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FRED OFFICE 4.4 (STANDALONE)
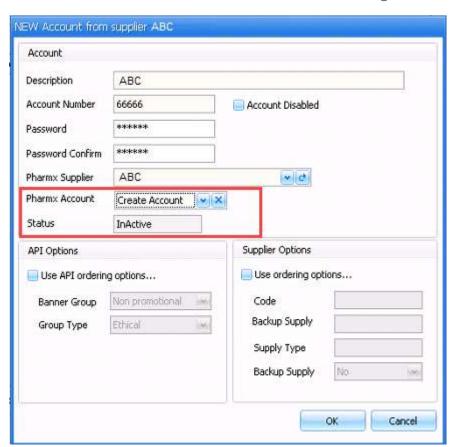
PHARMX MANAGEMENT

CONTENTS

OVERVIEW

In Fred Office 4.4, stores can create new supplier accounts for any Supplier that uses PharmX.

Stores can manage the setup and removal of PharmX accounts to facilitate electronic ordering. Once the store has been given their PharmX account details from their supplier, they can now enable or disable electronic ordering via PharmX from within the Fred Office application.

The **New Account** dialog box (shown below) now has two new fields for PharmX Account management:

- **PharmX Account** dropdown has two options:

    - **Create Account** Sends a request to the supplier to create an account.
    - **Select** Option to be selected when the selected supplier in the PharmX Supplier dropdown list is in an **Active** state in Fred Office. Use this to link existing accounts.

- **Status** displays either:

    - **Active** The account is available for ordering via PharmX.
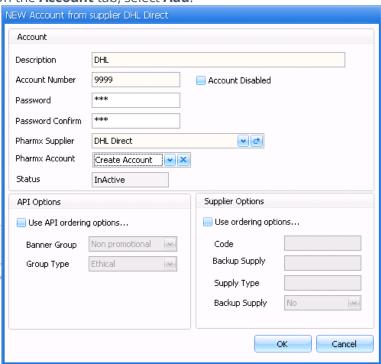   - **Inactive** The account is not available for ordering via PharmX.

PHARMX ACCOUNT MANAGEMENT

Set up a New Supplier PharmX Account

To send a request to the supplier for new account approval for electronic ordering

1. Navigate to the **Supplier** or create a new supplier that you want to setup a PharmX account with.

2. On the **Account** tab, select **Add**.

3. Enter the relevant supplier account details and password.

4. Select the **PharmX Supplier** using the dropdown

5. Under **PharmX Account**, select **Create Account**.

ⓘ   The Status is **Inactive** by default.

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6. Click **OK**. A request to create an account for electronic ordering will be sent to the supplier for approval.

The supplier will then action the request and the **Status** will change to **Active**.

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To add an account to Fred Office that is already approved

1. Search for and select the **Supplier** that you want to link to a PharmX.

2. On the **Account** tab, select **Add**.

3. Enter the relevant information.

4. Select the **PharmX Supplier**.

ⓘ   The Status will be **Active** by default for an account that is already approved.

5. Under **PharmX Account**, select **Select**.

6. Click **OK** to add the account to Fred Office.

Remove a Supplier PharmX Account

To remove a supplier account from electronic ordering

1. Search for and select the **Supplier** whose PharmX account you want to remove.

2. On the **Account** tab, select **Edit**.

3. Next to the **PharmX Account** field, click the **X.**
    A popup displays asking you to confirm.

4. Click **OK**. A popup displays confirming that the request has been sent to the supplier.

    Once the delete request has been actioned by the supplier, the **Status** changes to **InActive**.

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DETAILS FOR SUPPLIER ACCOUNT SETUP

API

Account Number	5 digits in length. Leading zeroes are excluded in PharmX and are ignored if entered in Fred Office
Account Disabled	This option should be un-checked for any "active" account used for electronic ordering
Password	N/A, leave blank…API accounts do not have passwords
PharmX Supplier	Select the relevant API supplier corresponding to the location of the Pharmacy. This PharmX Supplier MUST match the account in PharmX
API Options	Use API ordering options should always be selected for API accounts. Choose the appropriate Banner Group (Promotion Group) and Group Type (Order Type) used for this account.
Supplier Options	N/A
Additional notes	If more than one set of API ordering options are required, another Account should be added for each required set of options; eg. "API Ethical NonPromotional", "API Promotional SlasherOrder", etc.

Arana

Account Number	4 to 5 characters in length, and generally in the format of 3 alpha characters plus 1 or 2 numeric digits. (eg. ABC1, ABC12)
Account Disabled	This option should be un-checked for any "active" account used for electronic ordering
Password	N/A, leave blank… Arana accounts do not have passwords
PharmX Supplier	Select Arana Qld. This PharmX Supplier MUST match the account in PharmX
API Options	N/A
Supplier Options	N/A
Additional notes	Arana MUST be contacted before any new account is added to PharmX. Arana will discuss PharmX fees with the Pharmacy, and will notify the POS vendor if/when the account can be added.

Athertons

Account Number	Generally 3 digits in length and all numeric
Account Disabled	This option should be un-checked for any "active" account used for electronic ordering
Password	N/A…Dialup ordering always had a password of TESTING1, but password is not required for PharmX (existence of password will not cause issues). Just ensure details in Fred Office match details in PharmX
PharmX Supplier	Select Athertons. This PharmX Supplier MUST match the account in PharmX
API Options	N/A
Supplier Options	N/A
Additional notes	N/A

Barrett

Account Number	generally 5 digit numeric. Barrett uses the same account number that the Pharmacy uses for Sigma
Account Disabled	This option should be un-checked for any "active" account used for electronic ordering
Password	N/A
PharmX Supplier	Select the Barrett VIC supplier. This PharmX Supplier MUST match the account in PharmX
API Options	N/A
Supplier Options	Barrett order types are required, so should always have Use ordering options selected. Pharmacies may have specific codes in their previous POS, and these can be used in Fred Office if available. If unknown, Barrett have confirmed the following codes will work fine for any Account: Code = GEN; Supply Method = C; Supply Type = P; Backup Supply = Yes
Additional notes:	N/A

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CDN

Account Number	generally 4 digit numeric
Account Disabled	This option should be un-checked for any "active" account used for electronic ordering
Password	N/A
PharmX Supplier	Select the CDN supplier. This PharmX Supplier MUST match the account in PharmX
API Options	N/A
Supplier Options	CDN order types are required, so should always have Use ordering options selected. Pharmacies may have specific codes in their previous POS, and these can be used in Fred Office if available. If unknown, CDN have confirmed the following codes will work fine for any Account: Code = GNC; Supply Method = C; Supply Type = P; Backup Supply = Yes
Additional notes	N/A

CHS (Central Hospital Supplies)

Account Number	Variable length, generally alpha characters
Account Disabled	This option should be un-checked for any "active" account used for electronic ordering
Password	N/A
PharmX Supplier	Select the Central Hospital Supplies VIC supplier, no other CHS suppliers in PharmX will work (ie. VIC only). This PharmX Supplier MUST match the account in PharmX
API Options	N/A
Supplier Options	N/A
Additional notes	N/A

Clifford Hallam

Account Number	Generally 6-7 digits in length and all numeric.
Account Disabled	This option should be un-checked for any "active" account used for electronic ordering.
Password	N/A. Leave blank. Clifford Hallam do not require a password.
PharmX Supplier	Select Clifford Hallam Healthcare. This PharmX Supplier MUST match the account in PharmX.
API Options	N/A
Supplier Options	N/A
Additional Notes	Clifford Hallam is Appcat linked to CH2

Dean Garbutt

Account Number	Generally 3 to 4 digits in length and all numeric
Account Disabled	This option should be un-checked for any "active" account used for electronic ordering
Password	N/A
PharmX Supplier	Select Dean Garbutt. This PharmX Supplier MUST match the account in PharmX
API Options	N/A
Supplier Options	Dean Garbutt order types are required, so should always have Use ordering options selected. Dean Garbutt have confirmed the following codes will work fine for any Account: Code = GEN; Supply Method = C; Supply Type = P; Backup Supply = Yes
Additional notes	N/A

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DHL Direct

Account Number	Generally 6 characters in length (can be more) and all uppercase alpha characters
Account Disabled	This option should be un-checked for any "active" account used for electronic ordering
Password	N/A
PharmX Supplier	Select DHL Direct. This PharmX Supplier MUST match the account in PharmX
API Options	N/A
Supplier Options	N/A
Additional notes	N/A

Genepharm

Account Number	Generally 6 characters in length, 2 alpha characters and 4 numeric digits (eg. AB0012)
Account Disabled	This option should be un-checked for any "active" account used for electronic ordering
Password	N/A
PharmX Supplier	Select the relevant Genepharm supplier corresponding to the location of the Pharmacy. This PharmX Supplier MUST match the account in PharmX
API Options	N/A
Supplier Options	N/A
Additional notes	N/A

