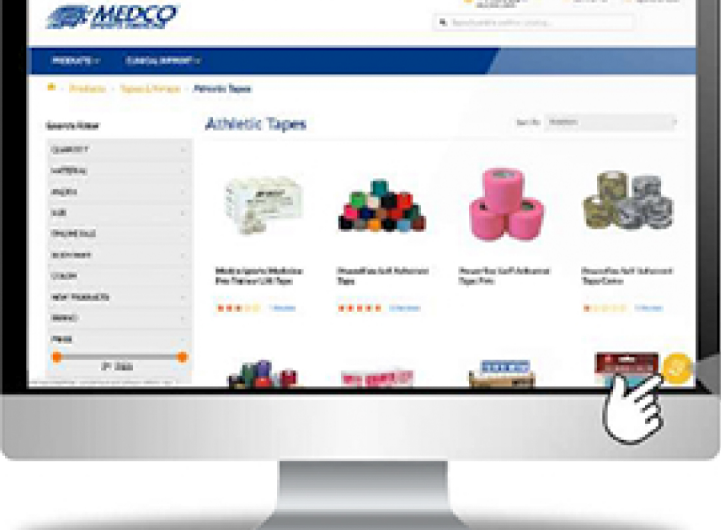


How to Use the Medco Supply List

Introducing the Medco Sports Medicine Supply List

This supply list is designed to make your shopping experience with Medco Sports Medicine easier.



ACCESSIBLE FROM ANY PAGE!

Your supply list is easier than ever to access! Visit the new Supply List Drawer from any page.

- What is a supply list?
- How do I create my supply lists?

What is a supply list?

A supply list keeps track of products that you frequently order. There are a variety of list options: from lists you create on your own, to a list of “What’s Hot” at Medco.

You can use the list to reorder supplies (using the add to cart button) or create a list to share with other colleagues and even your patients or their caregivers!



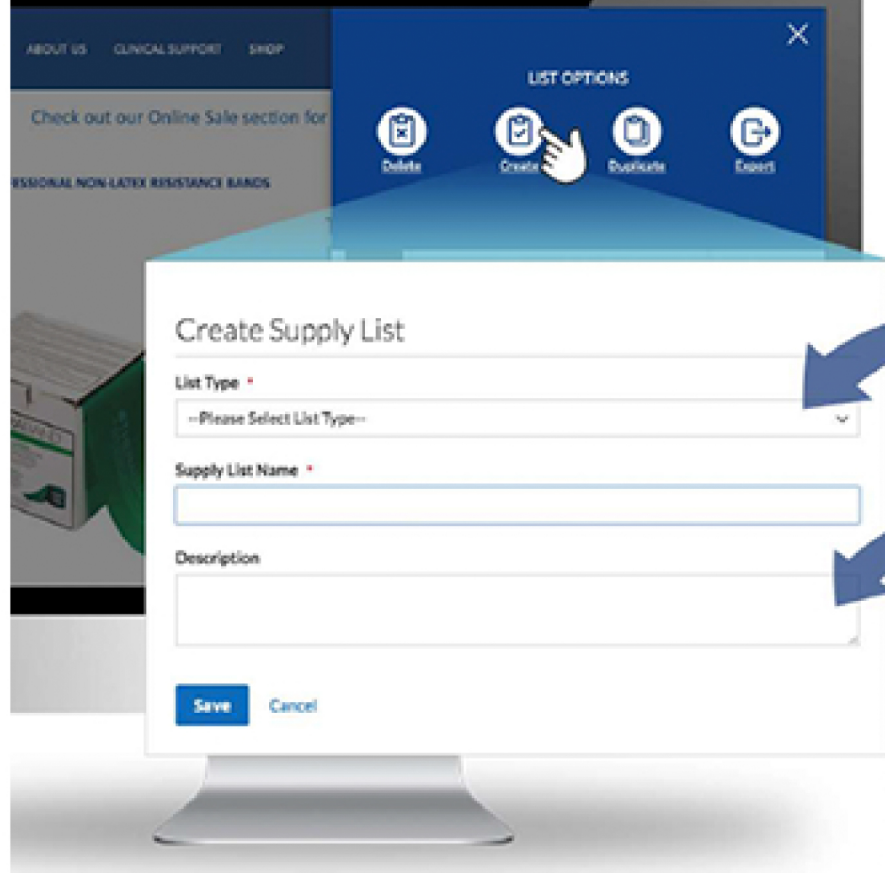
How do I create my supply lists?

Make sure you are logged in to your Medco account to easily access the supply list from any page.

