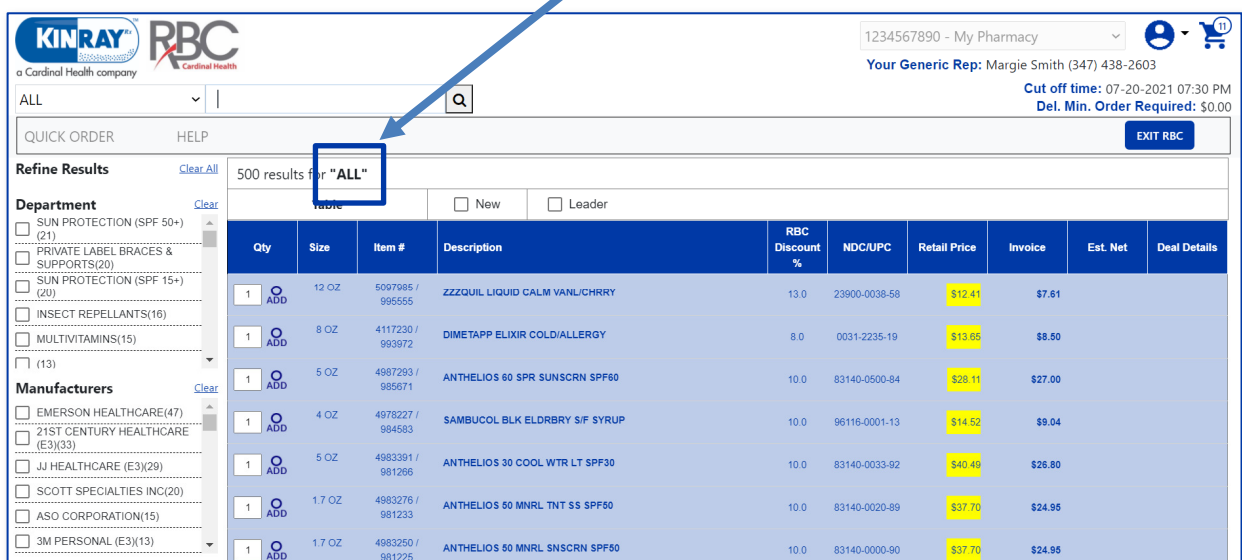
- The RBC ordering portal will appear once you click the RBC icon.
  - You'll notice a **blue background** within your Search Grid, this identifies that you're within the RBC Portal.
  - In addition, you'll see a new column within the Search Grid, titled **RBC Disc. %**. This column displays the percentage discount associated with item during RBC.



The screenshot shows the RBC portal interface. At the top, there's a search bar with 'ALL' selected and a search icon. Below the search bar, there are filters for 'Department' and 'Manufacturers'. The main area is a table with 500 results for 'ALL'. The table has columns: Qty, Size, Item #, Description, RBC Discount %, NDC/UPC, Retail Price, Invoice, Est. Net, and Deal Details. A blue box highlights the 'RBC Discount %' column. A blue arrow points from the text in step 5 to this column.

