

Medtronic CONNECT

ORDERS & INQUIRY USER GUIDE

LAST UPDATED 12.3.2019

Medtronic
Further, Together

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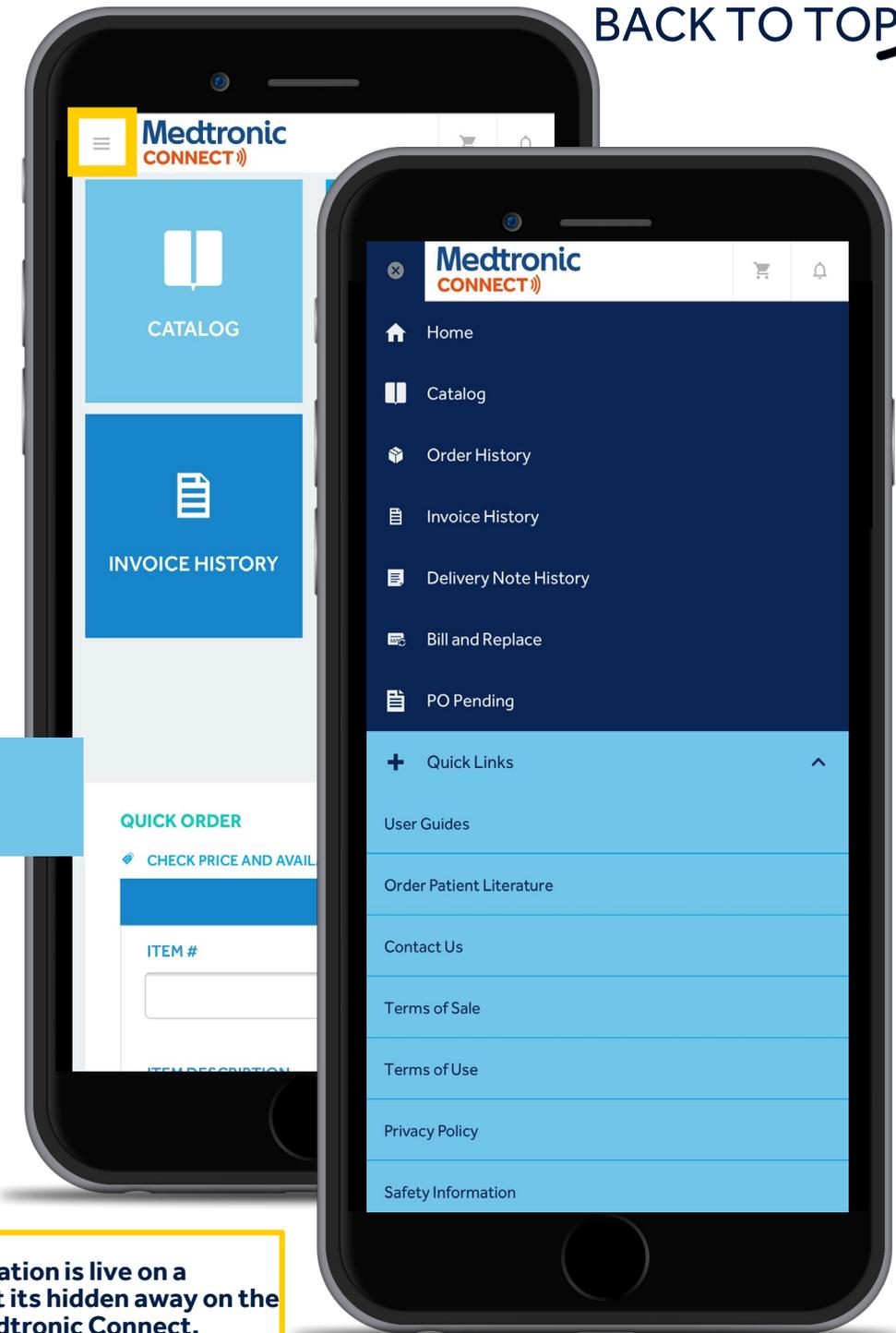
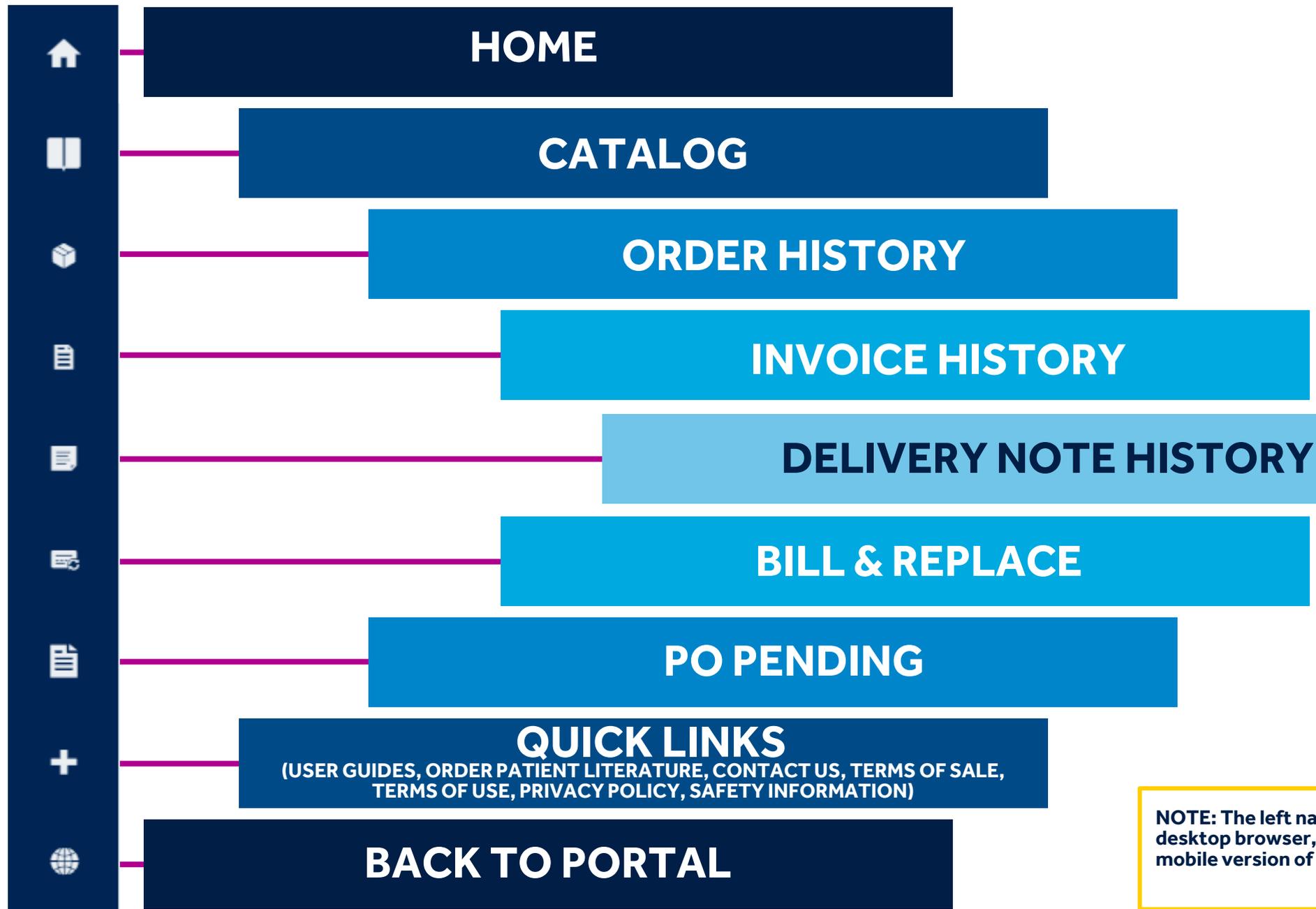
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NAVIGATING MEDTRONIC CONNECT

