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PHARMACEUTICAL  
WHOLESALE

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## **R&S ATG User Manual**

Authors:

Creation Date:

Last Updated:

Version:



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# R&S ATG USER MANUAL

Dixon Shane LLC d/b/a R&S Northeast LLC  
Distributor of Pharmaceuticals since 1969 • RD0289656

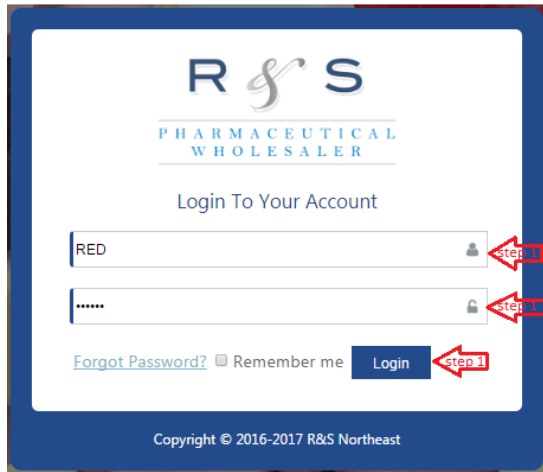
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## PLACING AN ORDER IN ATG

Step 1: Login to ATG using the URL: <http://192.168.100.25:7330/store/Your Username / Password> will be sent to your email id after your Business user account has been approved. Click on **Login** Button.

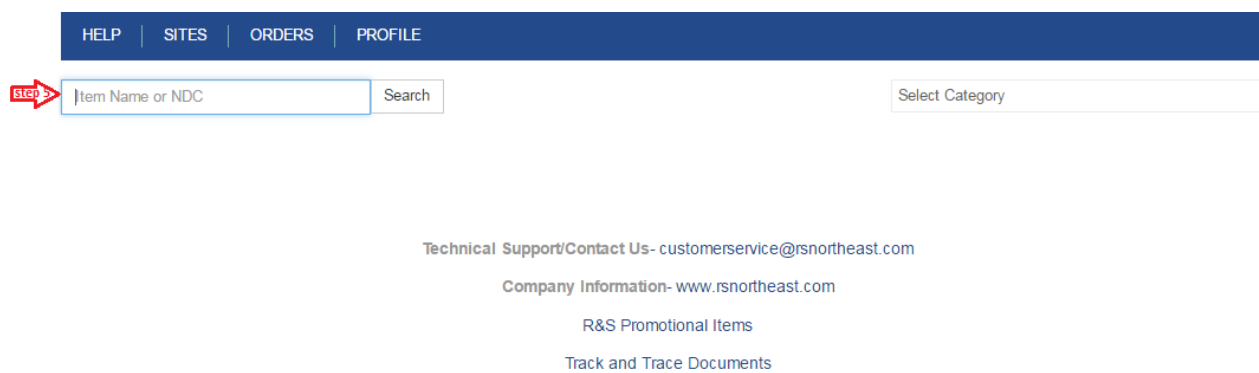


Step 2: Once you login successfully, you can see the Site Selection Page.



Step 3: Select Site from the LOV and click **ADD SITE**.

Step 4: RSNE home page opens.



Step 5: We can search the ATG Web Store to see the items and unit price as below.

Step 6: Select the items needed, enter quantity. Repeat as necessary with what you need.

Step 7: Click on '+' symbol for the alternative item and select the item if required.

Step 8: Click on 'Add to Cart' button as below.

Alt	Product Name	Avail.	Item #	NDC	Manufacturer	Size	Price List	Unit Price	Quantity
+	ETHAMBUTOL TAB 100MG 10X10 CT	!	000100	N/A	STI PHARMA	100 CT		\$33.60	1
	ETHAMBUTOL TAB 100MG 100 CT	!	000101	N/A	STI PHARMA	100 CT		\$30.45	
+	ETHAMBUTOL TAB 100MG 100 CT	!	000101	N/A	STI PHARMA	100 CT		\$30.45	4
+	TESTIM GEL 1% 50MG/5GM 30X5 GM	!	00010500	66887000105	ENDO PHARM	30X5 GM		\$514.71	
+	NICOTINE GUM MINT 4MG 110 CT	!	000125	45802000125	PERRIGO	110 CT		\$29.33	



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Step 9: When you are done with the Shopping, click on **Check Out** button as below.

