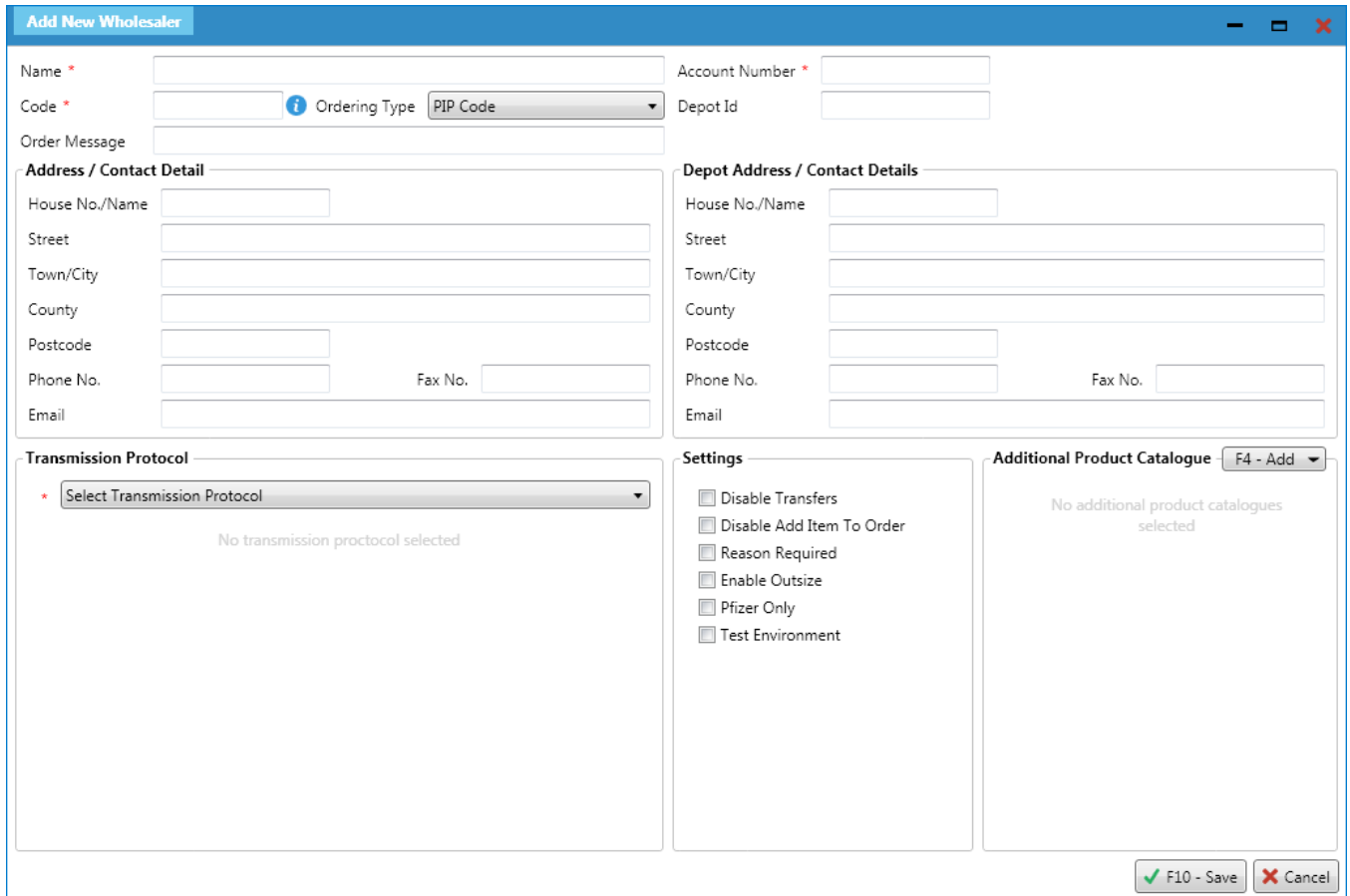


# Adding a New Wholesaler

1. From the Wholesalers Manager, press **[F1 – Add Wholesaler]**.
2. A blank Add New Wholesaler form displays.



3. From here, you can:
  - Enter the wholesaler *Name*, *Code*, *Order Message*, *Account Number* and *Depot Id*
  - Select the *Ordering Type* (either PIP code or AAH code)
  - Enter the *Address/Contact Details*
  - Enter the *Depot Address/Contact Details*
  - Select the *Transmission Protocol and Settings*
  - Add an additional product catalogue by pressing **[F4 – Add]**



The wholesaler *Code* is a unique short code used to identify each wholesaler within ProScript Connect. The code is user defined, and can be any combination of letters and numbers that helps you to identify the wholesaler. We highly recommend the code is limited to three characters to ensure this is clearly visible within other modules, such as Restrictions Manager and the Reorder Basket.



The *Account Number* needs to be acquired from the wholesaler.

4. When you are done, press **[F10 – Save]**.
5. The Wholesalers Manager displays, with the newly added wholesaler in the grid.

ProScript Connect 27 June 2018 11:51 Search (CTRL+S) Responsible Pharmacist Victoria Smith User Super Visor

My shortcuts: Redeem Owin..., Reprints, Ordering, Overdue Scripts, MDS Prep, MDS Scripts D..., Stock Manager, MDS Manager, SDM, ETP, Script Q, RMS, Support Centre, MLP, NHS SPINE, Medicines Ma...

Workflow Manager: Wholesalers Manager

Buttons: F1 - Add Wholesaler, F2 - Edit Wholesaler, F3 - Set Preference

Filters: Wholesaler Search Wholesaler Show Deleted

Name	Address	Code	Account Numt	Transmission Protocol	Protocol Type
AAH	Powsten Park, Birmingham, B12 8LP	AAH	1234567	Ordering - Manual	MANUAL
UNI	30 Howlett Place, London, EC1A 2WF	UNI	12141214	UNICHEM Broadband Ordering - SOCKET	LOCAL FOLDER
Sigma	Sapphire Court Paradise Way, Walsgrave Triangle, Coventry, CV2 2TX	SIG	121212	SIGMA Broadband Ordering - FTP	FTP

Transmission Protocol Environment	Environment Type
Socket Details	Live

## Revision History

Version Number	Date	Revision Details	Author(s)
1.0	30 January 2025	KB0074179	Joanne Hibbert-Gorst

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### Contact us

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