



Imperial Distributor Purchase History Reports

In order to begin pulling off a purchase report from Imperial Distributors, you will go to 'Reports' > 'Item search'



Under 'Reports' select 'Item Class'

Item Search

Reports All **Search**
Item All Desc, DIN, UPC, Vendor Name...
Start Date Manufacturer **End Date** 01/24/2022
Item Class

Export to Excel

PDF	Manufacturer	Type	Doc No	Date	Item #	Description	Class

Page 0 of 0

You will need to process 2 reports with Imperial Distributors. NC Brand and NC Generic. These will be processed one at a time.

Item Search

Reports Item Class **Search**
Item Class NC Brand
Start Date HHC Brand **End Date** 01/24/2022
HHC Generic
NC Brand
NC Generic
OTC Brand
OTC Generic
RX Brand
RX Generic

Select 'NC Brand' to begin, then filter your report by the desired date range. This date range will typically be the day of your last count to the date of your most recent count.

IMPERIAL
DISTRIBUTORS CANADA INC.

Clinical & Specialty Website

Order Catalog Return Reports/Inquiries Service

Item Search

Reports Item Class Search

Item Class NC Brand

Start Date 01/24/2021 End Date 01/24/2022

Export to Excel

PDF Manufacturer

SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

Monday, January 24, 2022

Date	Item #	Description	Class

You will then click 'search' to retrieve the report

IMPERIAL
DISTRIBUTORS CANADA INC.

Clinical & Specialty Website

Order Catalog Return Reports/Inquiries Service

Item Search

Reports Item Class Search

Item Class NC Brand

Start Date 11/13/2020 End Date 01/09/2022

Export to Excel

PDF	Manufacturer	Type	Doc No	Date	Item #	Description	Class


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Once the report has been retrieved, click 'Export to Excel'

Item Search









Reports Item Class ▼ Search
Item Class NC Brand ▼
Start Date 11/13/2020 📅 **End Date** 01/09/2022

📄 Export to Excel

PDF	Manufacturer	Type	Doc No	Date	Item #	Description	Class
	PURDUE PHARMA	INV	2342047	01/05/2022	405976	DILAUDID TAB 4MG [W] 100 TB [MBO]	NC-B

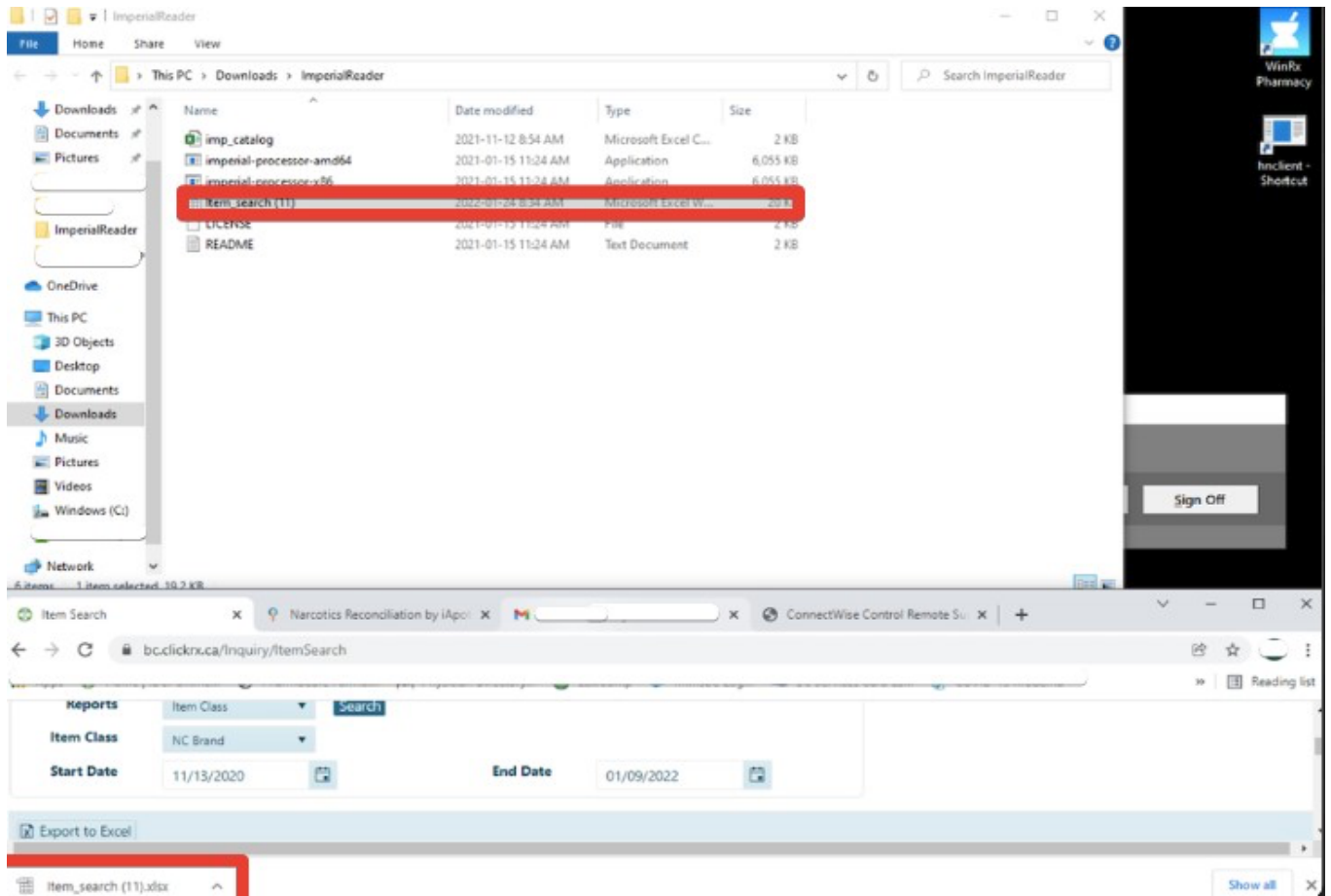
Once the report has been exported, it will appear as a download. This file will need to be converted using the Imperial Converter tool.

