CardinalHealth

Guide to accessing the DSCSA Report

Cardinal Health supports efforts to combat counterfeiting, contamination, and adulteration of prescription drugs. We are continually working to provide our pharmacy customers with the resources they need to ensure the drugs in the supply chain are safe. Under the Drug Supply Chain Security Act (DSCSA), we provide serialized transaction data for eligible drugs online, twenty-four hours a day, seven days a week, at no cost to customers. If you do not have an electronic product code information services (EPCIS) solution provider or have EPCIS data directly interfaced via AS2 connection, use these reports to research suspect products, respond to audits as well as to report shortages and overages.

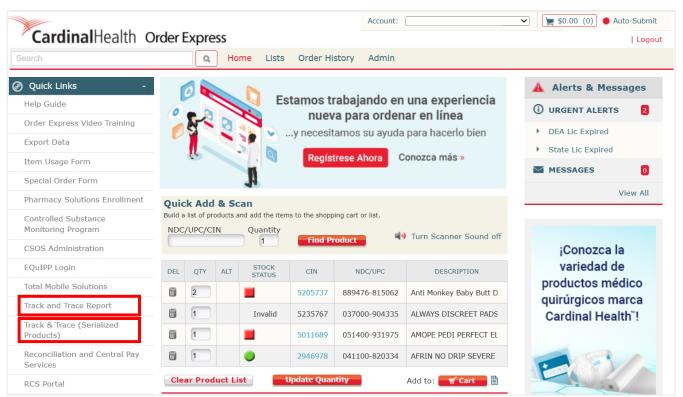
Customers may access data via their online ordering system "Order Express" or via the customer web portal" cardinalhealth.pr.

Access data from Order Express

Customers who use Order Express may get their transaction data by:

- 1. Log in to "Order Express" as usual with your credentials. When entering the portal, you must make sure to select the corresponding account for which you want the transaction data.
 - a) <u>Customers with multiple accounts tied to their Order Express username, need to ensure to select the account for which they want to request the report.</u>
- 2. Under the "Quick Links" menu, refer to the "Track and Trace Report" section to run the lot-based report or refer to the "Track & Trace (Serialized Products)" section to run serialized data reports.

For further instructions go to the section: "Serialized Data Reports".



Access data from the web portal

Customers who do not use a Cardinal Health ordering platform may use this portal.

- 1. Go to the website: cardinalhealth.pr and click as usual with your credentials.
- 2. Click on the "Reports" link in the menu.
- 3. Select the "DSCSA Transaction Data" link and it will open a screen with your account. In the case of having multiple accounts tied to your user, you must select the account for which you want the transaction data.
- If you want to view the serialized data select "Serialized Report", if you want to view the ASN data select "LOT Report".







Serialized transaction report

The new Track & Trace, (Serialized Products) report, provides the data you need, when you need it, and at the right level. There will be three main sections.

Section 1 - Run serialized transaction data report using enhanced search and filter criteria

Search criteria include serial number, customer PO number, tote ID, pallet ID and existing parameters like invoice number, delivery number, CIN, or NDC.

Once you click on the Track & Trace Report (Serialized Products) from Order Express or select your account from the web portal, a new window will open with a default date range of last (7) seven days from the current date. All invoices with dates within that range will populate. If no invoices are found within the date range, a No Matches Found message will display.

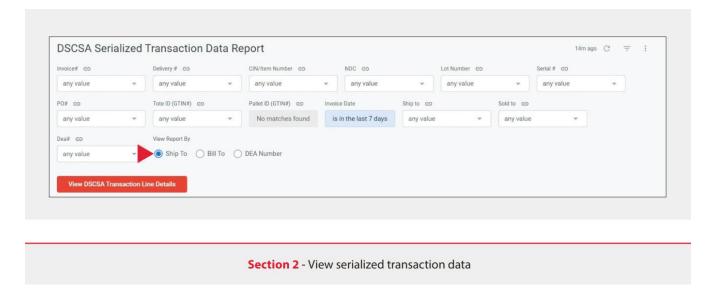
You can search for reports by changing the following criteria from the top of the page and clicking Reload button:

- Invoice #
- Delivery #
- CIN/Item number
- NDC
- Serial #
- PO #
- Tote ID
- Pallet ID
- Invoice date

The search will produce a list of invoice numbers and tote numbers that meet the criteria entered. See Section 2 - **View serialized transaction data** - for detailed steps on viewing the serialized transaction data report layouts.