HELP | SITES | ORDERS | PROFILE


Item Name or NDC  Search  Select Category

Shopping Cart

Enter Cart Name  Save Cart  Select Cart  Load Cart  Continue Shopping  Check Out 

Item #	Product Name	Size	Quantity	Unit Price	Line Item Price
000100	ETHAMBUTOL TAB 100MG 10X10 CT	100 CT	<input type="text" value="1"/> Save For Later Add to Favorites	\$33.60	\$33.60
000101	ETHAMBUTOL TAB 100MG 100 CT	100 CT	<input type="text" value="4"/> Save For Later Add to Favorites	\$30.45	\$121.80
			<input type="button" value="Update"/>		

Sub Total : \$155.40  
Shipping and Handling : \$0.00  
Total : \$155.40

Continue Shopping  Check Out 

Step 10: Confirm the **Ship to Customer, Ship to Contact, Ship to Address and Shipping Method**. If they are not correct, change them by clicking the **Change** button as below and choosing the correct address. When finished click on **PROCEED TO BILLING**.

HELP | SITES | ORDERS | PROFILE

Item Name or NDC  Search  Select Category

Checkout: Shipping

Check Out: 1 Shipping 2 Billing 3 Confirm


\* Indicates required fields

**Ship To**

\* Ship to Customer: AIDS CARE GROUP-CHESTER

\* Ship to Contact:


\* Ship to Address: RX BLUE STAR SOLUTIONS LLC 40  
PENNWOOD PLACE SUITE 200  
WARRENDALE, PA 15086  
US



**Ship Details**


\* Ship to Method:

\* Shipment Priority:

Request Date:  

Shipping Instructions:

Packing Instructions:



Step 11: Confirm the **Bill To Customer, Bill to Contact, Bill to Address and Payment Details**.When finished click on **PROCEED TO REVIEW**.



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## Checkout: Billing

Check Out: 1 Shipping 2 Billing 3 Confirm

\* Indicates required fields

### Bill To

\* Bill to Customer: AIDS CARE GROUP-CHESTER

\* Bill to Address: 2304 EDGEMONT AVE  
CHESTER, PA 19013  
US

\* Bill to Contact: WARREN,ALANNA

### Payment

Invoice

Credit Cards

Create New Credit Card

Security Code:

PO Number:

If you have a purchase order, Please enter Purchase Order

PROCEED TO REVIEW

Step 12: This is Review page before placing an order. If there are any change in shipping address, click the **change** button.

## Checkout: Confirm

Check Out: 1 Shipping 2 Billing 3 Confirm

### Customer Information

Customer: AIDS CARE GROUP-CHESTER

### Shipping Information

### Billing Information

Ship To: RX BLUE STAR SOLUTIONS  
LLC  
WARRENDALE  
PA  
15086  
US

Change

Bill To: 2304 EDGEMONT AVE  
CHESTER  
PA  
19013  
US

Change

Shipping Method: Warrendale PA

Requested Delivery Date: N/A

Shipment Priority: Standard

Shipping Instructions: N/A

Packing Instructions: N/A

Payment Type: Invoice

Payment Term: 30 NET

Purchase Order No: N/A

Part Number	Product Name	Size	Manufacturer	Quantity	Unit Price	Line Item Price
000100	ETHAMBUTOL TAB 100MG 10X10 CT	100 CT	STI PHARMA	<input type="text" value="1"/>	\$33.60	\$33.60
000101	ETHAMBUTOL TAB 100MG 100 CT	100 CT	STI PHARMA	<input type="text" value="4"/>	\$30.45	\$121.80

Sub Total : \$155.40  
Shipping and Handling : \$0.00  
Tax : \$0.00  
Total : \$155.40

Place Order



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Step 13: If all the information is correct, click on **Place Order** to send the order for processing and we get the order number as reference

Your Order has been Placed!

SUCCESS!

Your Order Number is 10113715

Please Print this page and keep it for your Records.