📄 Export to Excel

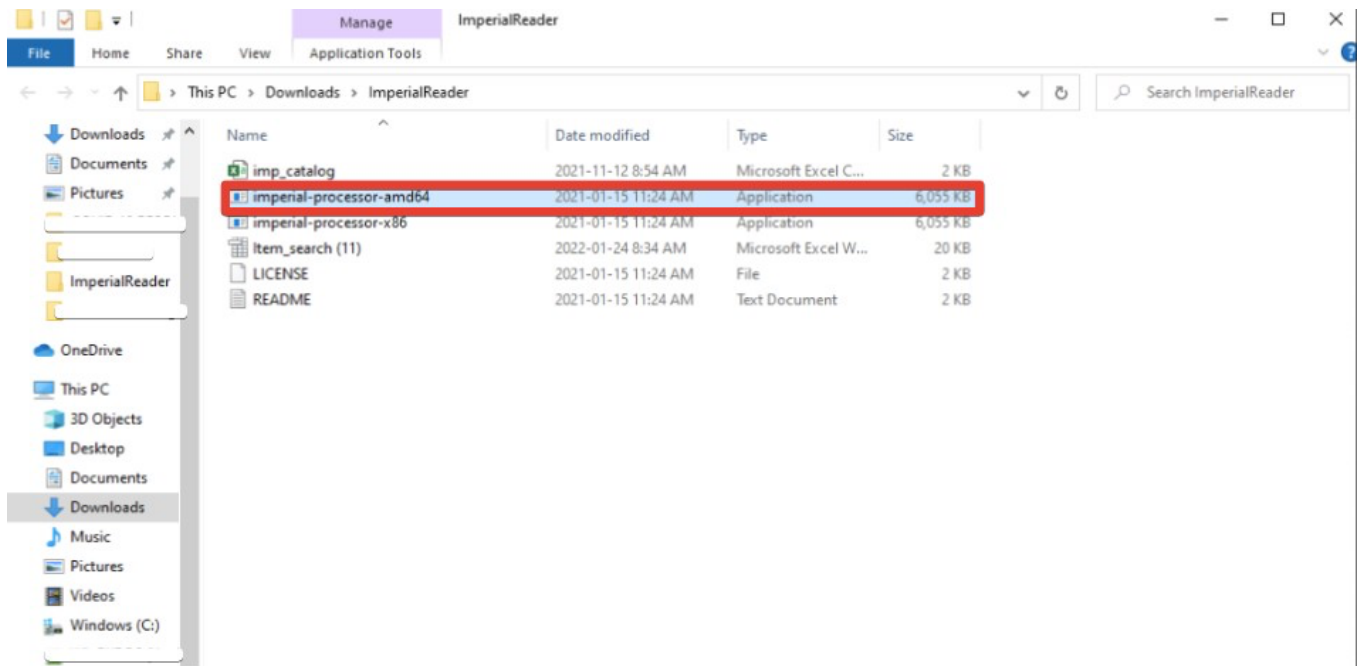
PDF	Manufacturer	Type	Doc No	Date	Item #	Description	Class
	PURDUE PHARMA	INV	2342047	01/05/2022	405976	DILAUDID TAB 4MG [W] 100 TB [MBO]	NC-B
	BGP PHARMA	INV	2336767	01/03/2022	122202	KADIAN SR 100MG [W] 50 CP	NC-B
	JANSSEN	INV	2330048	12/28/2021	310565	CONCERTA 36MG [W] 100 TB	NC-B
	BGP PHARMA	INV	2325071	12/23/2021	122202	KADIAN SR 100MG [W] 50 CP	NC-B
	PURDUE PHARMA	INV	2325074	12/23/2021	410598	HYDROMORPH CONTIN 9MG [W] 60 CP	NC-B
	PURDUE PHARMA	INV	2320211	12/21/2021	409639	MS IR TABS 5MG [W] 60 TB	NC-B
	BGP PHARMA	INV	2313915	12/17/2021	122202	KADIAN SR 100MG [W] 50 CP	NC-B
						FOQUEST	

