

# AmerisourceBergen

## ABC Order user setup form

ABC Order is the unified e-commerce platform that allows for a holistic customer service experience across the AmerisourceBergen family of companies. Users enjoy 24-hour access to order placement, order tracking, reporting and online payment management in a streamlined user experience.

First name*	Last name*	Phone number*
_____	_____	_____
Email address*	Time zone	ABC order user ID (5 to 12 characters)
_____	_____	_____
Account #*		
_____		

Request type

New ABC Order user       Update existing ABC Order user

### PLEASE SELECT THE FOLLOWING ROLES THAT APPLY FOR THIS USER

<b>My orders</b> *Search, view orders and related documents	<b>Receiving</b> *Receive, approve, process exceptions	<b>My invoice</b> *Invoice management - view, pay, reprint invoices, statements, credits, run reports
	Yes      No	Yes      No
<b>Returns &amp; claims</b> Recall return, general merchandise returns, claims		<b>DSCSA reporting</b> Live secure supply chain DSCSA data via ABC online ordering system
Yes      No		Yes      No
<b>Online reporting</b> Build, run, and schedule invoice, product and contract reports		<b>Report sharing</b> Share reports with other users
Yes      No		Yes      No
Will this user sign your electronic Controlled Substance Orders (CSOS)? If yes, the user must have a valid DEA Digital Certificate.		<b>Punchout enable</b> Allows an order from Online Ordering System to be transferred to another 3rd party system via EDI
Yes      No		Yes      No
<b>Macrohelix HOLD option enabled</b> Allows checking and adjusting of allocations and order quantities prior to order submission.		<b>Schedule new user training</b>
Yes      No		Yes      No

Submit to: