# +TRULLA DIRECT

# **SafecorLogics** User Guide

For Customer Use Only

**Version 1.0**

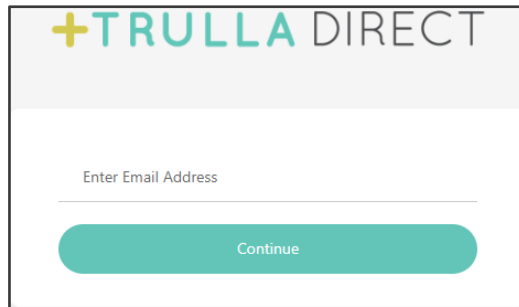# Contents

# Sign In and Access

## Sign In

Go to https://app.trulladirect.com click **Log in** in the top right of the screen. Enter your email address and click **Continue**.

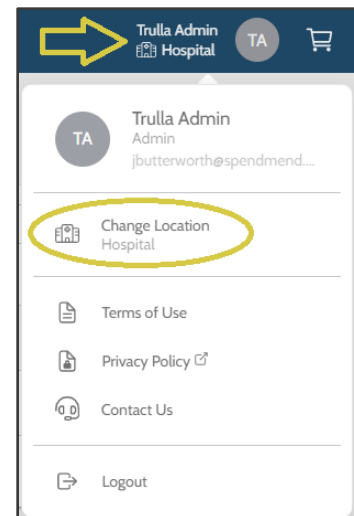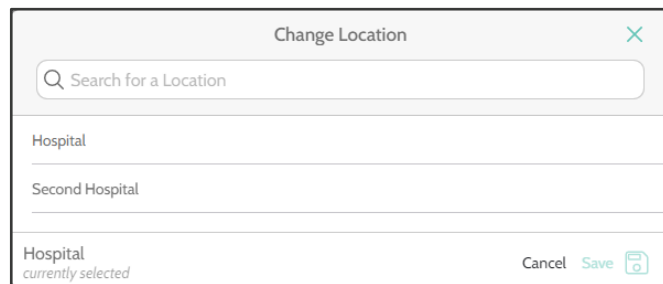# Locations

## How to Change a User's Current Location

If a User has access to more than one Location, the User may change their Location.

1. Click the **User's name** in the top right corner of the header.
2. Click **Change Location**.
3. Select desired **Location**.
4. Click **Save**.

The Location displayed at Logout will be remembered the next time the User signs in.
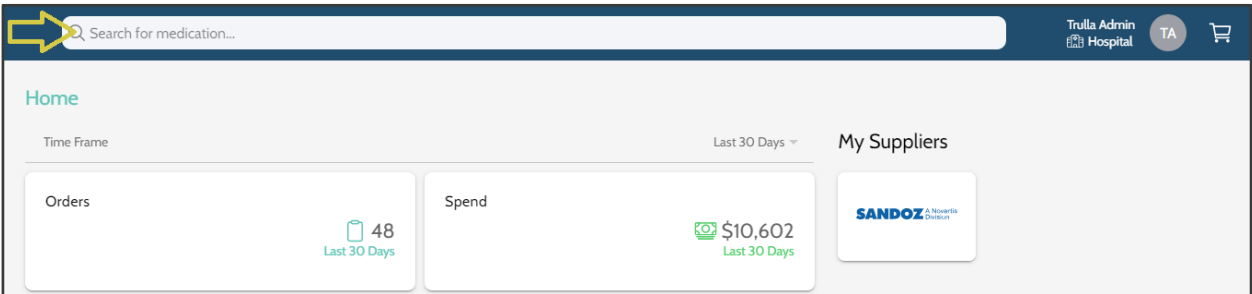
# Ordering

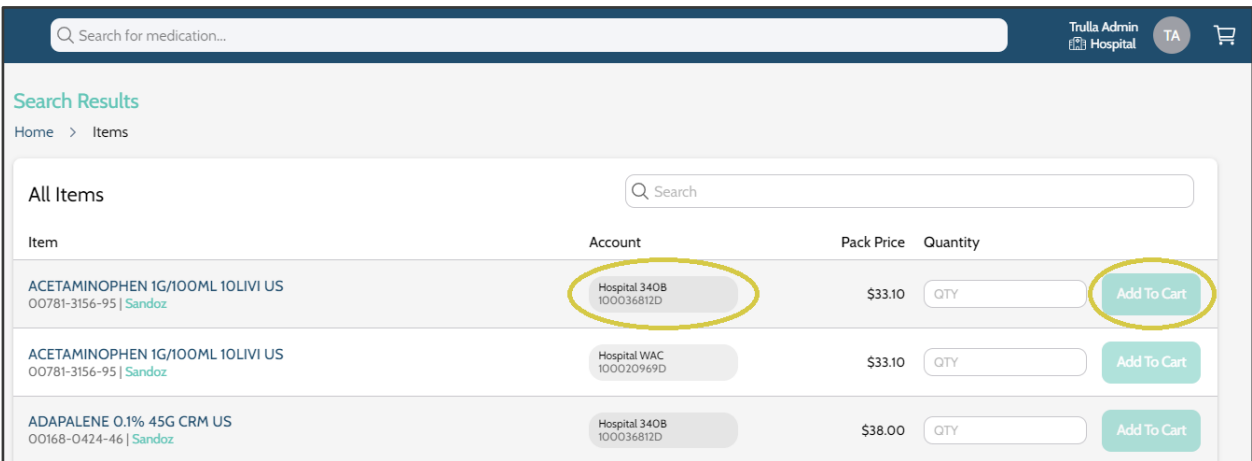Buyers can place orders in Trulla only for the Location currently signed in to.