NAVIGATING MEDTRONIC CONNECT

THE LEFT NAVIGATION

BACK TO TOP 

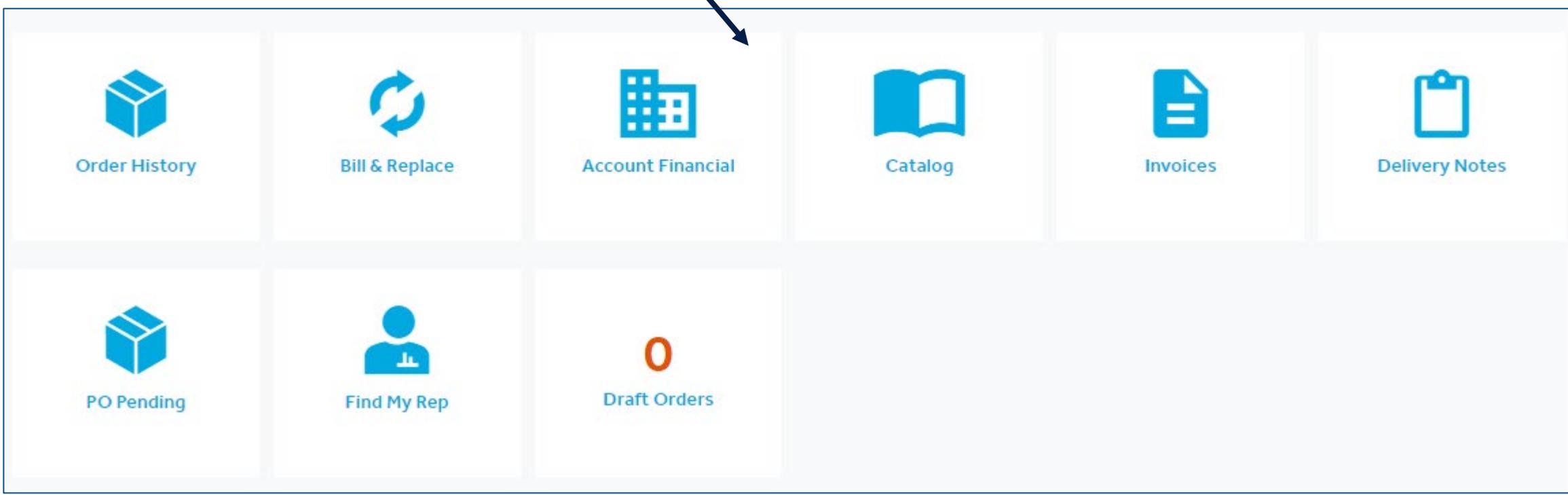
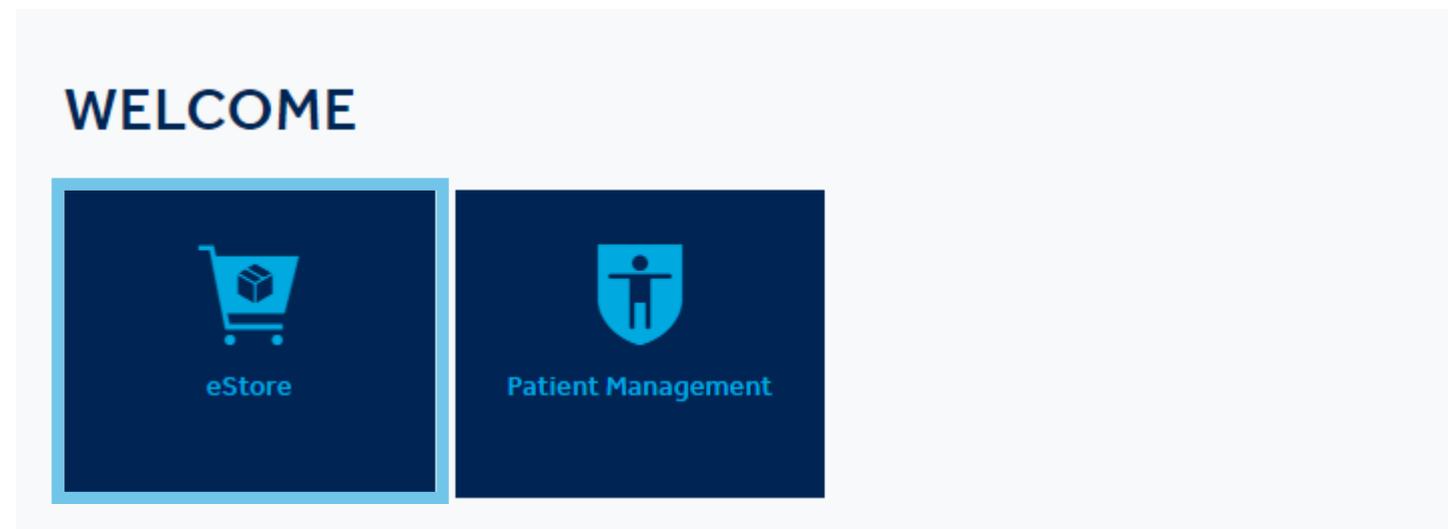


NOTE: The left navigation is live on a desktop browser, but its hidden away on the mobile version of Medtronic Connect.

NAVIGATING MEDTRONIC CONNECT

LOGGING IN

- After logging into Medtronic Connect, you'll notice two icons. To order, begin by selecting **eStore**
- Once the eStore is selected, you'll be taken to the home screen where all option tiles appear