Create a Supply List

Get started by clicking the gear icon and then “Create” to create your supply list.

Choose the list type and then name your list, and give it an optional description.



Creating New Lists

To create a new list, click the icon shaped like a gear and choose the “Create” option.

Then choose your List Type (Company Admin accounts only) and name the new list.

Optionally, give your list a description.

The list name and description is included when you share your list (see page 20).

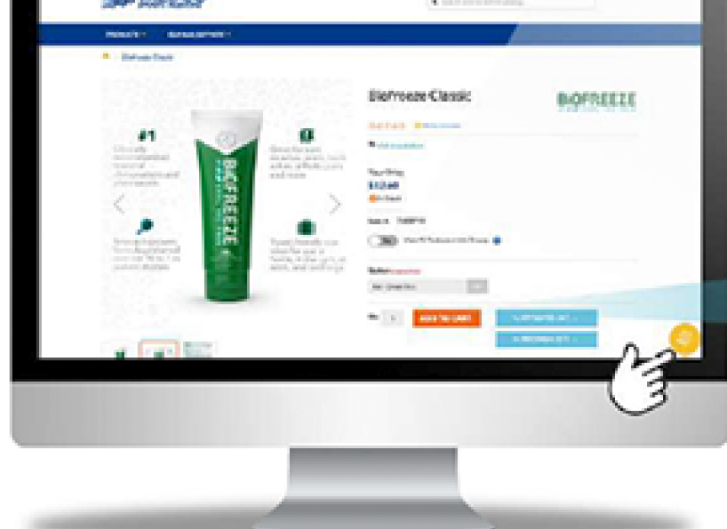
Adding Products

Add products to your supply list directly from a product page, by importing a spreadsheet list, or from your cart.

Add Items to Your Supply List

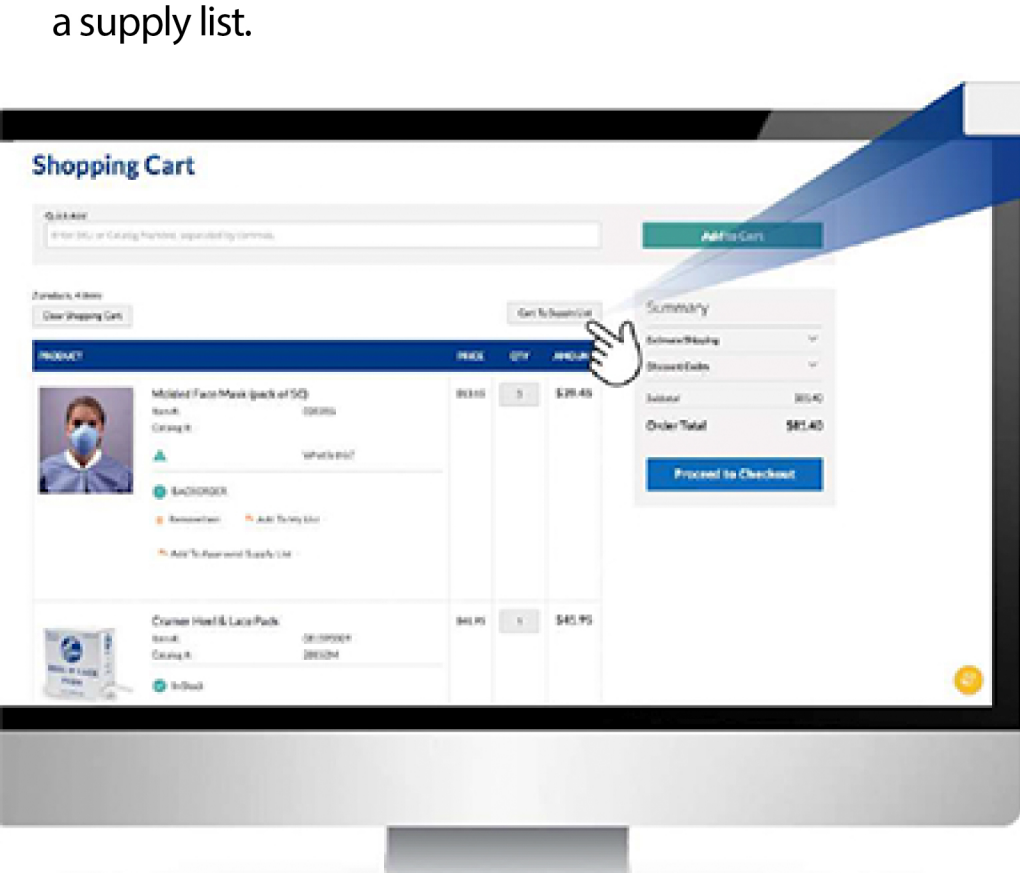
Easily add products to your list from:

