

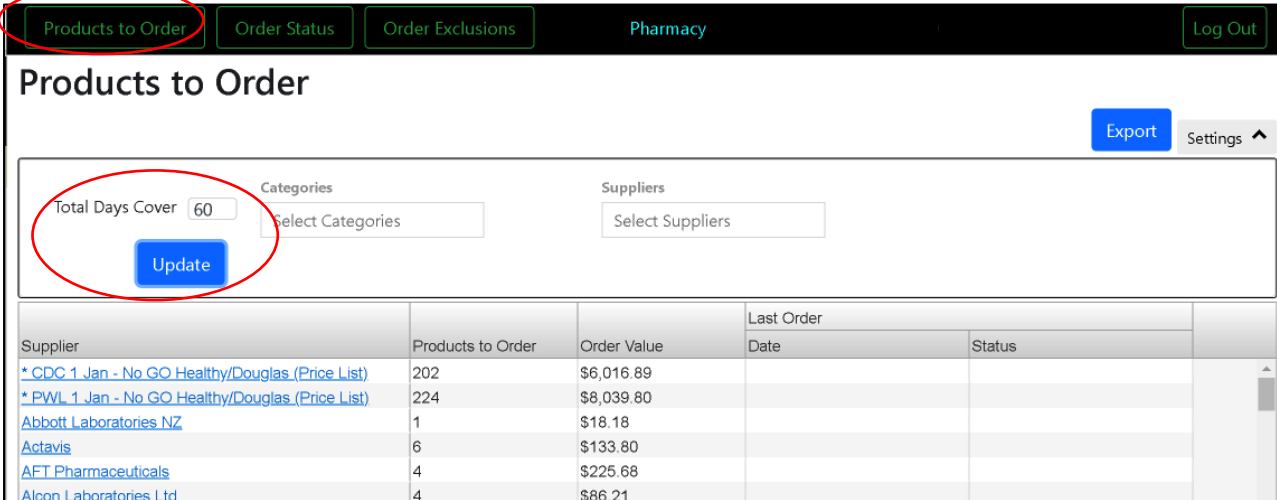
Pharmacy Retail Ordering via RPM

1. Log into RPM at <https://live.rpmretail.com>
2. Select the **Orders Tab** and click on **Orders**.
3. Click on the **Products to Order Button** then click **Update**.

You will see onscreen the Order Values required to achieve **60 Days Cover**.

Choose your **wholesaler's latest Price List** (excluding Go Healthy and Douglas which are ordered direct).

OR the direct **Supplier name** to view the suggested order.



The screenshot shows the 'Products to Order' interface. At the top, there are navigation tabs: 'Products to Order' (highlighted with a red circle), 'Order Status', 'Order Exclusions', 'Pharmacy', and 'Log Out'. Below the tabs, there is a header 'Products to Order' with an 'Export' button and a 'Settings' dropdown. The main area contains a form with 'Total Days Cover' set to 60, 'Categories' (with a 'Select Categories' dropdown), and 'Suppliers' (with a 'Select Suppliers' dropdown). An 'Update' button is circled in red. Below the form is a table with the following data:

Supplier	Products to Order	Order Value	Last Order Date	Status
* CDC 1 Jan - No GO Healthy/Douglas (Price List)	202	\$6,016.89		
* PWL 1 Jan - No GO Healthy/Douglas (Price List)	224	\$8,039.80		
Abbott Laboratories NZ	1	\$18.18		
Actavis	6	\$133.80		
AFT Pharmaceuticals	4	\$225.68		
Alcon Laboratories Ltd	4	\$86.21		

TIP: We recommend that you place a 60-Day Order every 2 weeks.

Optional - Reduce the days cover from 60 days to the required number and click **Update**.

4. Click on the **Supplier Name** to view the suggestions.

The quantities suggested are based on your Stock on hand – and recent sales.

TIP: View the sales history and product information by clicking on the **Product Name**.

