

GSKDirect: Flu Delivery to One or More Locations



Delivery of Available Flu Packs

When you receive a notification email that flu packs are available, the packs can all be sent to one location. If your business has multiple locations, the packs can be distributed among any of your locations.

The notification period lasts for 7 days starting with the day the email is sent. See the chart on the next page to view possible results based on actions you take.

To allocate available flu packs:

1. After logging in to your GSKDirect account, move your cursor to the blue **Orders** section.
2. Click **View Orders and Reservations**.
3. Click the **Reservations** tab.
4. Check only the **Available** status box to locate the available reservation quickly.
5. Click the **Reservation Number** link to access the reservation.
6. Click Select **Flu Delivery** link.

The screenshot shows the GSKDirect interface. At the top, there are two main sections: 'Orders' (with a shopping cart icon and a '1' callout) and 'Orders' (with a shopping cart icon and a '2' callout). Below these, there are two tabs: 'Orders' and 'Reservations' (with a '3' callout). The 'Reservations' tab is active, showing a table of reservations. The first row is highlighted, with a '4' callout pointing to the 'Available' status checkbox and a '5' callout pointing to the 'Reservation Number' link. Below the table, there is a section titled 'What would you like to do with the 50 (500 doses) of 'Fluarix® Quadrivalent (PFS) 2016-2017' available to order?' with a '6' callout pointing to the 'Select Flu Delivery' link.

Reservation Date	Reservation Number	Ship-To Account	Purchase Order	Products	Total Cost	Status
27 May 2016	1000429832	NORTHWEST COMM CORRECTIONS CTR Ship to #: 21034343 Customer Type: CITY COUNTY STATE ELIGIBLE ENTITY	1000429832	Fluarix® Quadrivalent (PFS)	\$8,169.00	AVAILABLE

Product	Packs/ Doses	Contract Price & Savings	Additional Discounts	Federal Excise Tax	Total	Status of Doses
Fluarix® Quadrivalent (PFS) 2016-2017 NDC 58160-905-52 ▲ Flu Prebook Product	50 packs (1 pack=10 doses)	List Price: \$160.70/pack PUBLIC CUSTOMER OFFER FLU ONLY Price: \$155.88/pack You save \$4.82/pack 2 percentage discount (Early Reservation) - You have saved \$155.88	\$155.88	\$375.00	\$8,013.12	RESERVED

50 (500 doses) AVAILABLE

What would you like to do with the 50 (500 doses) of 'Fluarix® Quadrivalent (PFS) 2016-2017' available to order?

- Select Flu Delivery - Set amount of doses to be shipped, select a delivery date, and split quantity between multiple sites (if necessary)
- Go to Products page
- Cancel these packs

For single location accounts:

7. Indicate the correct **Payment Method**.
8. Edit the **Quantity** if the full number of packs is not desired.
9. Edit Requested **Delivery Date**, if necessary.
10. Add **P. O. Number**, if necessary.
11. Add **Delivery Instructions**, if necessary.

The screenshot shows the 'Confirm Shipment' step in the GSKDirect interface. It has a green header with tabs: 'Shipping Location', 'Delivery Instructions', 'Select Contract', 'Billing', and 'Packs'. The 'Billing' tab is active, showing 'Invoice me' selected. The 'Packs' tab shows a quantity of '1'. The 'Delivery Instructions' tab is also visible, showing a text area for instructions. The 'Requested delivery date' is set to '31-May-2016'. A 'Confirmed: 0' indicator is at the bottom right. A '12' callout points to the 'Confirm Shipment' button.

12. Click **Confirm Shipment** to finalize.

For multiple location accounts:

For each location:

7. Indicate the correct **Payment Method**.
8. Edit the **Quantity**.
9. Edit Requested **Delivery Date**, if necessary.
10. Add **P. O. Number**, if necessary.
11. Add **Delivery Instructions**, if necessary.

Note: Clicking any of the check boxes for the first location copies the value to all other locations.

The screenshot shows the 'Confirm All Shipments' step in the GSKDirect interface. It has a green header with tabs: 'Shipping Location', 'Delivery Instructions', 'Select Contract', 'Billing', and 'Packs'. The 'Billing' tab is active, showing 'Invoice me' selected. The 'Packs' tab shows a quantity of '1'. The 'Delivery Instructions' tab is also visible, showing a text area for instructions. The 'Requested delivery date' is set to '31-May-2016'. A 'Confirmed: 0' indicator is at the bottom right. A '12' callout points to the 'Confirm All Shipments' button.

12. Click **Confirm All Shipments** or click **Confirm Shipment** on individual addresses to finalize.



Allocation Action Table

You should take note in the notification email of the deadline date for taking action. The notification period lasts for 7 days, including the day the notification email is sent. The notification period ends at 8 PM Eastern Time on the 7th day. If, before the end of the notification period, you allocate and confirm:

Allocation Action	Result
<p>ALL of the packs scheduled for delivery</p>	<ul style="list-style-type: none"> Everything ships as requested.
<p>SOME of the packs scheduled for delivery</p>	<ul style="list-style-type: none"> The remaining packs are available to be allocated using the same method until the end of the notification period. If the notification period ends with fewer than the full number of packs allocated and confirmed, the unallocated packs are cancelled.
<p>If no action is taken after the notification email</p>	<ul style="list-style-type: none"> When the notification period ends, the entire allocation of packs is sent to the location that created the reservation.