📄 Item_search (11).xlsx ^

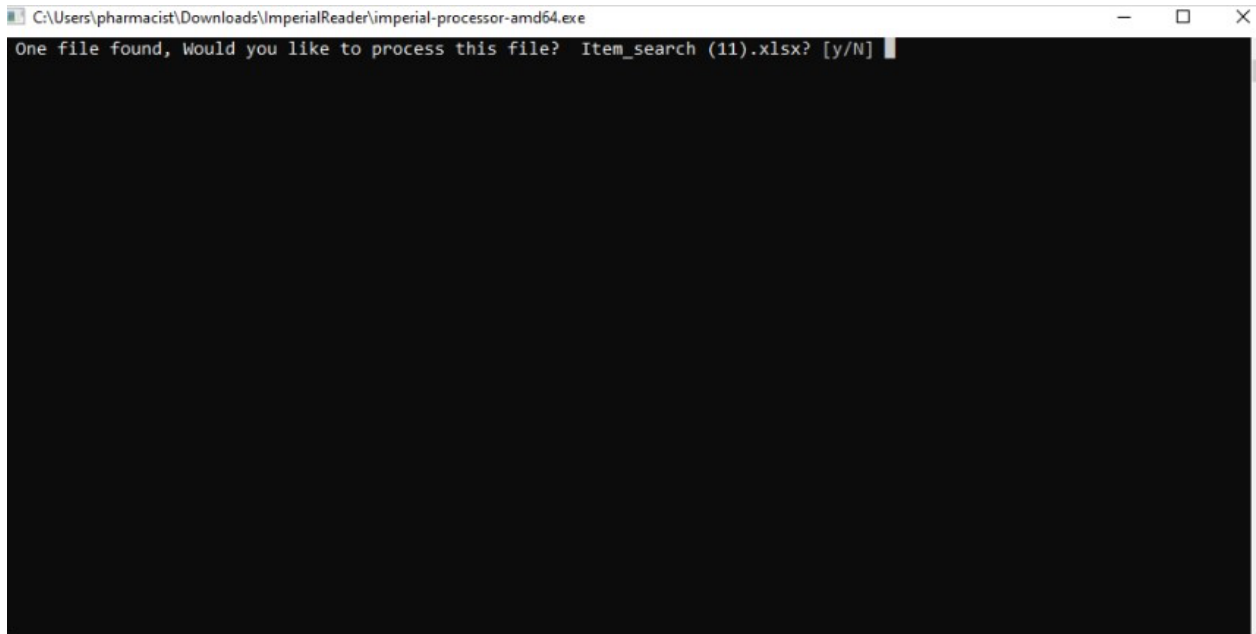
Once the report has been downloaded, you will open the Imperial Reader and drag and drop or copy/paste the file into the folder Imperial Reader folder.