## How to Add Items to the Shopping Cart

**Method 1** (quick add)**:**

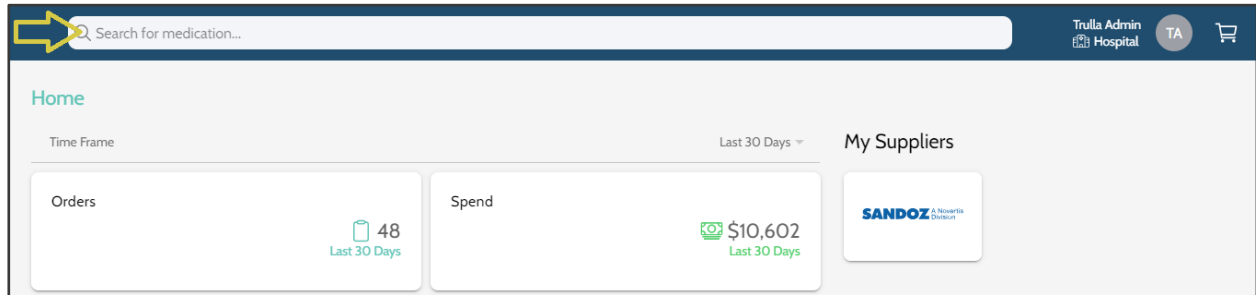1. Utilizing the header search field, type the name of the desired Item and press Enter.



2. Enter desired quantity to the Quantity field associated with the appropriate account and then click **Add To Cart**.
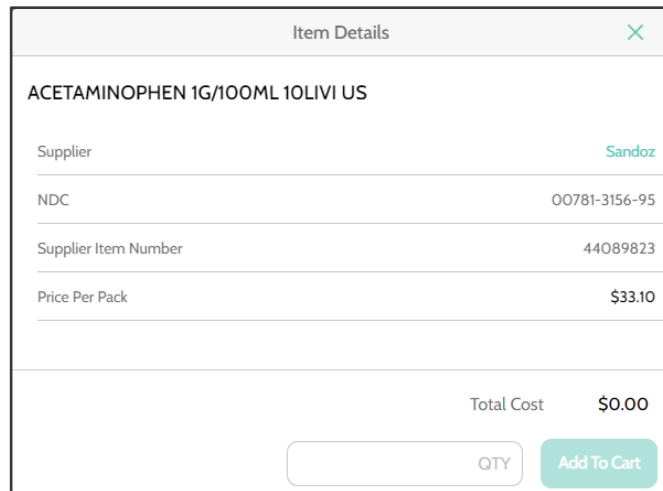
**Method 2** (item detail)**:**

1.  Utilizing the header search field, type the name of the desired Item and press Enter.
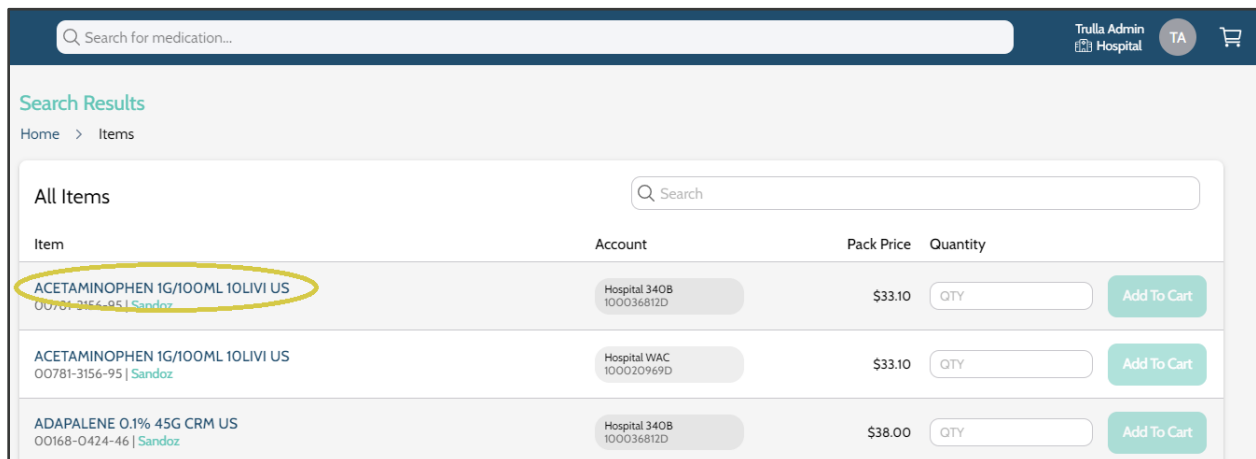


2.  Click **Item Description** for the desired Item associated with the appropriate account. This will take the User to the Item Detail page.
3.  Enter desired quantity to the QTY field and click **Add To Cart**.

**Method 3** (via supplier page)**:**

1. To utilize the Supplier Page, navigate to the **Supplier Page** found within the left sidebar.
2. Click on the **SafecorLogics Name/Logo**.
3. Select the account number from the drop-down list.
4. Search for the desired Item.
5. Enter desired Quantity and click **Add To Cart**.



## Item Detail Page

The **Item Detail Page** provides details pertaining to the Item including Supplier, NDC, Supplier Item Number, and Price Per Pack.

## Shopping Cart Page

The User may click on the **Shopping Cart** icon in the Trulla Direct header or on **Order** found within the sidebar and then click **Shopping Cart**.

On the **Shopping Cart** page, a User can modify the PO number and the quantity to be ordered. Access the Item Detail page by clicking the **Item Description.** Delete a line by clicking the **delete icon**. Clear the shopping cart by clicking **Clear All**.
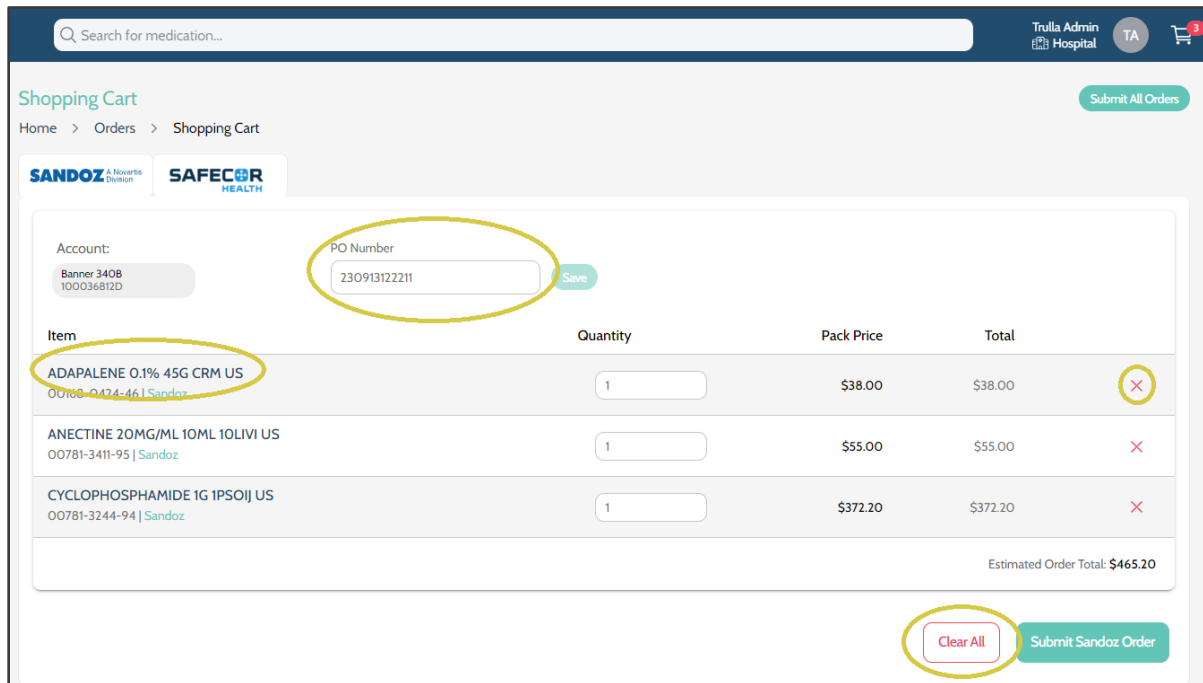


## Submitting Orders

Submit an order by clicking the Supplier tab **Submit SafecorLogics Order** at the bottom of the screen.