NOTIFICATIONS

MEDTRONIC CONNECT

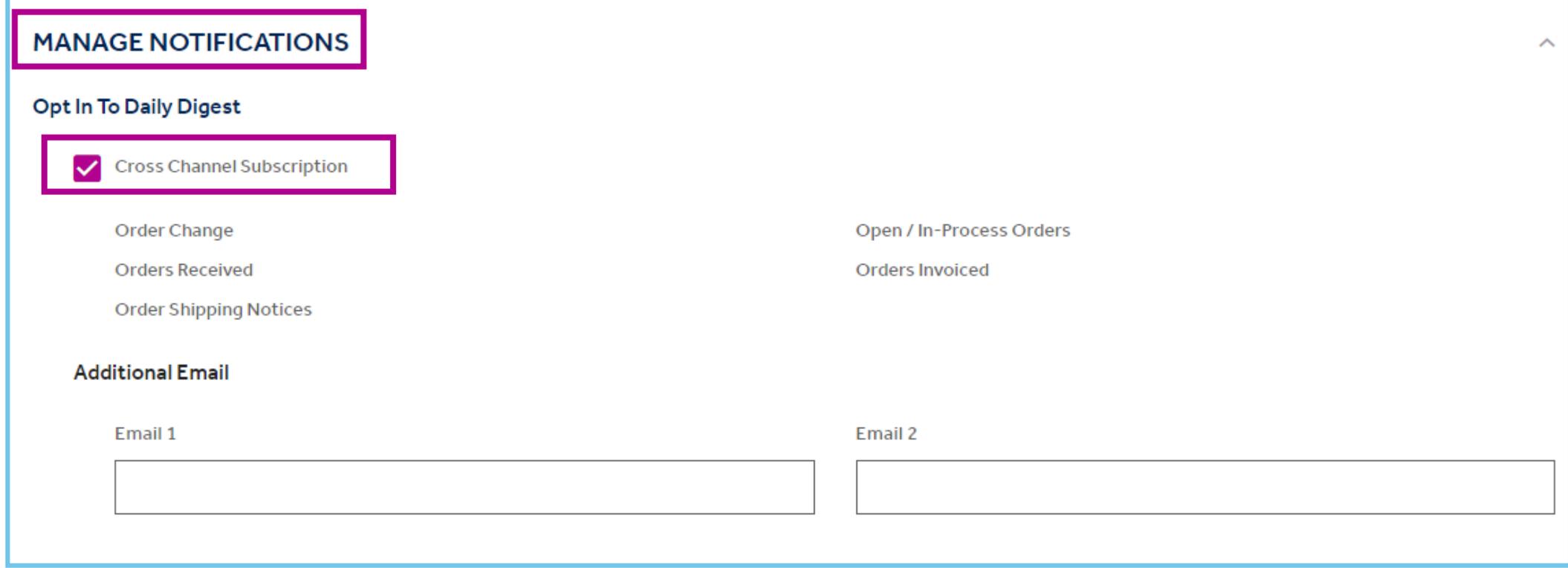
SIGNING UP FOR NOTIFICATIONS

HOW TO SIGN UP



Signing up for notifications is quick and simple:

- Click on **My Profile** in the upper right hand corner after you've logged in
- Select the **MANAGE NOTIFICATIONS** tab
- Check **Cross Channel Subscription**
- Scroll to the bottom of the page and click **SAVE**



SIGNING UP FOR NOTIFICATIONS

CUSTOMIZING NOTIFICATIONS

The following will already be selected for you, but you have the ability to customize your notifications

- Click on **Sold-To Payer**
- **Order Channel** (it's recommended that you do not change this portion so you continue to receive a full snapshot of all orders)
- **Product Division**

Cross Channel Category

Sold-To Payer

Select All

Accounts will appear here

Order Channel

Select All

Phone-Customer

EDI

Fax/Email

Hand Held-Sales Rep

Mail

Mobile

Phone-Sales Rep

Web

Product Division

Select All

Neurovascular

NV Stroke

Pipeline

Core AN-Tx

NV Vascular

CHECK PRICE AND
AVAILABILITY
**MEDTRONIC
CONNECT**

SIGNING UP FOR NOTIFICATIONS

CUSTOMIZING NOTIFICATIONS

Once you've logged in and landed on the home page, you'll see **QUICK ORDER** at the bottom of the page.

- Enter your **ITEM #** and **QTY**
- After the above, click **CHECK PRICE AND AVAILABILITY**
- **TOTAL PRICE** and **AVAILABILITY** to status will appear for the **CURRENT ACTIVE FACILITY** selected



The screenshot shows a 'QUICK ORDER' form with the following fields and buttons:

- QUICK ORDER** (header)
- CHECK PRICE AND AVAILABILITY** (button)
- UPLOAD FROM EXCEL** (button)
- Excel Upload Template** (link)
- ITEM #** (input field containing 960-111)
- ITEM DESCRIPTION** (text: ACC 960-111 MODEM EXTERNAL)
- QTY** (input field containing 1)
- TOTAL PRICE** (text: \$ 0.00 (EXCL. TAX))
- AVAILABILITY** (text: Service Unavailable)
- ×** (close button)

Available will appear when the item is available to ship.