Report Generation by Ship To, Bill To or DEA license number (Sub-section to run report section)

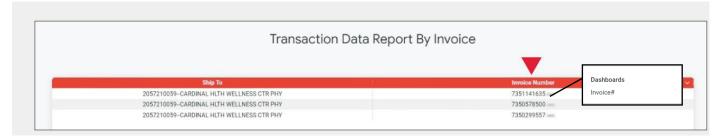
An account may view Serialized Transaction Data reports by Ship-To, Bill-To or DEA license number, by selecting the appropriate view on the screen.



Features include an expanded layout which includes serialized transaction details by invoice or by tote.

Note: The report will not show all the products on the invoice unless they are DSCSA-eligible.

• From the landing page, click the invoice number, it will open a pop-up and click on "Invoice#"



• The DSCSA Serialized Transaction Data Detail Report displays.



The first area of the report shows Header Information:

- 1. Invoice number
- 2. Seller's address
- 3. Buyer's billing address
- 4. Buyer's shipping address
- 5. Invoice date/Invoice #/Account number/Ship date

Lot-level Transaction Information appears in the report detail:

- 6. NDC
- 7. CIN
- 8. Item description
- 9. Dosage Forum (should this be form)
- 10. # of items
- 11. Case GTIN
- 12. Lot number
- 13. Lot Expiration Date
- 14. Tote ID



To size the columns to make them appear aligned, move cursor to the right of column title so three dots appear. Click on the three dots and select Auto size all columns.



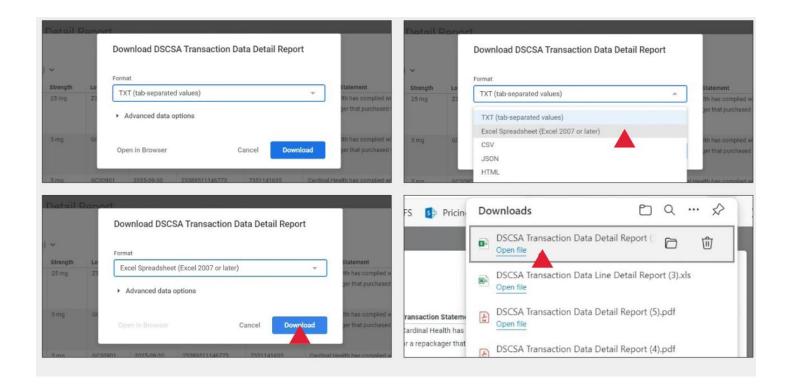
- Select the Invoice number or Tote ID to view the data detail report by Item serial number.
- To view a report with all serial numbers for the DSCSA-eligible drugs on an invoice, click on the invoice number and select by Item serial number.
- To view a report with all serial numbers for the DSCSA-eligible drugs contained within a tote, click on the Tote ID and select by Item serial number.



- The DSCSA Transaction Data Detail Report for the selected Invoice Number or Tote ID will be displayed. Scroll to the right to view the Item GTIN, Lot Number, Lot Exp Date, and Item serial number.
- Click the Close button to go back to the previous screen. To return to the landing page to run a new report, click the back button within the web browser.



- If needed, click the Download button to save to an Excel file.
- Click the drop-down arrow and select Excel Spreadsheet (Excel 2007 or later) or whichever format you would like to download the report to.
- Click Download.
- The report will be downloaded and will appear in your download files. Click Open file, in the upper right corner to open the file.
- Report displays in Excel.



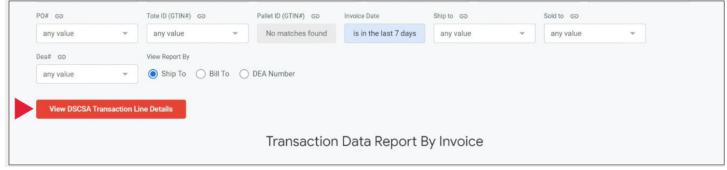
Section 3 - View historical serialized transaction data reports – line item details

This gives you the ability to pull historical information on demand to meet your needs.