# Order History Page

The Order History Page allows the User to review any previously placed orders and see the order status. Clicking a **Status Tile** will filter the list of POs to that status. Clicking the same **Status Ti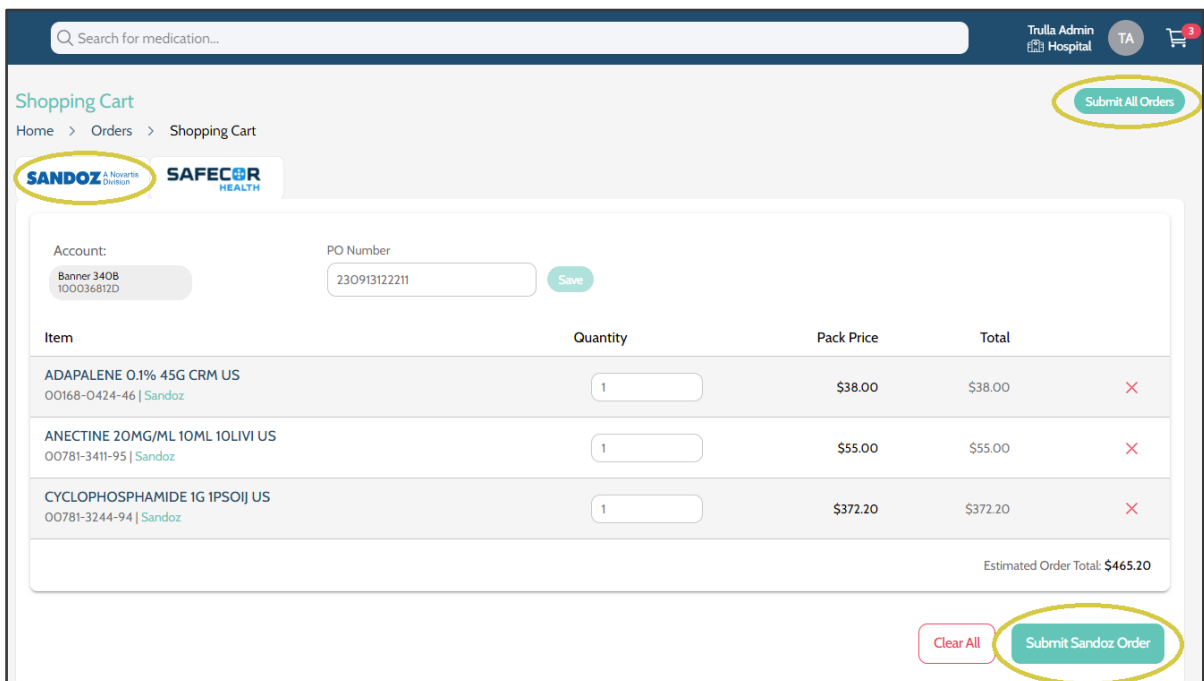le** a second time will remove the filter. A User may also search by PO Number or Item Description via the search field. By utilizing the filter dropdown, a User can also change the date range if desired. Clicking the **PO Number** will open a copy of the order.



## Order Status

### Pending

Pending status is assigned to orders that are being generated.

### Submitted

Submitted status is assigned to orders that have been submitted to the Supplier but are not yet acknowledged.

### Acknowledged

Acknowledged status is assigned to orders the Supplier has received and is processing. Clicking the PO will open the Order and display the quantity acknowledged by the supplier.



### Shipped

Shipped status is assigned to orders that have been fulfilled and are in transit.

# Home Page

The Home Page displays helpful information and quick links. The number of orders that have been placed using Trulla Direct, along with the total spend are viewable from this page. The time frame can be adjusted with the drop-down filter. Most recent orders placed and the status of each are displayed as well. Full order history can be accessed by clicking on the **View Order History** button at the bottom of the screen.

# Support

Users should contact Trulla Support to report issues related to Trulla Direct.

## Walkthroughs and Release Announcements

Welcome and Ordering Walkthroughs, Contact Us, Feedback, and Release Announcements can be found on the Help Page. The Help Page is found in the left sidebar.

## How to Contact Trulla Support

**Call:** (385) 258-3688

**Email:** trulla-support@spendmend.com

## Support Hours

**Hours:** 7:00 am to 5:00 pm MT, Monday–Friday

**After Hours:** Weekends, Holidays, and 5:00 pm to 7:00 am MT, Monday–Friday

## Safecor Health Customer Service

Click the **Question Mark** icon under the **SafecorLogics** Name/Logo. This will bring up the email address, phone number, support hours, and support days.



**Call:** (800) 447-1006

**Email:** service@safecorhealth.com