



Consignment Program Buyer's Reference Guide



Step 1:

Place an initial consignment order

Please provide the following information to a Consignment Specialist: your customer account number, desired par levels of each requested consignment item. Product will be shipped via FedEx Priority Overnight and scheduled to arrive the next business day. The initial stocking order can only ship Mon–Wed.



Step 2:

Receive replacement inventory

There are two options to request replacement of your consignment inventory.

- **Option 1: Replace upon use or as needed** — Please provide the following information to a Consignment Specialist: your customer account number, product description and/or NDC and quantity. Product will be shipped via FedEx Priority Overnight and arrive the next business day.
- **Option 2: Replace monthly** — **Speak with a Consignment Specialist** to schedule a monthly delivery based upon established par levels or by indicating on the monthly reconciliation report the items that you wish to replenish. Monthly orders will be processed within 24 hours after receipt of the reconciliation report from your facility.

Note: Emergency replacements can be made as needed with either replacement option. Call MPB at 1-877-625-2566 to place an emergency/ same day shipment.



Step 3:

Get billed for used inventory

Please provide the following information to a Consignment Specialist: your customer account number, product description and/or NDC, lot number and quantity used. The used items will be billed to your account and an invoice will be emailed and/or faxed to you within 24 hours.

Note: For 340B facilities, the account number desired for billing (WAC, GPO, PHS) needs to be provided for proper invoicing to occur.



Step 4:

Reconcile consignment inventory

A Consignment Specialist will send a consignment reconciliation report to you via email no later than the 22nd of each month. Please complete the report, documenting all current consignment inventory and send to mpbconsignment@mckesson.com within 5 business days of receipt.



Step 5:

Manage short-dated consignment inventory

When a product is within nine months of expiring, you will be notified by a Consignment Specialist. The Consignment Specialist will schedule a FedEx pickup for the short-dated inventory. Additional inventory will be shipped to you prior to the FedEx pickup to replace the short-dated product being returned. The returned short-dated product must match the lot number McKesson Plasma and Biologics has on file and be in “saleable” condition.

If product is not returned within 30 days of initial request, the customer will be invoiced for this inventory. Invoiced drugs are not returnable to MPB.

To contact a Consignment Specialist, call **877.625.2566** option 1 and then option 1 again or email mpbconsignment@mckesson.com



Hours of Operation:
8:00 a.m.–6:30 p.m. CT
Monday–Friday