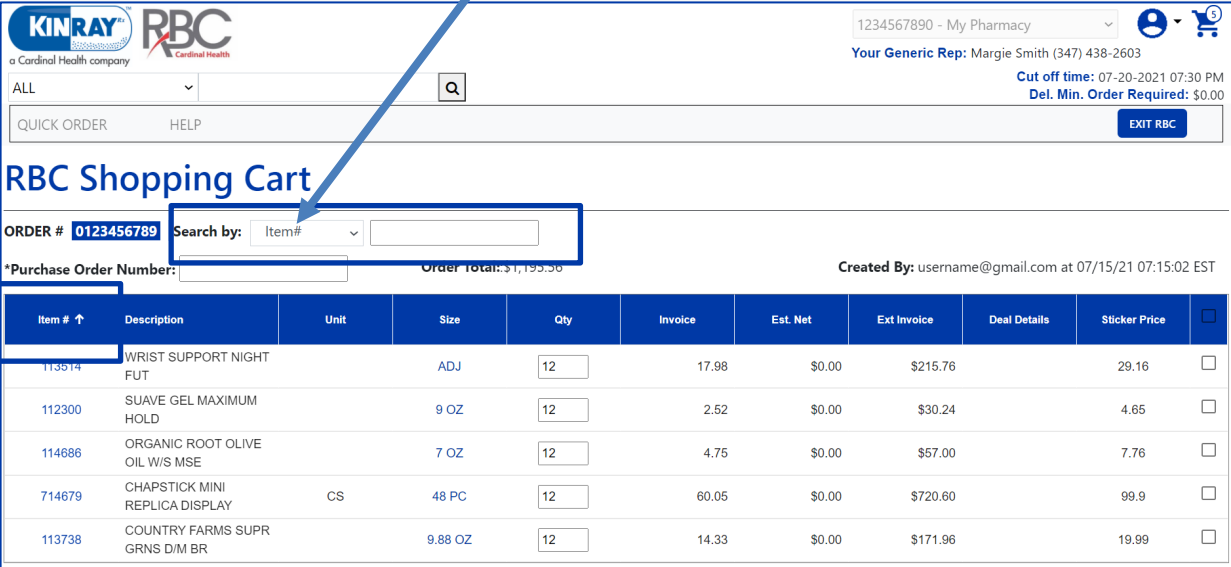
| Qty | Size   | Item #           | Description                    | RBC Discount % | NDC/UPC       | Retail Price | Invoice | Est. Net | Deal Details |
|-----|--------|------------------|--------------------------------|----------------|---------------|--------------|---------|----------|--------------|
| 1   | 12 OZ  | 5097985 / 995555 | ZZZQUIL LIQUID CALM VANL/CHRRY | 13.0           | 2900-0038-58  | \$12.41      | \$7.61  |          |              |
| 1   | 8 OZ   | 4117230 / 993972 | DIMETAPP ELIXIR COLD/ALLERGY   | 8.0            | 0031-2235-19  | \$13.85      | \$8.50  |          |              |
| 1   | 5 OZ   | 4987293 / 995671 | ANTHELIOS 60 SPR SUNSCRN SPF60 | 10.0           | 83140-0500-84 | \$28.11      | \$27.00 |          |              |
| 1   | 4 OZ   | 4978227 / 984583 | SAMBUCOL BLK ELDRBRY S/F SYRUP | 10.0           | 96116-0001-13 | \$14.52      | \$9.04  |          |              |
| 1   | 5 OZ   | 4983391 / 981286 | ANTHELIOS 30 COOL WTR LT SPF30 | 10.0           | 83140-0033-92 | \$40.49      | \$28.80 |          |              |
| 1   | 1.7 OZ | 4983276 / 981233 | ANTHELIOS 50 MNRL TNT S5 SPF50 | 10.0           | 83140-0020-89 | \$37.70      | \$24.95 |          |              |
| 1   | 1.7 OZ | 4983250 / 981225 | ANTHELIOS 50 MNRL SNSCRN SPF50 | 10.0           | 83140-0000-90 | \$37.70      | \$24.95 |          |              |

- Once you are in the RBC Portal, you will find all the item **Search** functionality remains the same, but in this case you're only able to search for RBC promotional items. **"ALL"** RBC promotional items are displayed by default.
  - Search** for items and add them to the **Shopping Cart** just as you would when you're not in the RBC Portal.



The screenshot shows the RBC portal interface, similar to the previous one. A blue box highlights the search bar at the top, which contains the text 'ALL'. A blue arrow points from the text in step 6 to this search bar.

- You can place an unlimited number of items in the **RBC Shopping Cart**. Once in the RBC Shopping Cart, you can **sort** by Item #, as well as **Search by** Item # or Description.



