

Welcome to the Richie Pharmacal Webordering system. This help document will describe the various functions and features available to you.

Registration Page – your registration email will provide you a link to this page along with your account number and registration key. You will enter that information in the fields given along with your email, full name, login name (one word – no spaces or special characters) and password. If you accidentally enter incorrect information in the account number or registration key fields the application will direct you to correct your mistake. If you will be ordering for multiple stores your email and password must match **EXACTLY** in order to add a new account to existing accounts.

After completing this form you will be given a link to the login page.



Register

*** Account Number:**

*** Registration Key:**

*** User Email:**

*** Full Name:**

*** Login Name: (Ex: tom123)**

*** Password (Case Sensitive)**

*** Confirm Password**

*** Required**

Login Page – to login simply enter your user name and password and press enter or click the “Sign in” button. If you have forgotten your password click the “Forgot your password?” link and it will be emailed to the email address you entered during the registration process. Following login you will be directed to the “Open Orders” page (if you only order for one store) or the “Account Selection Page” (if you order for multiple stores). When ordering for multiple stores the application remembers the last store you were working with when you logged out and uses that as your default store until changed.



Sign In

User Name:

Password (Case Sensitive)

[Forgot your password?](#)

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Please notice the upper (header) section of the “Open Orders” page. Each web page will show the same information. In the middle section is information on when the route closes. This reminds you to place your order in a timely fashion so it ships on the date desired. If a route is already closed for the day it will indicate the next day that the route will close. So if you missed the shipping time for Monday it will indicate that the route will close on Tuesday. If you missed the shipping time for Friday, it will indicate that the route will close on Monday. Holidays are built into the system so that the next available day should always be accurate.

The current logged in user and the current store being ordered for is listed on the right side of the header information.

The bottom part of the header is the menu. The “New/Open Orders” page link brings you to the web page below. The “Order Status” page displays information on orders previously submitted. The “Specials” link opens a submenu (listed later). The “Actions” link opens a submenu (listed later). The “MTD Purchases” link will display Month to Date purchases. “Contact Us” shows contact information for your sales representative. “Logout” will log you out of the system.

*** Route closes today in 7 hours and 3 minutes ***

Account: TES421
TEST
CUSTOMER

User: Richie
Pharmacial
Corporate User

New/Open Orders
Order Status
Specials ▾
Actions ▾
MTD Purchases
Contact Us
Logout

Open Orders

[Add New Order](#)

To create a new order click the "Add Order" button.
To edit an order, click on the order number you wish to edit.

Order	Date	Order Type	PO Number	Lines	Total	
128	11/19/17	NORMAL ORDER		2	\$109.98	Delete Order

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Open Orders – on this page you may either choose to add a new order, edit an existing one, or delete an order. To add a new order click, the “Add New Order” button. To edit an existing order click the Order number. To remove an order, click the “Delete Order” link.

Clicking the “Add New Order” button displays the following (header information removed for brevity).

Item Search Manufacturer

Enter NDC number, Item number, or partial Item Description

Order	Date	Type	PO Number	Lines	Total
129	10/25/17	NORMAL ORDER	<input type="text"/>		\$0.00

Remove	Size	Product Description	Qty	Item #	Cost	Ext	NDC#	Stock Status
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In the “Item Search” field you may choose to search for an item based on item number, NDC number, or partial description. You can further filter the search based on the Manufacturer. In any case, after you have entered the search information either click on the magnifying glass or press the “Enter” key.

I entered “tyl” as the search criteria (see below).

Item Search Manufacturer

Enter NDC number, Item number, or partial Item Description

Order	Date	Type	PO Number	Lines	Total
129	10/25/17	NORMAL ORDER	<input type="text"/>		\$0.00

Remove	Size	Product Description	Qty	Item #	Cost	Ext	NDC#	Stock Status
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This results in the “Item List” page being displayed (see below).