IPS

Account Number	5 digits in length. First digit should always be a 1
Account Disabled	This option should be un-checked for any "active" account used for electronic ordering
Password	Alphanumeric, and generally 6 characters in length. The password format is usually 3 uppercase alpha characters and 3 numeric digits (eg. ABC123)
PharmX Supplier	Select IPS. This PharmX Supplier MUST match the account in PharmX
API Options	N/A
Supplier Options	IPS order types are required, so should always have Use ordering options selected. IPS have confirmed the following codes will work fine for any Account: Code = GEN; Supply Method = C; Supply Type = P; Backup Supply = Yes
Additional notes:	N/A

Kororis

Account Number	Generally 2 or 3 digit numeric.
Account Disabled	This option should be un-checked for any "active" account used for electronic ordering
Password	Alpha of variable length
PharmX Supplier	Select Kororis. This PharmX Supplier MUST match the account in PharmX
API Options	N/A
Supplier Options	N/A
Additional notes	There is no Kororis product file in AppCAT, and no easy way to apply the product file in Fred Office.

Nadglen

Account Number	Generally 3 digits in length and all numeric
Account Disabled	This option should be un-checked for any "active" account used for electronic ordering
Password	N/A
PharmX Supplier	Select Nadglen Pharmaceuticals. This PharmX Supplier MUST match the account in PharmX
API Options	N/A
Supplier Options	N/A
Additional notes	N/A

Sanofi-Aventis Consumer Healthcare

Account Number	Generally 6 digits in length and all numeric
Account Disabled	This option should be un-checked for any "active" account used for electronic ordering
Password	N/A
PharmX Supplier	Select sanofi-aventis Consumer Healthcare. This PharmX Supplier MUST match the account in PharmX
API Options	N/A
Supplier Options	N/A
Additional notes	Note the supplier where the account is being added is BULLIVANTS. This is because Sanofi-Aventis Product File in AppCAT has been applied to Bullivants. Using the Bullivants Supplier in Fred Office prevents having to manually match another supplier to Bullivants in AppCAT.

Sigma

Account Number	5 digits. Leading zeroes are excluded in PharmX and ignored if entered in Fred Office
Account Disabled	This option should be un-checked for any "active" account used for electronic ordering
Password	Alphanumeric, and 8 characters in length. Common examples are account number with 3 trailing zeroes, or Pharmacy phone number.
PharmX Supplier	Select the relevant Sigma supplier corresponding to the location of the Pharmacy. This PharmX Supplier MUST match the account in PharmX
API Options	N/A
Supplier Options	Sigma order types are required, so should always have Use ordering options selected. Pharmacies may have specific codes in their previous POS, and these can be used in Fred Office if available. If unknown, Sigma have confirmed the following codes will work fine for any Account: Code = GEC; Supply Method = C; Supply Type = P; Backup Supply = Yes
Additional notes	If more than one set of Sigma ordering options are required, another Account should be added for each required set of options. This is rare, and Sigma would need to provide the required codes where applicable.

SWAPS

Account Number	6 characters in length, and generally in the format of 4 alpha characters plus 2 numeric digits.
Account Disabled	This option should be un-checked for any "active" account used for electronic ordering
Password	N/A, leave blank…SWAPS accounts do not have passwords
PharmX Supplier	Select SWAPS WS. This PharmX Supplier MUST match the account in PharmX
API Options	N/A
Supplier Options	N/A
Additional notes:	N/A

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Symbion

Account Number	7 digits in length. Leading zeroes are excluded in PharmX and are ignored if entered in Fred Office
Account Disabled	This option should be un-checked for any "active" account used for electronic ordering
Password	Alphanumeric, and 8 characters in length. Symbion passwords are compulsory and cannot be left blank.
PharmX Supplier	Select the relevant Symbion supplier corresponding to the location of the Pharmacy. This PharmX Supplier MUST match the account in PharmX
API Options	N/A
Supplier Options	Most Symbion accounts will not use Order Types. However, some remote Pharmacies in SA, WA and NT may require specific order types setup. Codes should be obtained from Symbion in the relevant State (as codes vary) and it should be possible to enter the code into the Code field for Supplier Options.
Additional notes	If more than one set of Symbion ordering options are required, another Account should be added for each required set of options. This is rare, and Symbion would need to provide the required codes where applicable.