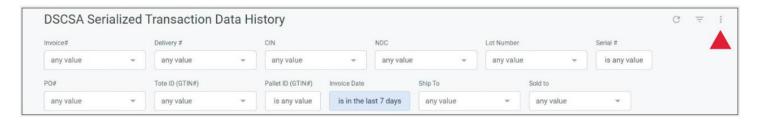
With this report you can query history for serial number, lot number or NDC. For example, in the event of a recall, you would be able to identify the lot numbers of the product that your pharmacy received over a period.

Key benefit – you can access historical serialized data on demand.

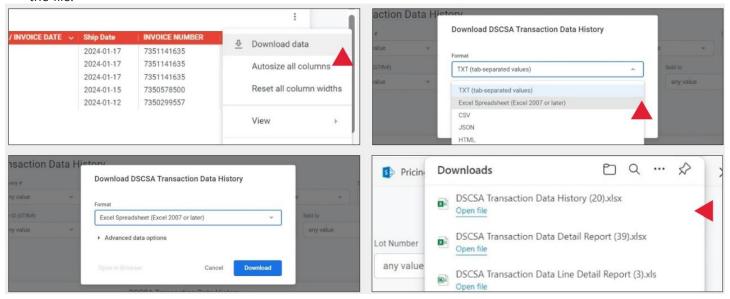
• From the landing page, click the View DSCSA Transaction Line Details button.



- The DSCSA Serialized Transaction Data History report displays.
- Scroll to right view serialized transaction data.
- As with the previous report, to run a new report, change one or more of the search criteria in the upper half of the screen and click the reload button to display new results.
- To return to the landing page to run a new report, click the back button within the web browser.
- To download the report, move your cursor to the upper right corner of the report view. Three dots will appear. Click the dots and select Download data.



- Click the drop-down arrow and select Excel Spreadsheet (Excel 2007 or later) or whichever format you would like to download the report to.
- Click Download.
- The report will be downloaded and will appear in your download files. Click Open file, in the upper right corner to open the file

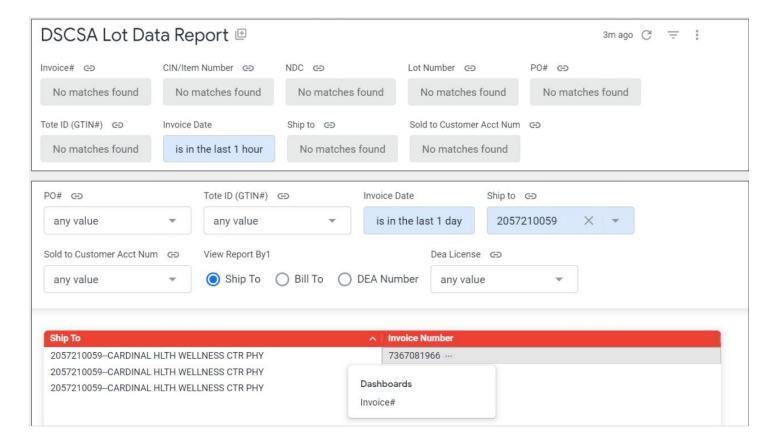


Run lot-based Track and Trace Report

Once you click on the Track and Trace Report from an online ordering system or select your account from the web portal, a new window will open with a default data range in the last 7 days. All invoices with dates within that range will populate. If no invoices are found within the date range, a No Matches Found message will display.

- You can search for reports by changing the date range or selecting other criteria invoice, CIN/Item# or NDC, lot#, PO#, or Tote ID (GTIN#) from the top of the page and clicking UPDATE.

 Tin: Personnel if using multiple search criteria at once the Invoice Date Pange will need to be updated to reflect the
 - Tip: Remember, if using multiple search criteria at once, the Invoice Date Range will need to be updated to reflect the time period for which you are searching. Be sure to update Invoice Date first, then choose your other search criteria.
- The search will produce a list of invoice numbers. Click the invoice number to view the transaction data for that report.
- From this screen you also have the option to view, print, and save the report. You do not need to open the report first
 to save it.