Limited Availability indicates that Medtronic cannot guarantee the product will ship. Please stay up-to-date on the status of your order by checking **ORDER HISTORY** on from the left navigation.

PLACING AN ORDER

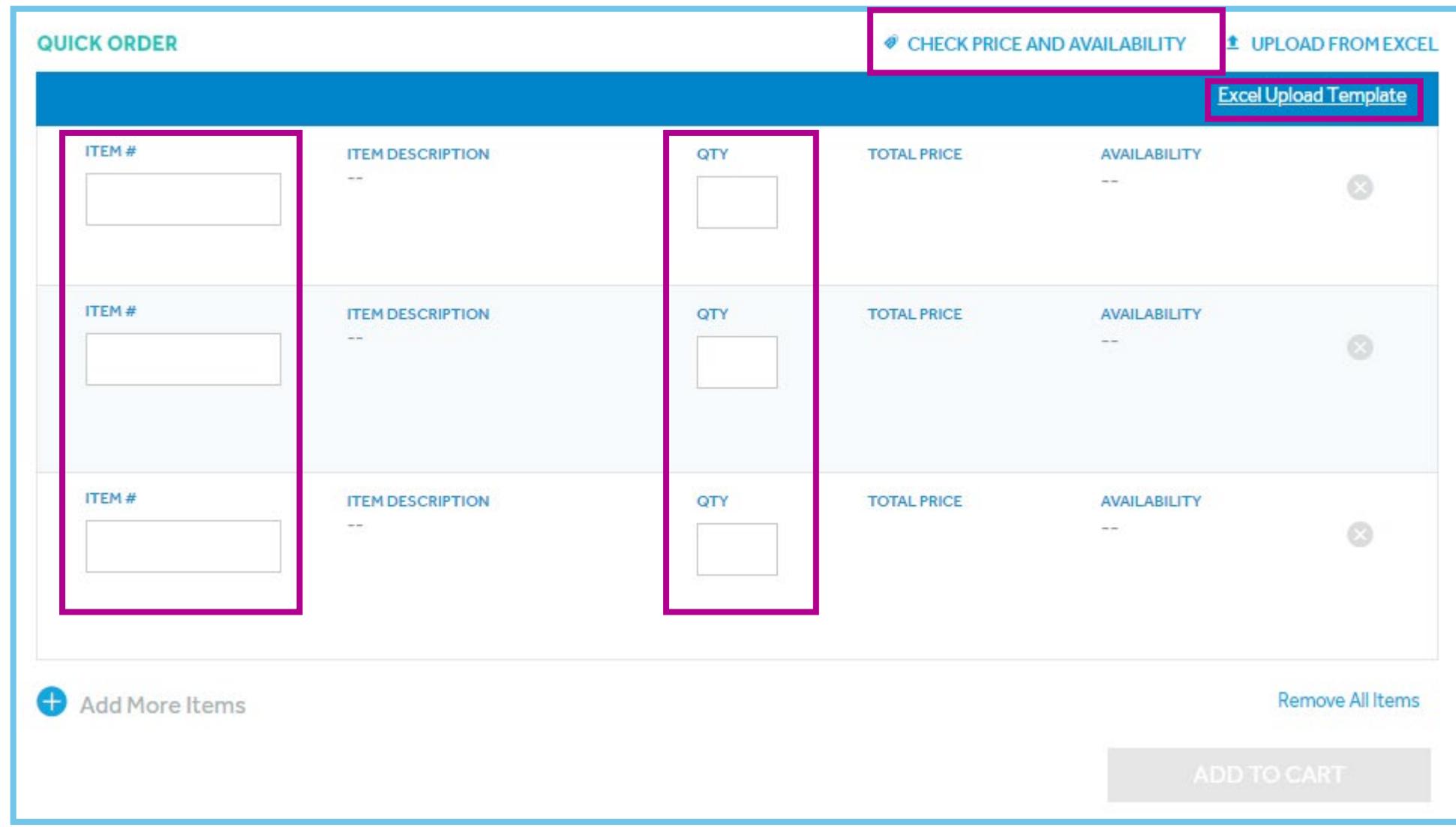
MEDTRONIC CONNECT

PLACING AN ORDER

QUICK ORDER OPTIONS

Once you've logged in and landed on the home page, you'll see **QUICK ORDER** at the bottom of the page.