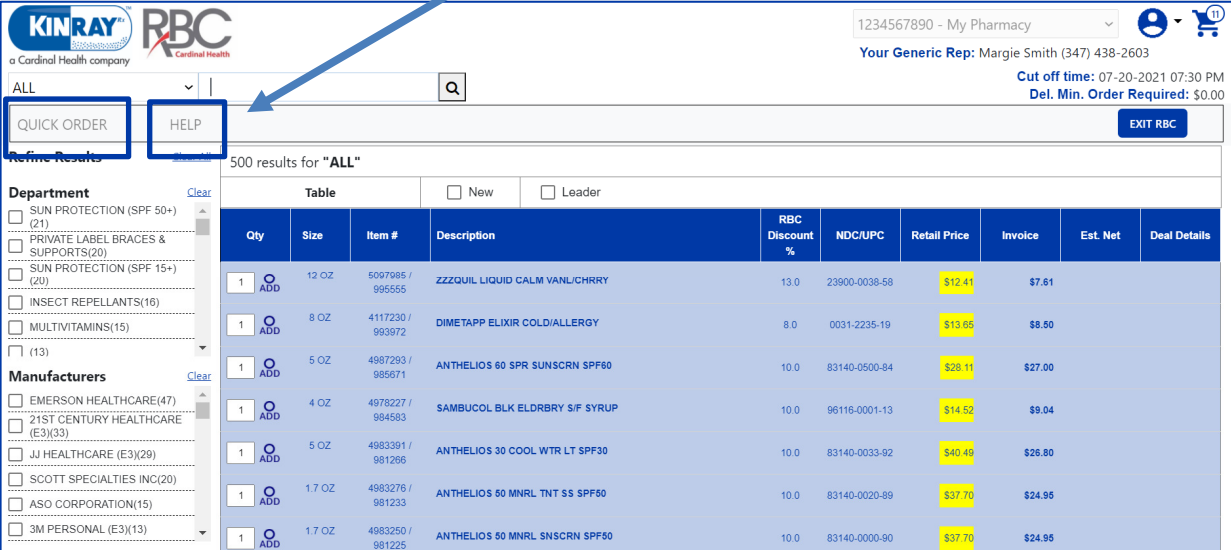
**RBC Shopping Cart**

ORDER # **0123456789** Search by: Item#

\*Purchase Order Number: Order Total: \$1,195.36 Created By: username@gmail.com at 07/15/21 07:15:02 EST

| Item # ↑ | Description                    | Unit | Size    | Qty | Invoice | Est. Net | Ext Invoice | Deal Details | Sticker Price |                          |
|----------|--------------------------------|------|---------|-----|---------|----------|-------------|--------------|---------------|--------------------------|
| 113514   | WRIST SUPPORT NIGHT FUT        |      | ADJ     | 12  | 17.98   | \$0.00   | \$215.76    |              | 29.16         | <input type="checkbox"/> |
| 112300   | SUAVE GEL MAXIMUM HOLD         |      | 9 OZ    | 12  | 2.52    | \$0.00   | \$30.24     |              | 4.65          | <input type="checkbox"/> |
| 114686   | ORGANIC ROOT OLIVE OIL W/S MSE |      | 7 OZ    | 12  | 4.75    | \$0.00   | \$57.00     |              | 7.76          | <input type="checkbox"/> |
| 714679   | CHAPSTICK MINI REPLICA DISPLAY | CS   | 48 PC   | 12  | 60.05   | \$0.00   | \$720.60    |              | 99.9          | <input type="checkbox"/> |
| 113738   | COUNTRY FARMS SUPR GRNS D/M BR |      | 9.88 OZ | 12  | 14.33   | \$0.00   | \$171.96    |              | 19.99         | <input type="checkbox"/> |

- During the event, anything you order at the conference or within the RBC portal will be displayed in the RBC Shopping Cart. You will not find a Checkout button in the RBC Shopping Cart. Instead, at the conclusion of the event, the RBC Shopping Cart will be automatically pulled and submitted.
- Quick Order** functionality and a (self-service) **Help** area can also be found on the Home screen within the RBC Portal.