5. Click on the **Create Order Button** to access the editable order screen.

Products to Order | Order Status | Order Exclusions

Order No. 1002513 for: CDC Pharmaceuticals
 Order Created: 13/01/2022 by: danemichealbell@gmail.com

All Products Products to be Ordered

Product Id	Product	Rounded Order Quantity	Stock on Hand
2288710	*PANADOL OSTEO CAPLETS 96	4	3
335320	*PHENERGAN 25MG T (50)	3	0
2119218	*VOLTAREN RAPID 25MG T 30S	9	2

*PANADOL OSTEO CAPLETS 96, 2288710

Monthly ROS: 3 Cost: \$9.06 Retail: \$19.50
 Stock on Hand: 3 Stock on Order: 0

Monthly Rate of Sale

Jan-22	Dec-21	Nov-21	Oct-21	Sep-21	Aug-21	Jul-21	Jun-21	May-21	Apr-21	Mar-21	Feb-21
2	3	2	1	5	2	2	2	1	0	2	4

TIP: Re-rank the screen by clicking on the column heading **Rounded Order Quantity**. This brings the large Order Quantities to the top of the report

TIP: Expand **Product Details +** to view Category, Core Range and Pack Size details.

Products to Order | Order Status | Order Exclusions | Log Out

Order No. 1002513 for: CDC Pharmaceuticals
 Order Created: 13/01/2022 by: danemichealbell@gmail.com

All Products Products to be Ordered

Save Changes | Print | Review Order | Approve Order | Delete Order

Product Id	Product	Category	Supplier	Is Core	Pack Size	Rounded Order Quantity	Stock on Hand	Stock on Order	Total Days Cover
2452421	LORA-TABS ALLERGY & H/FEVER 10MG 30	Allergies & Sinus	Viartis	no	1				37
318647	ZOVIRAX 2G CR TUBE	Skin Care	GlaxoSmithKline	yes	1				61
2592061	FLIXONASE NASAL SPRAY 120DSE NEW	Allergies & Sinus	GlaxoSmithKline	yes	1	12	4	3	39
2452456	LORA-TABS 10MG	Allergies & Sinus	Viartis	no	1	12	1	0	39
2468778	OMEPRAZOLE CAPSULES 20MG 30	Digestive Care	Dr Reddys New Zealand Ltd	yes	1	10	1	0	63
2090651	RAZENE 10MG T (30)	Allergies & Sinus	Viartis	no	1	10	2	0	39
2119218	*VOLTAREN RAPID 25MG T 30S	Pain Relief	GlaxoSmithKline	yes	1	9	2	0	63
2621347	BRIGHTWIPE STOPFOG GEL + MCLOTH 12PK	Eyewear	Unknown	no	1	9	2	0	63
213845	CLEAR EYES 15ML	Eye Care	Care Pharma	yes	1	9	5	0	64
2061899	LUCAS PAPA W OINT 25G	Skin Care	Crombie & Price	yes	1	9	3	0	64
468150	BLISTEX LIP BALM ULTRA SPF30+	Skin Care	Wilson Consumer Products	yes	1	8	2	0	63
2548011	CETAPHIL SUN KIDS SPF50+ LIPO 150ML	Sun Care	CDC Pharmaceuticals	yes	1				

6. Edit the order by changing the Rounded Order Quantity column. Once you have made changes to the Order, save the Changes by using the Save Changes Button.

TIP: Click on the **All Products** button to view other products from This Supplier – you can add a quantity to order- then click on **Products to Be Ordered** again.

Review your order before Approving it. Reviewing the order displays the Total Cost.



7. **Approve** your order and **Send** it to your supplier by Email. Then Export it into your POS system.
OR Export your Order into your POS system, then “re-send” it to the supplier from your POS.

Product Id	Product	Order Quantity	Cost	Order Value	Days Cover
236061	PO1228 MY FIRST FLOPSY 26cm	2	\$12.00	\$24.00	87
211200	AC9604 VANILLA AND GRAPEFRUIT WAFFLE BAR	3	\$3.00	\$9.00	43
236075	CNX146 METALLIC SILVER OIL BURNER	2	\$4.00	\$8.00	58
236065	CA405 WHITE OIL BURNER	2	\$6.00	\$12.00	58