- Enter **Item #(s)** and **QTY(s)** or select **Excel Upload Template**
 - An excel file will download and you can enter in the information, then click upload a bulk order from Excel
- Select Check Price and Availability
- Prices will be displayed***
- **Product Division**



The screenshot shows the 'QUICK ORDER' interface. At the top right, there are two buttons: 'CHECK PRICE AND AVAILABILITY' and 'UPLOAD FROM EXCEL'. Below these is a blue bar with the text 'Excel Upload Template'. The main area contains a table with three rows, each representing an item. The columns are 'ITEM #', 'ITEM DESCRIPTION', 'QTY', 'TOTAL PRICE', and 'AVAILABILITY'. The 'ITEM #' and 'QTY' columns are highlighted with a purple box. At the bottom left, there is a '+ Add More Items' button. At the bottom right, there is a 'Remove All Items' button and a greyed-out 'ADD TO CART' button.

ITEM #	ITEM DESCRIPTION	QTY	TOTAL PRICE	AVAILABILITY
<input type="text"/>	--	<input type="text"/>		--
<input type="text"/>	--	<input type="text"/>		--
<input type="text"/>	--	<input type="text"/>		--

BILL AND REPLACE
MEDTRONIC
CONNECT

BILL AND REPLACE

BILLING FOR AN ITEM

Once you've logged in and landed on the home page, you'll see and select **BILL AND REPLACE**. Select this option if you're looking to bill/and replace a consumed item.

- Enter the Item Information and **ADD ITEM**
- Enter the Patient Information and **SUBMIT**
- Click **CHECKOUT**

BILL AND REPLACE

SEARCH AND ADD ITEMS

Item #	Quantity	UOM	Lot/Serial*
<input type="text" value="34-111-1"/>	<input type="text" value="1"/> - <input type="text" value="+"/>	EA-1	<input type="text" value="5555"/>

Description: SPACER BLOCK 34-111-1 KNEE 10MM/12/MM

Notes:

Replace this item

ADD ITEM

ADD PATIENT INFORMATION

Patient Name <input type="text" value="Patient Name"/>	Patient Reference Number <input type="text" value="Patient Reference Number"/>
Physician Name <input type="text" value="Physician Name"/>	Implant Date <input type="text" value=""/>

SUBMIT

CHECKOUT

ORDER HISTORY

MEDTRONIC CONNECT

ORDER HISTORY

ALL IN THE DETAILS

Once you've logged in and landed on the home page, you'll see and select **ORDER HISTORY**. Select this option if you're looking for details on a specific order.

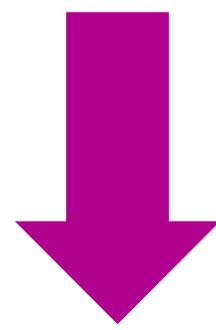
- Search order history with item #, PO #, shipping, or other identifiers
- Click the order you'd like to investigate

ORDER HISTORY

106 RESULTS 

6173	Sold-To 000116	Shipping In Progress
PO# NO CHARGE	Ship-To 00011	Billing Not Invoiced
\$0.00		
Ordered By:		Telephone-Customer - ZOR



ORDER HISTORY

ALL IN THE DETAILS (CONT.)

- Once you've located an order you'd like to investigate you can review the order details, **REPORT DISCREPANCIES**, and **REORDER**
- You can also check for the **items** shipped, **shipment information**, and the **invoice** for the order

ORDER DETAILS

6173

Shipping Status **In Progress**

Billing **Not Invoiced**

ORDER OPTIONS 

Discount -

Subtotal -

Tax -

Shipping -

Total -

PURCHASE DETAILS

PO#
NO CHARGE

Date

Order Type

Channel

Purchase Details Web Reference Number

Submitted By

SHIPPING

Shipping Location

Attention

BILLING & PAYMENT

Bill to

Payer

Purchase Details Payment Terms

Payment Method

ITEMS
SHIPMENTS
INVOICES

Search 

8580	10	QTY 1	\$0.00 \$0.00 EA	Shipping Shipped invoice Not Invoiced	▼
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TRACK AN ORDER

MEDTRONIC CONNECT

TRACK AN ORDER

WHERE'S MY PRODUCT

Once you've logged in and landed on the home page, you'll see and select **DELIVERY NOTE**. Select this option if you're looking for shipping details on a specific order.

- Once you've located an order you'd like to investigate you can review the order details by selecting it

DELIVERY NOTE RETRIEVAL



64 RESULTS  

<input type="checkbox"/>	819 03-Dec-2019 PO#	Order# 6173	NOTUPDATED	
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TRACK AN ORDER

WHERE'S MY PRODUCT

- Similar to the order history page, you'll be taken to the ORDER DETAILS screen. Navigate to the bottom of the page to find **items**, **shipments**, and **invoices**

ORDER DETAILS

6173

Shipping Status **In Progress**

Billing **Not Invoiced**

ORDER OPTIONS ▼

- Discount -
- Subtotal -
- Tax -
- Shipping -
- Total -

PURCHASE DETAILS

PO#
NO CHARGE

Date

Order Type

Channel

Purchase Details Web Reference Number

Submitted By

SHIPPING

Shipping Location

Attention

BILLING & PAYMENT

Bill to

Payer

Purchase Details Payment Terms

Payment Method

ITEMS
SHIPMENTS
INVOICES

Search 

8580	10	QTY 1	\$0.00 \$0.00 EA	Shipping Shipped invoice Not Invoiced	▼
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INVOICES
MEDTRONIC
CONNECT

INVOICES

PAYMENTS

Once you've logged in and landed on the home page, you'll see and select **INVOICES**. Select this option if you're looking for a specific invoice or all invoices under your account(s)

- **Search** for invoices using the item #, PO #, order #, dates, etc.
- Click the **select all** button to **download** or **email** all invoices within the date range
- Select the line **download button** if you're interested in downloading an individual invoice

INVOICES

🔍

59 RESULTS

✉
↓

<input type="checkbox"/>	254 26-Nov-2019 PO# NO CHARGE	Order # Gross Amount - Due Date	Tax - Taxable Amount - Non-taxable Amount -	↓
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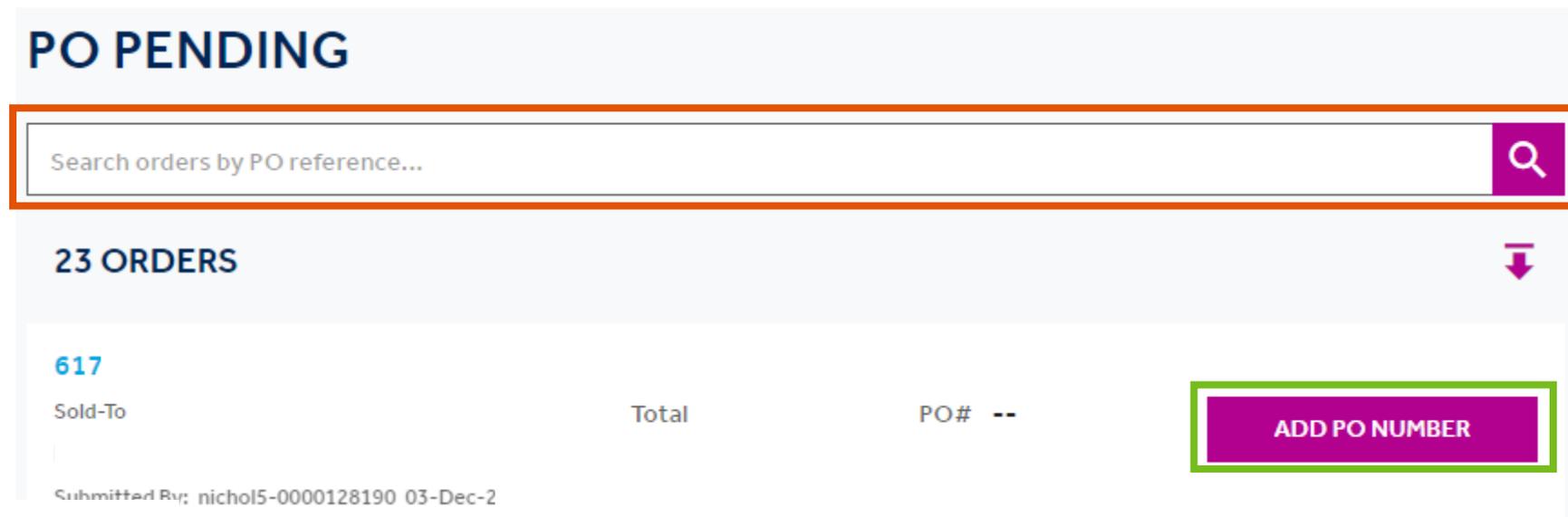
APPLYING A PO MEDTRONIC CONNECT

APPLYING A PO

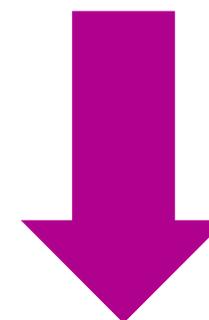
QUICK AND SIMPLE

Once you've logged in and landed on the home page, you'll see and select **PO PENDING**. Select this option if you're looking for a specific order you'd like to apply a PO to

- Search by reference numbers (Item #, date, etc) Click the **ADD PO NUMBER** button to continue