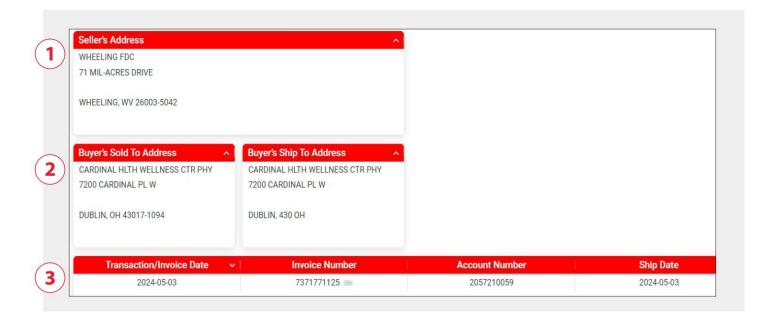


View lot-based transaction data

Once you select an invoice number, a transaction report will appear showing all DSCSA-eligible drugs. The report will not show all the products on the invoice unless they are DSCSA-eligible.

The first three areas of the report show Transaction Information:

- Seller and address.
- 2. Buyer and address.
- 3. Transaction/invoice date.



Transaction Information appears in the report detail:

- 4. NDC
- 5. Description
- 6. Lot number, if required
- 7. Number of containers

The report detail also shows Transaction History:

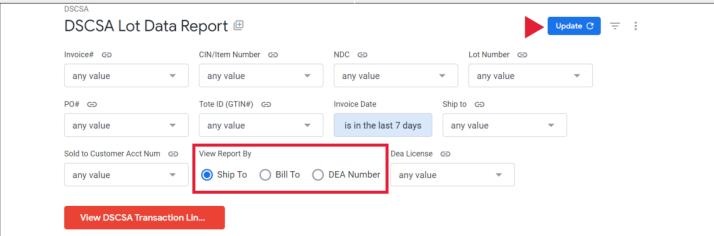
- Previous seller name and address.
- 2. Previous transaction and ship date, if required.
- 3. The Transaction Statement (TS) appears below the detailed report.
- 4. The report will not show the lot number or previous transaction date if an asterisk (*) appears next to the NDC. The asterisk indicates the product was a direct purchase.

Wholesalers that purchase directly from the manufacturer, an exclusive distributor of the manufacturer or repackager that purchased product directly from the manufacturer are exempt from passing the lot number and initial transaction date.



Report generation by Ship To, Bill To or DEA license number

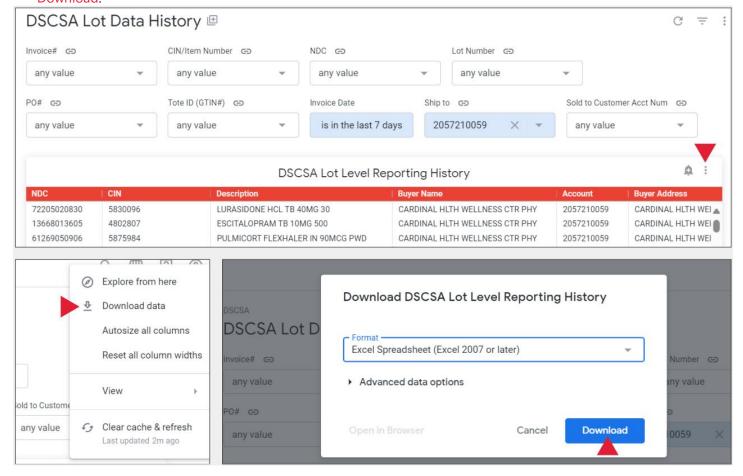
An account may view Transaction Data reports by Ship-To, Bill-To or DEA license number, by selecting the appropriate view on the screen and selecting the update button.



Export summary data

Customers can view a summary of all Track and Trace data across multiple invoices within a single report.

- View DSCSA Transaction Line Details and then enter selected criteria for CIN/NDC, Invoice#/Order#, Lot#, PO# or Tote ID (GTIN#)
- All lines for selected criteria will be returned. Click on the three dots, select Microsoft excel, then click download.
- From the Download pop up box, select "Excel Spreadsheet (Excel 2007 or later)" from the drop-down box. Click Download.



Get more information about DSCSA and what Cardinal Health is doing to support the initiative. Visit **cardinalhealth.com/trace** or send questions to **G-PR005-DrugTracing@cardinalhealth.com**.