Shipping Information		Billing Information	
Ship To:	RX BLUE STAR SOLUTIONS LLC WARRENDALE PA 15086 US	Bill To:	2304 EDMONT AVE CHESTER PA 19013 US
Shipping Method:	Warrendale PA	Payment Type:	Invoice
Requested Delivery Date:	N/A	Payment Term:	30 NET
Shipment Priority:	Standard	Purchase Order No:	N/A
Shipping Instructions:	N/A		
Packing Instructions:	N/A		

Part Number	Item Name	Size	MFG	Quantity	Unit Price	Line item price
000100	ETHAMBUTOL TAB 100MG 10X10 CT	100 CT	STI PHARMA	1	\$33.60	\$33.60
000101	ETHAMBUTOL TAB 100MG 100 CT	100 CT	STI PHARMA	4	\$30.45	\$121.80

Sub Total : \$155.40  
 Shipping and Handling : \$0.00  
 Tax : \$0.00  
 Total : \$155.40

## Additional Features:

### 1. To Delete an item from the shopping Cart

Step 1: Enter 0 under Quantity.

Shopping Cart

Enter Cart Name  Save Cart Select Cart ▾ Load Cart Continue Shopping Check Out

Item #	Product Name	Size	Quantity	Unit Price	Line Item Price
0002010	APTIVUS ORAL SOL 100MG/ML 95 ML	95 ML	<input type="text" value="0"/> <span>Save For Later</span> <span>Add to Favorites</span>	\$240.32	\$240.32
00020100	ETHAMBUTOL TAB 400MG 100 CT	100 CT	<input type="text" value="2"/> <span>Save For Later</span> <span>Add to Favorites</span>	\$42.00	\$84.00
			<span>Update</span>		

Sub Total : \$324.32  
 Shipping and Handling : \$0.00  
 Total : \$324.32

Continue Shopping Check Out

Step 2: Click on update.

Shopping Cart

Enter Cart Name  Save Cart Select Cart ▾ Load Cart Continue Shopping Check Out

Item #	Product Name	Size	Quantity	Unit Price	Line Item Price
00020100	ETHAMBUTOL TAB 400MG 100 CT	100 CT	<input type="text" value="2"/> <span>Save For Later</span> <span>Add to Favorites</span>	\$42.00	\$84.00
			<span>Update</span>		

Sub Total : \$84.00  
 Shipping and Handling : \$0.00  
 Total : \$84.00

Continue Shopping Check Out



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## 2. To Save a Cart

Step 1: Enter the Cart Name and click on 'Save Cart'

Shopping Cart

newcart1   Select Cart

Item #	Product Name	Size	Quantity	Unit Price	Line Item Price
0002010	APTIVUS ORAL SOL 100MG/ML 95 ML	95 ML	<input type="text" value="1"/> Save For Later Add to Favorites	\$240.32	\$240.32
00020100	ETHAMBUTOL TAB 400MG 100 CT	100 CT	<input type="text" value="2"/> Save For Later Add to Favorites	\$42.00	\$84.00
			<input type="button" value="Update"/>		

Sub Total : \$324.32  
Shipping and Handling : \$0.00  
Total : \$324.32

Step 2: It shows Saved Carts Page

Saved Carts


Click on the basket name to view the individual row items for that basket. To delete a basket, press the Delete button under delete column. A deleted basket can not be recovered.

Basket Name	Date Saved	Number of Items	Delete Basket
newcart1	Jul 18, 2016	2	<input type="button" value="Delete"/>
List1	Jul 8, 2016	15	<input type="button" value="Delete"/>

## 3. To Continue Shopping


To continue to shop for more products, click on **Continue Shopping**.

Shopping Cart

Enter Cart Name  Select Cart  

Item #	Product Name	Size	Quantity	Unit Price	Line Item Price
0002010	APTIVUS ORAL SOL 100MG/ML 95 ML	95 ML	<input type="text" value="1"/> Save For Later Add to Favorites	\$240.32	\$240.32
00020100	ETHAMBUTOL TAB 400MG 100 CT	100 CT	<input type="text" value="2"/> Save For Later Add to Favorites	\$42.00	\$84.00
			<input type="button" value="Update"/>		


Sub Total : \$324.32  
Shipping and Handling : \$0.00  
Total : \$324.32



## 4. Load Cart

Step 1: To load existing saved cart. Click on **Load Cart**.