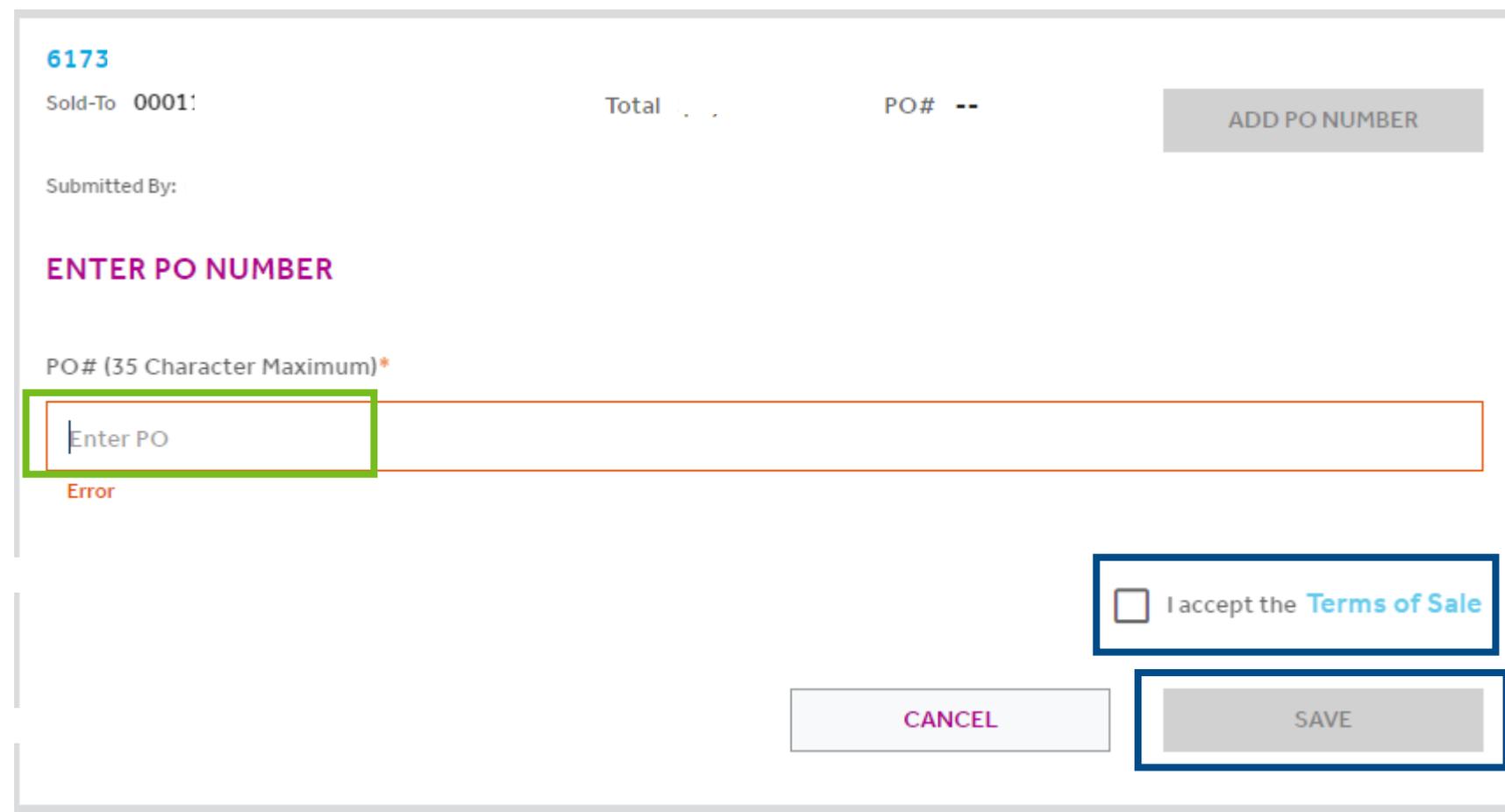
The screenshot shows a web interface for 'PO PENDING'. At the top, there is a search bar with the placeholder text 'Search orders by PO reference...' and a magnifying glass icon. Below the search bar, it says '23 ORDERS' with a downward arrow. The main content area shows a table with columns for 'Sold-To', 'Total', and 'PO# --'. A large purple arrow points down from the search bar area to the 'ADD PO NUMBER' button, which is highlighted with a green border. Below the table, there is a line of text: 'Submitted By: nichol5-0000128190 03-Dec-2'.



APPLYING A PO

QUICK AND SIMPLE

- Enter the **PO**
- **Accept the TERMS OF SALE**
- **Save** the PO to apply it



6173

Sold-To 0001: Total PO# --

Submitted By:

ENTER PO NUMBER

PO# (35 Character Maximum)*

Enter PO

Error

I accept the [Terms of Sale](#)

CANCEL SAVE

ADD PO NUMBER