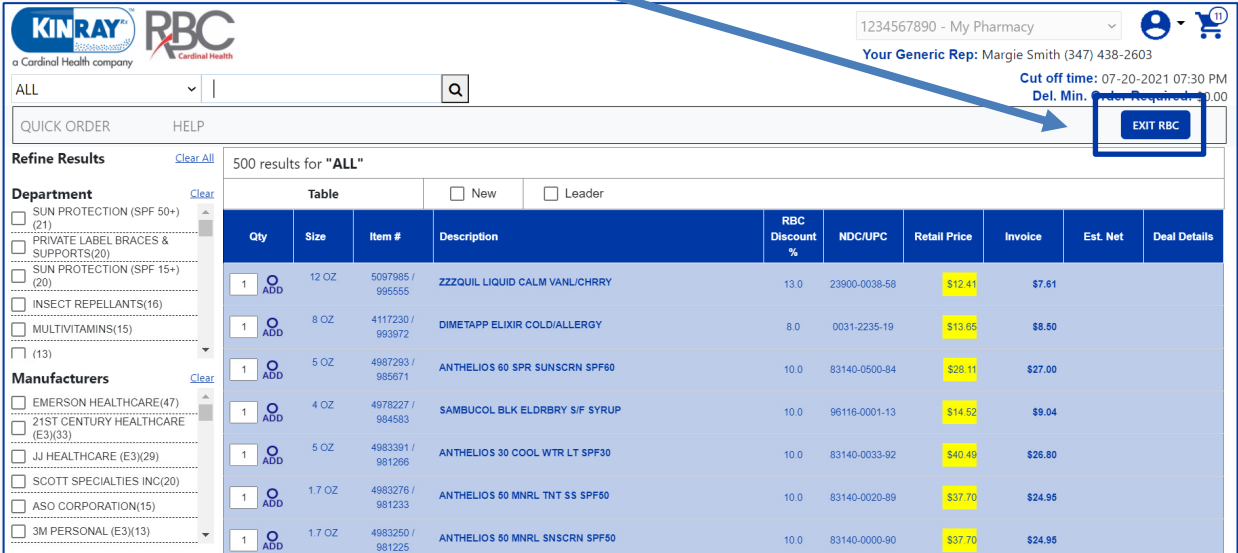


**QUICK ORDER** **HELP**

500 results for "ALL"

| Qty | Size   | Item #           | Description                     | RBC Discount % | NDC/UPC       | Retail Price | Invoice | Est. Net | Deal Details |
|-----|--------|------------------|---------------------------------|----------------|---------------|--------------|---------|----------|--------------|
| 1   | 12 OZ  | 5097985 / 995555 | ZZZQUIL LIQUID CALM VANL/CHRRY  | 13.0           | 23900-0038-58 | \$12.41      | \$7.61  |          |              |
| 1   | 8 OZ   | 4117230 / 993972 | DIMETAPP ELIXIR COLD/ALLERGY    | 8.0            | 0031-2235-19  | \$13.65      | \$8.50  |          |              |
| 1   | 5 OZ   | 4987293 / 985671 | ANTHELIOS 60 SPR SUNSCRN SPF60  | 10.0           | 83140-0500-84 | \$28.11      | \$27.00 |          |              |
| 1   | 4 OZ   | 4978227 / 984583 | SAMBUCOL BLK ELDRBRY S/F SYRUP  | 10.0           | 96116-0001-13 | \$14.52      | \$9.04  |          |              |
| 1   | 5 OZ   | 4983361 / 981266 | ANTHELIOS 30 COOL WTR LT SPF30  | 10.0           | 83140-0033-92 | \$40.49      | \$28.80 |          |              |
| 1   | 1.7 OZ | 4983276 / 981233 | ANTHELIOS 50 MNRL TNT SS SPF50  | 10.0           | 83140-0020-89 | \$37.70      | \$24.95 |          |              |
| 1   | 1.7 OZ | 4983250 / 981225 | ANTHELIOS 50 MNRL SUNSCRN SPF50 | 10.0           | 83140-0000-90 | \$37.70      | \$24.95 |          |              |

10. To exit the RBC Portal, click the **EXIT RBC** button in the upper right-hand corner.



The screenshot shows the RBC Portal interface. At the top right, there is a search bar with the text "1234567890 - My Pharmacy" and a user profile icon. Below this, it says "Your Generic Rep: Margie Smith (347) 438-2603". To the right of the search bar, there is a "Cut off time: 07-20-2021 07:30 PM" and "Del. Min. \$100.00". In the top right corner, there is a blue button labeled "EXIT RBC" which is highlighted with a red box. A blue arrow points from the text above to this button.

On the left side, there is a "Refine Results" section with "Clear All" and "500 results for 'ALL'". Below this, there are sections for "Department" and "Manufacturers" with various checkboxes and counts.