Shopping Cart

Enter Cart Name  newcart1  

Item #	Product Name	Size	Quantity	Unit Price	Line Item Price
0002010	APTIVUS ORAL SOL 100MG/ML 95 ML	95 ML	<input type="text" value="1"/> Save For Later Add to Favorites	\$240.32	\$240.32
00020100	ETHAMBUTOL TAB 400MG 100 CT	100 CT	<input type="text" value="2"/> Save For Later Add to Favorites	\$42.00	\$84.00
			<input type="button" value="Update"/>		

Sub Total : \$324.32  
Shipping and Handling : \$0.00  
Total : \$324.32

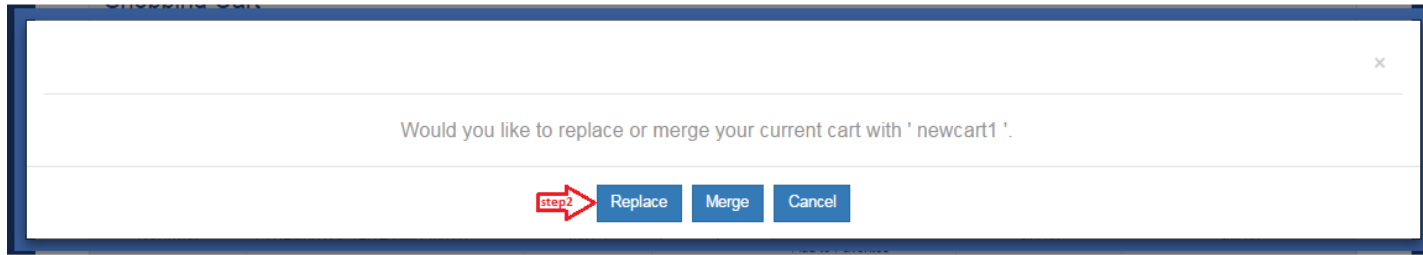


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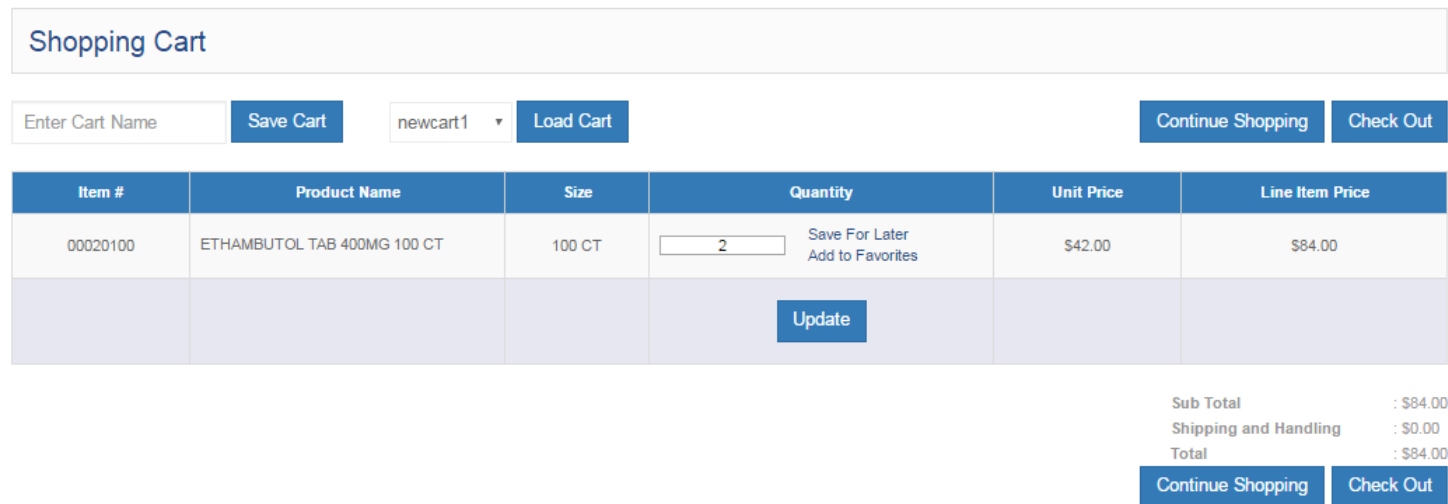
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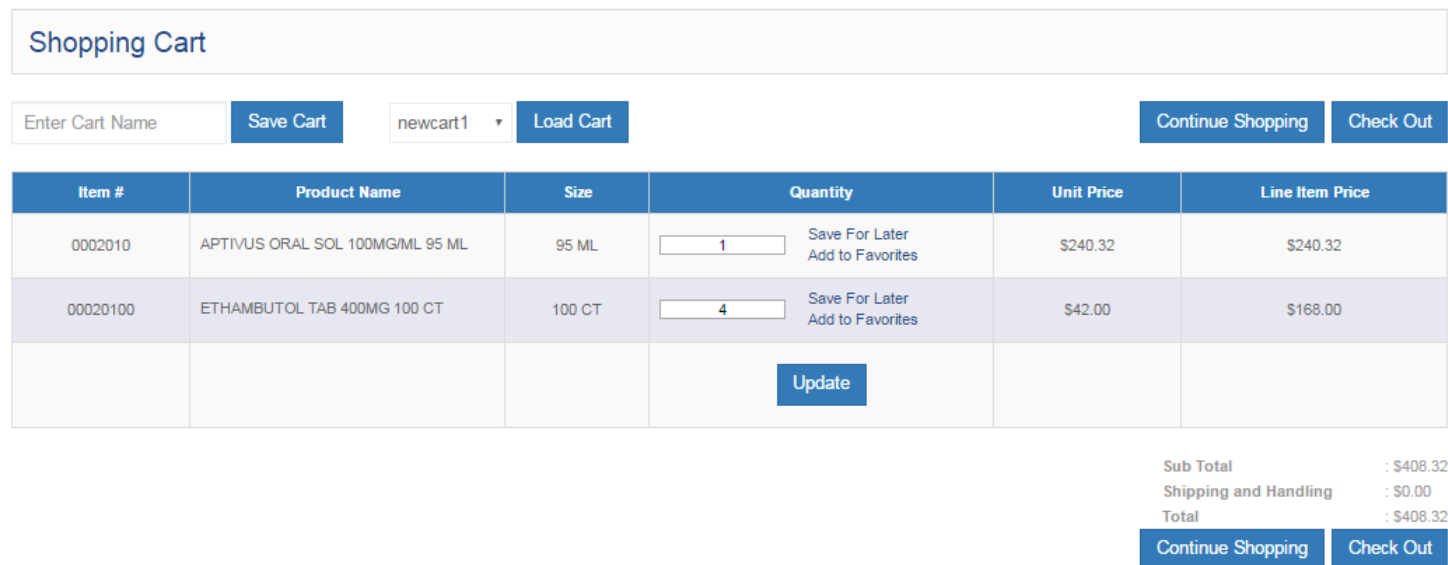
Step 2: It shows the following page. Click on Replace button.