Item Search Manufacturer

>>>>> Click on Search Button

Item List

Order	Date	Type	PO Number	Lines	Total
129	10/25/17	NORMAL ORDER			\$0.00

Search Criteria: Item: tyl

Prv Shp	Size	Product Description	View Image	Best Qty	Best Price	Key Qty	NDC/UPC Manufacturer	Color/Shape --- Other ---	AWP	Alternate by Strength
	500	APAP W/COD #4 (1 GR) TABS	Image Available	1	79.99	<input type="text"/>	13107006005 AUROB1	WHITE TAB/BOTTLE	468.350	<input type="button" value="Strength"/>
	100	APAP W/COD #3 (1/2 GR) TABS	Image Available	1	9.99	<input type="text"/>	13107005901 AUROB1	WHITE,ROUND TAB/BOTTLE	18.000	<input type="button" value="Strength"/>
	1000	APAP W/COD #3 (1/2 GR) TABS	Image Available	1	79.95	<input type="text"/>	13107005999 AUROBI	WHITE TAB/BOTTLE	483.310	<input type="button" value="Strength"/>
	118	ACETAMINOPHEN W/COD 120/12MG S	Image Available	1	6.99	<input type="text"/>	00121050404 PHARMA	9/18 ML/BOTTLE	6.750	<input type="button" value="Strength"/>
	1000 OutofStock	MAPAP 500 MG CAPLETS	Image Available	1	9.99	<input type="text"/>	00904198380 MAJOR	8/18 TAB/BOTTLE	26.950	<input type="button" value="Strength"/>
	1000	MAPAP 500 MG TABS	Image Available	1	12.99	<input type="text"/>	00904198880 MAJOR	LT BLUE TAB/BOTTLE	25.950	<input type="button" value="Strength"/>

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From the “Item List” page you can either search for a different item using the criteria fields at the top of the page or perform different actions on the items themselves. To view an image of the item, click on the “Image Available” link. You may also specify the quantity to be ordered by entering the quantity in the “Key Qty” field. Clicking the “Add to Order/Update Order” button will add any items with a quantity greater than zero to the order. Clicking the “Cancel/Item(s) will NOT be added to Order” will discard any changes made to the order.

If you click on the “Product Description” link for the item it will open an “Extended Item Information” page that displays additional item information including the order history for the item (and its equivalents). See image below. Clicking on the “Strength” button will open an Item List page of all equivalents of the item (second image below).

[Return](#) Extended Item Information

Item#	Rated	Size	Description	Color/Shape	Type
8806	AA	500	APAP W/COD #4 (1 GR) TABS TYLENOL W/COD MFR:AUROBINDO PHARMA USA INC	WHITE TAB/BOTTLE	C3



NDC #	UPC #	AWP
13107006005	0	468.350

	Min. Qty.	Price	\$Per\$
Base	1	79.990	0.1600

Item Buying History

Qty	Month
0	Current
0	October 2017
0	September 2017
0	August 2017
0	July 2017
0	June 2017
0	May 2017
0	April 2017
0	March 2017
0	February 2017

Equivalent Buying History

Qty	Month
0	Current
0	October 2017
0	September 2017
0	August 2017
0	July 2017
0	June 2017
0	May 2017
0	April 2017
0	March 2017
0	February 2017

Strength Page

[Strength.aspx](#)

Order	Date	Type	PO Number	Lines	Total
129	11/22/17	NORMAL ORDER	<input type="text"/>		0

Search Criteria: Item: 004490

Prv Shp	Size	Product Description	Image	Best Qty	Best Price	Key Qty	NDC/UPC Manufacturer	Color, Shape	AWP
	100	MAPAP 500 MG CPLTS BOXED	Image Available	1	1.99	<input type="text"/>	00904198359 MAJOR	BOXED , TAB/BOTTLE	4.500
	1000 OutofStock	MAPAP 500 MG CAPLETS	Image Available	1	9.99	<input type="text"/>	00904198380 MAJOR	8/18 , TAB/BOTTLE	26.950
	1000	MAPAP 500 MG TABS	Image Available	1	12.99	<input type="text"/>	00904198880 MAJOR	LT BLUE , TAB/BOTTLE	25.950

[Add to Order/Update Order](#) [Cancel/Item\(s\) will NOT be added to Order](#)

A couple of additional notes on the Item Search page:

1. C2 items will be shown on the Item List page but cannot be ordered through this system.
2. You can add a “strength” component to you search by incorporating it into the Item Search field. Entering “tyl500” or “tyl 500” will only display those items whose strength is 500 MG. See display below for an example of this.

Item List

Order	Date	Type	PO Number	Lines	Total
129	11/27/17	NORMAL ORDER		2	\$279.98

Search Criteria: Item: tyl500

Add to Order/Update Order

Cancel/Item(s) will NOT be added to Order

Prv Shp	Size	Product Description	View Image	Best Qty	Best Price	Key Qty	NDC/UPC Manufacturer	Color/Shape --- Other ---	AWP	Alternate by Strength
	1000 OutofStock	MAPAP 500 MG CAPLETS	Image Available	1	9.99		00904198380 MAJOR	8/18 TAB/BOTTLE	26.950	Strength
	1000	MAPAP 500 MG TABS	Image Available	1	12.99		00904198880 MAJOR	LT BLUE TAB/BOTTLE	25.950	Strength

After entering a quantity on the Item List page and adding it to the order, you are returned to the search screen, and the item ordered is listed below the search criteria (see below).