| Qty | Size   | Item #           | Description                    | RBC Discount % | NDC/JPC       | Retail Price | Invoice | Est. Net | Deal Details |
|-----|--------|------------------|--------------------------------|----------------|---------------|--------------|---------|----------|--------------|
| 1   | 12 OZ  | 5097965 / 995555 | ZZZQUIL LIQUID CALM VANL/CHRRY | 13.0           | 23900-0038-58 | \$12.41      | \$7.61  |          |              |
| 1   | 8 OZ   | 4117230 / 993972 | DIMETAPP ELIXIR COLD/ALLERGY   | 8.0            | 0031-2235-19  | \$13.65      | \$8.50  |          |              |
| 1   | 5 OZ   | 4987293 / 985671 | ANTHELIOS 60 SPR SUNSCRN SPF60 | 10.0           | 83140-0500-84 | \$28.11      | \$27.00 |          |              |
| 1   | 4 OZ   | 4978227 / 984583 | SAMBUCOL BLK ELDRBRY S/F SYRUP | 10.0           | 96116-0001-13 | \$14.52      | \$9.04  |          |              |
| 1   | 5 OZ   | 4983391 / 981266 | ANTHELIOS 30 COOL WTR LT SPF30 | 10.0           | 83140-0033-92 | \$40.49      | \$28.80 |          |              |
| 1   | 1.7 OZ | 4983276 / 981233 | ANTHELIOS 60 MNRL TNT SS SPF60 | 10.0           | 83140-0020-89 | \$37.70      | \$24.95 |          |              |
| 1   | 1.7 OZ | 4983250 / 981225 | ANTHELIOS 50 MNRL SNSCRN SPF60 | 10.0           | 83140-0000-90 | \$37.70      | \$24.95 |          |              |

For more information on Weblink functionality, refer to the **Weblink manual** found within **Help**.



## Mobile App

Weblink's new mobile app, is available as a free download for Android and iOS. It allows you to scan UPC, NDC, and shelf labels, then simply add to the shopping cart.

Once you open the Kinray app, you can scan the UPC, NDC, or Shelf Label and add the item to a Shopping Cart.

## Training Resources

- [Quick Start Guide](#)
- [CSOS Anywhere Job Aid](#)
- [Returns Job Aid](#)
- [Reports Job Aid](#)
- [Mobile App Job Aid](#)
- [Online Payment Portal Job Aid](#)
- [Additional Manufacturer Information \(AMI\)](#)

## Troubleshooting Guide

If you are still having difficulties with using Weblink after reviewing the information in the manual and the Weblink training materials, try the actions below to resolve the problem before calling Kinray Customer Service:

| Issue you are having   | Action to take   |
|--|--|
| I cannot log in to the Weblink site.   | On the Kinray Weblink Customer Login page, click the “Need help signing in” link and then click the “Forgot password” link. Enter your username and click the “Submit” button. An email is sent with a link for you to reset your password.  |
| I changed my password, but I still cannot log in.  | Make sure you type your new password correctly, including uppercase, lowercase, and other symbols you put in your new password. If you still cannot log in after confirming you entered your password correctly, contact Customer Service at 718.767.1234.   |
| I’m unable to see all my accounts after I log in.  | Double check the Account drop down found in the Weblink Header (upper-right hand side). Contact Customer Service at 718.767.1234 to add an account to your Weblink user ID.  |
| I cannot place an order from the Shopping Cart.  | Have you been assigned a Purchaser role or a Shopper role in Weblink? Only individuals assigned the Purchaser role can place orders.   |
| I have submitted my order from the Shopping Cart, but the order has been placed on hold.   | Go to Order History to view the status of your on-hold order, there are four possibilities: <ol style="list-style-type: none"> <li>1. C2 order needs signed (DEA held status)</li> <li>2. Additional manufacturer information required (AMI)</li> <li>3. Credit limit exceeded</li> <li>4. Minimum order delivery threshold not yet met</li> </ol> |
| The items I put in the Shopping Cart have not been ordered.  | If you activated Auto Submit for your orders, the orders are not submitted until your cut-off time (displayed in the Header). If you <u>did not</u> activate Auto Submit for your orders, you must submit in the Shopping Cart (see Shopping Cart to Order above).   |
| When I placed my order, the item I ordered was backordered even though it showed available stock when I put the item in the Shopping Cart. | Stock is not reserved until you place your order. You should refresh your Shopping Cart before you place your order to see the current on-hand stock as of that moment in time. If a product is not in stock at the time the order is placed, it is automatically put on backorder.  |
| I cannot place my C2 orders.   | Check to make sure your DEA Certificate is uploaded to CSOS Anywhere. See the CSOS Anywhere job aide for detailed steps on how to upload your DEA Certificate.   |

## Contacting Kinray Customer Service – 718.767.1234

If you are still having difficulties with using Weblink after reviewing the information in the manual, Weblink training materials and the Troubleshooting Guide, please contact Kinray Customer Service for assistance to resolve the problem you are having.

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Please note: Displayed prices, names and accounts in this document are for training purposes only.