Step 3: It shows the following page. My cart items are replaced with newcart1.

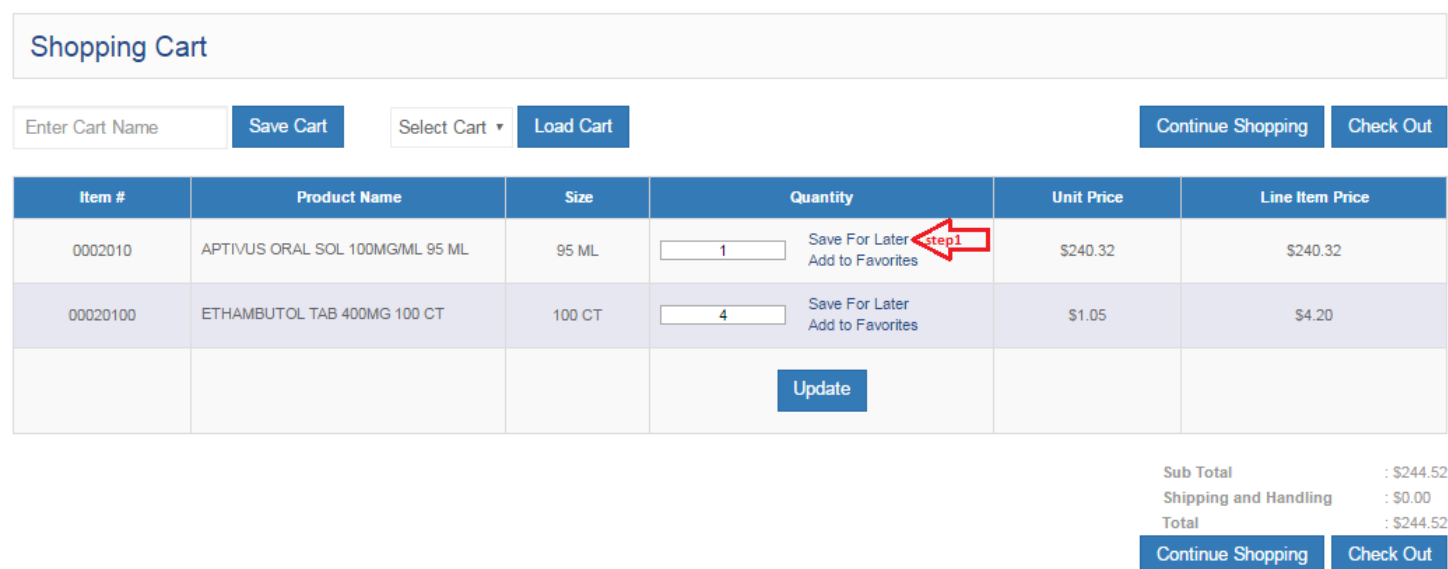


Step 4: Click on Merge button. My cart items are merged with newcart1.



## 5. Save For Later

Step 1: Click on Save for Later.







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Step2: In the Save For Later page, click on New List and enter a List Name.


For existing list, click on Add to an existing List and select from LOV. Then click on Apply button.

Save For Later


**New List** 

\* List Name  
New list1

Comments

**Add to an Existing List** 


Select a List

Cancel Apply 

Step 3: It shows Save For Later Lists. Click on New list1.

Save For Later Lists

Click on a list name to view the details.


List Name	Comments	Created Date	Item count	Delete Item
List1		Jul-20-2016	1	Delete
New list1 		Jul-21-2016	1	Delete

Step 4: It shows following page. Click on Add to Cart button to add items to My Cart.

Save For Later

List Name : **New list1**

Created Date : **Jul-21-2016**


Item #	Product Name	Manufacturer	Size	Quantity	Remove	Add To Cart
0002010	APTIVUS ORAL SOL 100MG/ML 95 ML	BOEHRINGER INGELHEIM	95 ML	1	Remove	Add To Cart 

## 6. Add to Favorites

Step1: To select the items to put in Favorites, click on Add to Favorites.

Shopping Cart

Enter Cart Name  Save Cart  Select Cart  Load Cart  Continue Shopping  Check Out

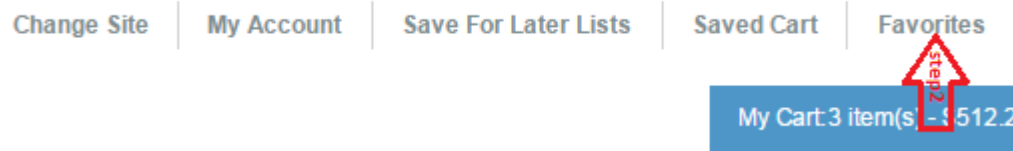
Item #	Product Name	Size	Quantity	Unit Price	Line Item Price
0002010	APTIVUS ORAL SOL 100MG/ML 95 ML	95 ML	1 	\$240.32	\$240.32
000210	BETIMOL OPHTH SOL 0.5% 10 ML	10 ML	2	\$135.98	\$271.96

Update

Sub Total : \$512.28  
Shipping and Handling : \$0.00  
Total : \$512.28

Continue Shopping  Check Out

Step 2: To check items added to Favorites, click on Favorites.



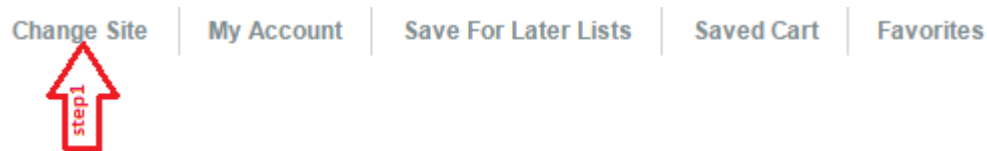
Step 3: It shows following page. Click on Add to Cart button to add items to My Cart.

Favorites List					
Product Name	Manufacturer	Size	Quantity	Remove	Add To Cart
APTIVUS ORAL SOL 100MG/ML 95 ML	BOEHRINGER INGELHEIM	95 ML	<input type="text" value="1"/>	<a href="#">Remove</a>	<a href="#">Add to Cart</a>

## CHANGE SITE:

In order to change site follow the steps mentioned below.

Step 1: Click on change site.



Step 2: It shows following Choose Site page. Select the site from LOV and Click on OK button.



## PERSONAL INFORMATION MODIFICATION

This section of the manual is for completely optional changes to your customer profile. Leaving this data as it is will not interfere with purchasing products from R&S Northeast. You can find that by clicking on the My Account link as seen to the right.

Change Site | **My Account** | Save For Later Lists | Saved Cart | Favorites | Log Out



### 1. Reset Password

In order to reset password follow the steps mentioned below.

Step 1: Select **Personal Information** from the list displayed to the below.

Step 2: Enter old password in the **Old Password** text box

Step 3: Enter new password in the **New Password** text box.

Step 4: Reenter the same password in the **Verify Password** text box.

Step 5: Click on **Apply** button to save new password.

### 2. Modify Contact Information

You can modify your personal information (i.e., First name, Last name, Middle name and Email) by performing following steps.

Step 1: Select **Personal Information** from the list and click on it.

Step 2: In the Personal Information form click on **Modify Personal Information**; this will open the change request form which will need to be emailed or faxed to your Customer Service Representative.



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Step 3: It will open the Change Request Form.

## CHANGE REQUEST FORM

If you need to make any changes to your account, please fill out the new information below and submit via email to [customerservice@rsnortheast.com](mailto:customerservice@rsnortheast.com) or by fax to the appropriate office location below.

### Changes to Entity Name, Billing or Shipping addresses

Entity Name: \_\_\_\_\_

Bill To Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Ship To Address (If different from the address listed above) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Changes to Contact Information

+

Purchasing Agent Contact Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Purchasing Email Address \_\_\_\_\_

Accounts Payable Contact Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Accounts Payable Email Address \_\_\_\_\_ Pedigree-notification Email Address \_\_\_\_\_

### Other Changes

New Web Log-in Password \_\_\_\_\_

License Change/update (be sure to include copies of all updated Licenses and ensure readability).

Please email to [customerservice@rsnortheast.com](mailto:customerservice@rsnortheast.com) or fax to  
KY 877-867-9144 PA 215-673-8054 OH 614-799-2467

Step 4: User can enter corresponding details in the change request form and mail that changed document to [customerservice@rsnortheast.com](mailto:customerservice@rsnortheast.com).

## PAYMENT BOOK MODIFICATION

### 1. Adding Credit Card Information

In order to add credit card information follow steps mentioned below.

Step 1: Select **Payment Book** option from the list and click on it.

Step 2: Click on **Add Credit Card** button and the "Add Card Information" form will open.

USER ▼

- > Personal Information
- > Company Information
- > Address Book
- > **Payment Book** ← step1
- > Accounts
- > Preferences

Payment Book → step2 Add Credit Card

Your Payment book is empty!

Step 3: In the below form enter your credit card details. Click on **Apply** button.

USER ▼

Add Card Information

- > Personal Information
- > Company Information
- > Address Book
- > **Payment Book**
- > Accounts
- > Preferences

Card Holder Name:

Type:

Number:

Expiration Date:

step 3 →

## 2. Setting Primary Account

To set an account as primary, follow the steps mentioned below.

Step 1: Select **Payment Book** option from the list and click on it.

USER ▼

Payment Book

Add Credit Card

- > Personal Information
- > Company Information
- > Address Book
- > **Payment Book** step 1 →
- > Accounts
- > Preferences

Holder Name : CC\_54399272  
Number : xxxx xxxx xxxx 5439  
Type : VISA  
Expiration : 07/2017

Holder Name : CC\_55799283  
Number : xxxx xxxx xxxx 5579  
Type : VISA  
Expiration : 07/2017

Holder Name : CC\_20155704  
Number : xxx xxxx xxxx 2015  
Type : AMEX  
Expiration : 06/2018

Step 2: Click on **Make Primary** button.

✔ Selected Card made Primary successfully.

USER ▼

Payment Book

Add Credit Card

- > Personal Information
- > Company Information
- > Address Book
- > **Payment Book**
- > Accounts
- > Preferences

Holder Name : CC\_54399272  
Number : xxxx xxxx xxxx 5439  
Type : VISA  
Expiration : 07/2017

Holder Name : CC\_55799283  
Number : xxxx xxxx xxxx 5579  
Type : VISA  
Expiration : 07/2017

Holder Name : CC\_20155704  
Number : xxx xxxx xxxx 2015  
Type : AMEX  
Expiration : 06/2018

## 3. Update Credit Card Information

In order to update credit card information follow steps mentioned below.

Step 1: Select Payment Book option from the list and click on it.

Step 2: Click on Update button and the “Update Card Information” form will open.

USER ▼

Payment Book

Add Credit Card

- > Personal Information
- > Company Information
- > Address Book
- > **Payment Book** step 1 →
- > Accounts
- > Preferences

Holder Name : CC\_54399272  
Number : xxxx xxxx xxxx 5439  
Type : VISA  
Expiration : 07/2017

Holder Name : CC\_55799283  
Number : xxxx xxxx xxxx 5579  
Type : VISA  
Expiration : 07/2017

Holder Name : CC\_20155704  
Number : xxx xxxx xxxx 2015  
Type : AMEX  
Expiration : 06/2018

Step 3: In the below form can modify **Expiration Date**.

USER | Update Card Information

- Personal Information
- Company Information
- Address Book
- Payment Book**
- Accounts
- Preferences

Card Holder Name: CC\_54399272  
Type: VISA  
Number: XXXXXXXXXXXXXXX5439  
Expiration Date: 07 | 2017

Apply | Cancel

Step 4: After entering **Expiration Date**, click on **Apply** button.

✓ Credit Card Details Updated successfully.

USER | Payment Book | Add Credit Card

- Personal Information
- Company Information
- Address Book
- Payment Book**
- Accounts
- Preferences

Holder Name : CC_54399272 Number : xxxx xxxx xxxx 5439 Type : VISA Expiration : 07/2017 Make Primary   Delete   Update	Holder Name : CC_55799283 Number : xxxx xxxx xxxx 5579 Type : VISA Expiration : 07/2017 Delete   Update	Holder Name : CC_20155704 Number : xxx xxxx xxxx 2015 Type : AMEX Expiration : 06/2018 Make Primary   Delete   Update
--	---	---

## 4. Delete Credit Card Information

In order to delete Credit Card information follow steps mentioned below.

Step 1: Select Payment Book option from the list and click on it.

USER | Payment Book | Add Credit Card

- Personal Information
- Company Information
- Address Book
- Payment Book**
- Accounts
- Preferences

Holder Name : Visa Card Number : xxxx xxxx xxxx 1881 Type : visa Expiration : 06/2016 Delete   Update	Holder Name : master Card Number : xxxx xxxx xxxx 5100 Type : masterCard Expiration : 07/2016 Make Primary   Delete   Update	Holder Name : MTHOMAS1888 Number : xxxx xxxx xxxx 1111 Type : visa Expiration : 11/2021 Make Primary   Delete   Update
---	--	--

Step 2: Click on Delete button.

Step 3: It shows following page.

✓ Credit Card Deleted successfully.

USER | Payment Book | Add Credit Card

- Personal Information
- Company Information
- Address Book
- Payment Book**
- Accounts
- Preferences

Holder Name : master Card Number : xxxx xxxx xxxx 5100 Type : masterCard Expiration : 07/2016 Delete   Update	Holder Name : MTHOMAS1888 Number : xxxx xxxx xxxx 1111 Type : visa Expiration : 11/2021 Make Primary   Delete   Update
---	--

## SETTING PREFERENCES

Step 1: Choose **Preferences** from the list and click on it. The Preferences form will appear.

The screenshot shows the 'USER' sidebar on the left with 'Preferences' highlighted and a red arrow labeled 'step 1' pointing to it. The main content area is titled 'Preferences' and contains the following fields:

- Preferred Date Format: 31-DEC-1999
- Preferred Email Delivery Language: Americal English
- Marketing:  Please send me email about special offers and products.

Buttons for 'Apply' and 'Cancel' are located at the bottom right.

Step 2: In **Preferences** form click on list item next to **Preferred Date Format**. A drop-down list will appear. Choose your preferred date format and click on it.

The screenshot shows the 'Preferred Date Format' dropdown menu open, displaying options: 31-DEC-1999, 31-DEC-1999, DEC-31-1999 (highlighted), and DEC 31 1999. A red arrow labeled 'step 2' points to the dropdown. Another red arrow labeled 'step 3' points to the 'Marketing' checkbox, which is now checked. A red arrow labeled 'step 4' points to the 'Apply' button.

Step 3: In **Preferences** form **Check** the check box in front of “Please send me e-mail about special offers and products.”

Step 4: Click on **Apply** button to save the changes made.

The screenshot shows a green success message at the top: 'Preferences Updated Successfully.' Below it, the 'Preferences' form is shown with the following updated settings:

- Preferred Date Format: DEC-31-1999
- Preferred Email Delivery Language: Americal English
- Marketing:  Please send me email about special offers and products.

Buttons for 'Apply' and 'Cancel' are located at the bottom right.