Item Search Manufacturer

Enter NDC number, Item number, or partial Item Description

[Web Only Specials](#)

[Daily Specials](#)

[Short Dated](#)

[Rapid Entry](#)

[Submit Order](#)

Order	Date	Type	PO Number	Lines	Total
129	11/22/17	NORMAL ORDER	<input type="text"/>	1	\$79.99

Remove	Size	Product Description	Qty	Item #	Cost	Ext	Stock Status
Remove	500	APAP W/COD #4 (1 GR) TABS	1	8806	\$79.99	\$79.99	Available

Some additional notes about the search screen. Clicking on the “Web Only Specials”, “Daily Specials”, or “Short Dated” buttons will bring up an Item List page displaying those items pre-filtered by those criteria. The “Submit Order” button will bring you to a page where you can confirm the order and then give final approval (second image below).

The “Rapid Entry” page allows you to order item quickly if you know the item number or NDC number. You would enter either in the “Product No.” field and then fill in the desired quantity. When complete click the appropriate button or click the “Enter” key.

Rapid Entry

Order	Date	Type	PO Number	Lines	Total
129	11/22/17	NORMAL ORDER		1	79.99

Item	Product No.	Qty	Item	Product No.	Qty
1	<input type="text"/>	<input type="text"/>	2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	4	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	6	<input type="text"/>	<input type="text"/>

If you have entered all items correctly they will be added to the order. If you make a mistake you will have the opportunity to correct it or to choose to only add valid items (see below).

Rapid Entry

Order	Date	Type	PO Number	Lines	Total
129	11/22/17	NORMAL ORDER		1	79.99

Items highlighted in **Red** were not found
 Enter valid data in items highlighted in **Orange**
 Please review ALL highlighted items.

Item	Product No.	Qty	Item	Product No.	Qty
1	<input type="text" value="8807"/>	<input type="text" value="1"/>	2	<input type="text" value="99999"/>	<input type="text" value="1"/>
3	<input type="text" value="xyz"/>	<input type="text" value="2"/>	4	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	6	<input type="text"/>	<input type="text"/>

After clicking the "Submit" button you will see the screen below. At this time you may enter any notes that you want attached to the order. When you are satisfied with your order, click the "Submit Order" button. To continue working on an order, click the "Back to Order" button.

Confirmation: Submit Order

Order	Date	Type	PO Number	Lines	Total
129	11/22/17	NORMAL ORDER ▼		2	279.98

Order Notes:

Submit Order

Back to Order

Order Status – the “Order Status” menu option open a page listing the status of all orders, whether entered on the web or otherwise. It includes the Status, Source of the order, how it is being shipped (Via) and “Tracking Number” if appropriate. Clicking on the Tracking Number will display all tracking information on a new web page.

Order Status

Click on the order number you wish to view.

AS400 Order #	Date	Type	PO Number	Lines	Total	Web Order #	Status	Source	Via	Tracking Number
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Specials – the Specials submenu items will open an “Item List” page pre-filtered with the items corresponding with the filter selected.

New/Open Orders Order Status Specials ▼ Actions ▼ MTD Purchases Contact Us Logout

Order Status

Click on the order number you wish to view.

- Short Dated
- Daily Specials
- Web Only Specials

Actions – the Actions submenu contains links to several additional pages. The “Order Status” page has been previously described. The “Favorite Orders” page allows you to maintain a starting template of items that you order on a consistent basis (see below). The “Web Statements” option will display Statement information for the selected date in a format suitable for display in a browser. The “Account Selection” option will open a page with all stores for whom the user is eligible to order. The “Change

Password” option allows a user to change their password. A confirmation email will be sent to the email address on file.

Favorite Orders – is a special type of order where items are entered similarly to the “Item Search” page. You may add, remove, or edit a favorite order the same way you would a regular order.

Favorite Orders

[Add New Favorite Order](#)

Favorite orders contain saved items you frequently re-order. A favorite order can be copied to a normal order.

Order	Date	Type	PO Number	Lines	Total	
135	11/07/17	FAVORITE ORDER	fav 1	1	79.99	Delete Order

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There is one addition to the search page for a favorite order (see below). That is the “Copy to Open Order” button. Clicking on this button will result in this Favorite order being copied to a new Open order. The favorite order remains available to be copied again and again as desired.

Item Search Manufacturer

Enter NDC number, Item number, or partial Item Description

Order	Date	Type	PO Number	Lines	Total
135	11/07/17	FAVORITE ORDER	<input type="text" value="fav 1"/>	1	\$79.99

Remove	Size	Product Description	Qty	Item #	NDC#	Stock Status
Remove	500	APAP W/COD #4 (1 GR) TABS	1	8806	13107006005	Available

MTD Purchases – is simply a listing of all Month to Date purchases for both RX and OTC items.

Month To Date Purchases

Total RX Purchases	Total OTC Purchases
\$ 0	\$ 0

Contact Us – this page lists the name of your account rep and their contact information (see below).

Your contact is **CASH SALES** and can be reached at
1(800)627-0250