1. **Product Page:** Just click the “+APPROVED LIST” or “+PERSONAL LIST” buttons



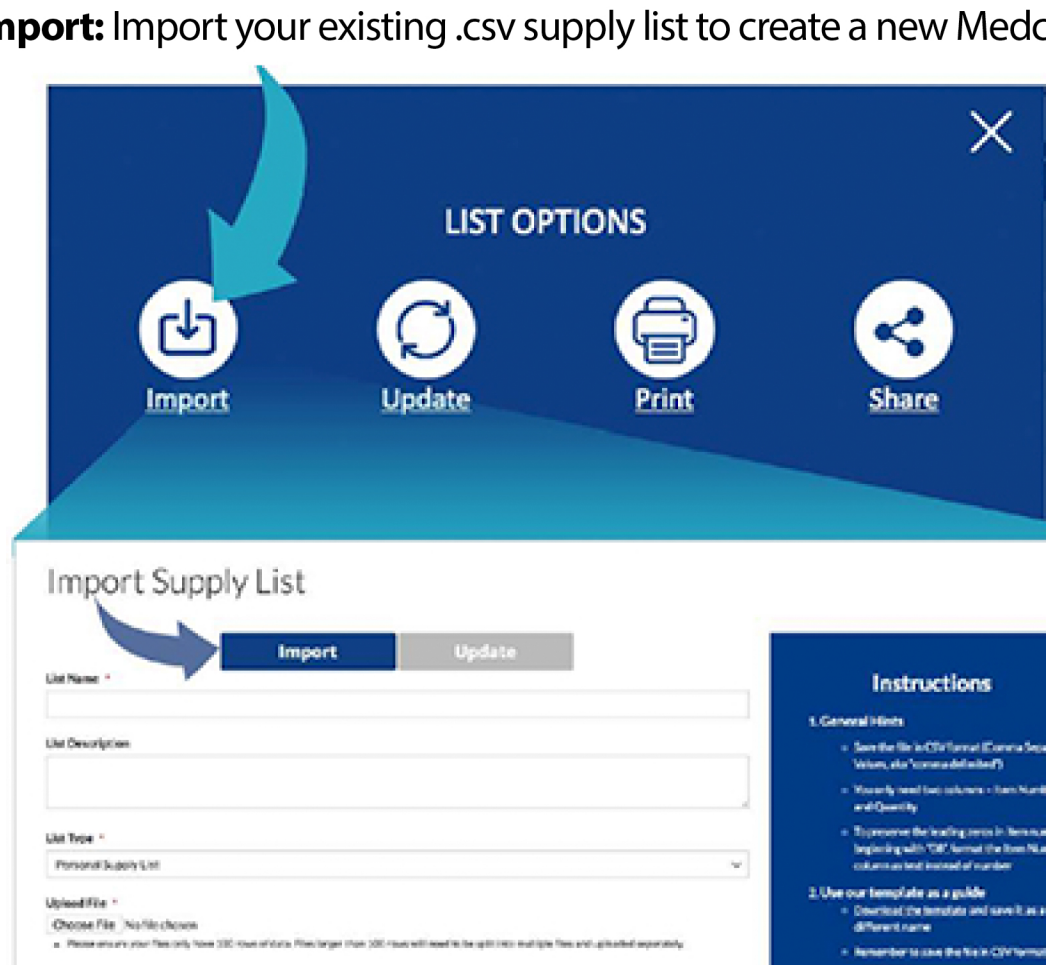
Add products to a supply list with the buttons on each page. Click the new Supply List Drawer icon to easily view, edit, and share product lists.

2. **Cart:** Click the “Cart To Supply List” button to turn all the products in your cart into a supply list.



Turn products in your cart into a supply list with the “Cart to Supply List” button in the upper right-hand corner of your cart!

3. **Import:** Import your existing .csv supply list to create a new Medco supply list.



Having trouble? Hint: Click the provided link for more detailed help.

Instructions

1. General Hints
 - Save the file in CSV format (Comma Separated Values, also known as delimited)
 - Headers need to include columns - Item Number and Quantity
 - Represent the leading zeros in Item numbers beginning with “00” format (the Item Number column is not a total of number)
2. Use our template as a guide
 - Download the template and save it as a different name
 - Remember to save the file in CSV format
 - Copy and paste your selected products into the sheet

DOWNLOAD TEMPLATE FILE