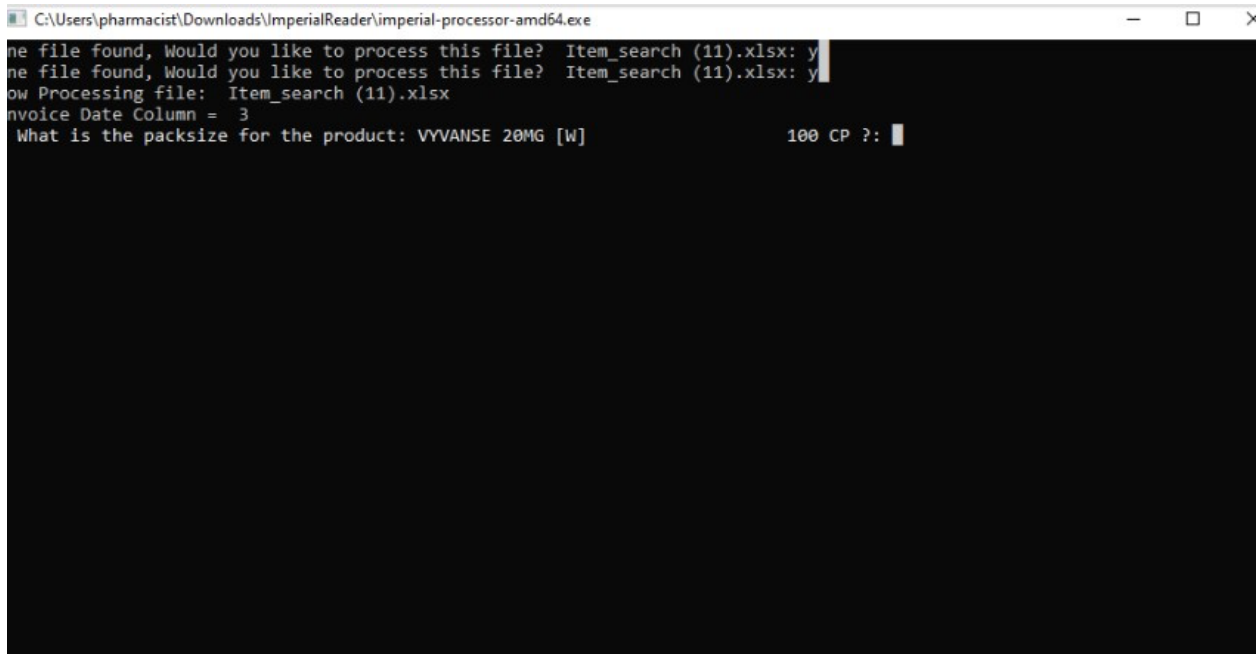
From here, you will open the Imperial-processor-amd64



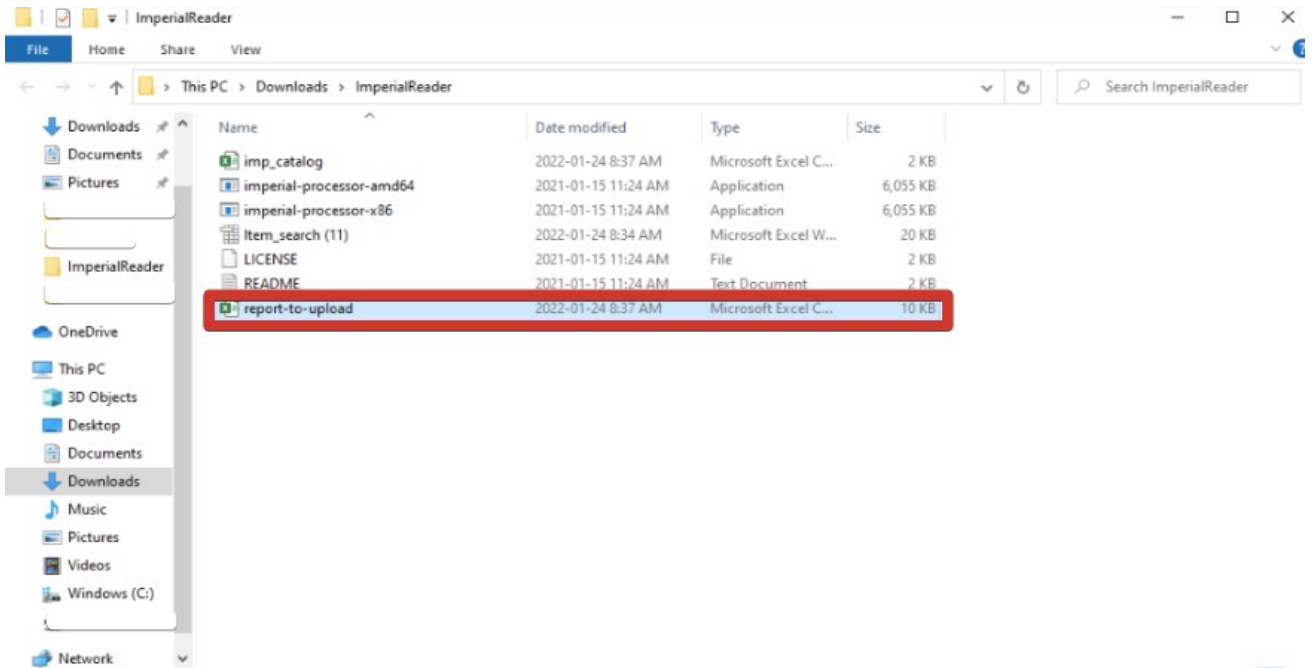
It will ask you, if you would like to process the file, select 'Y' for Yes and hit enter.



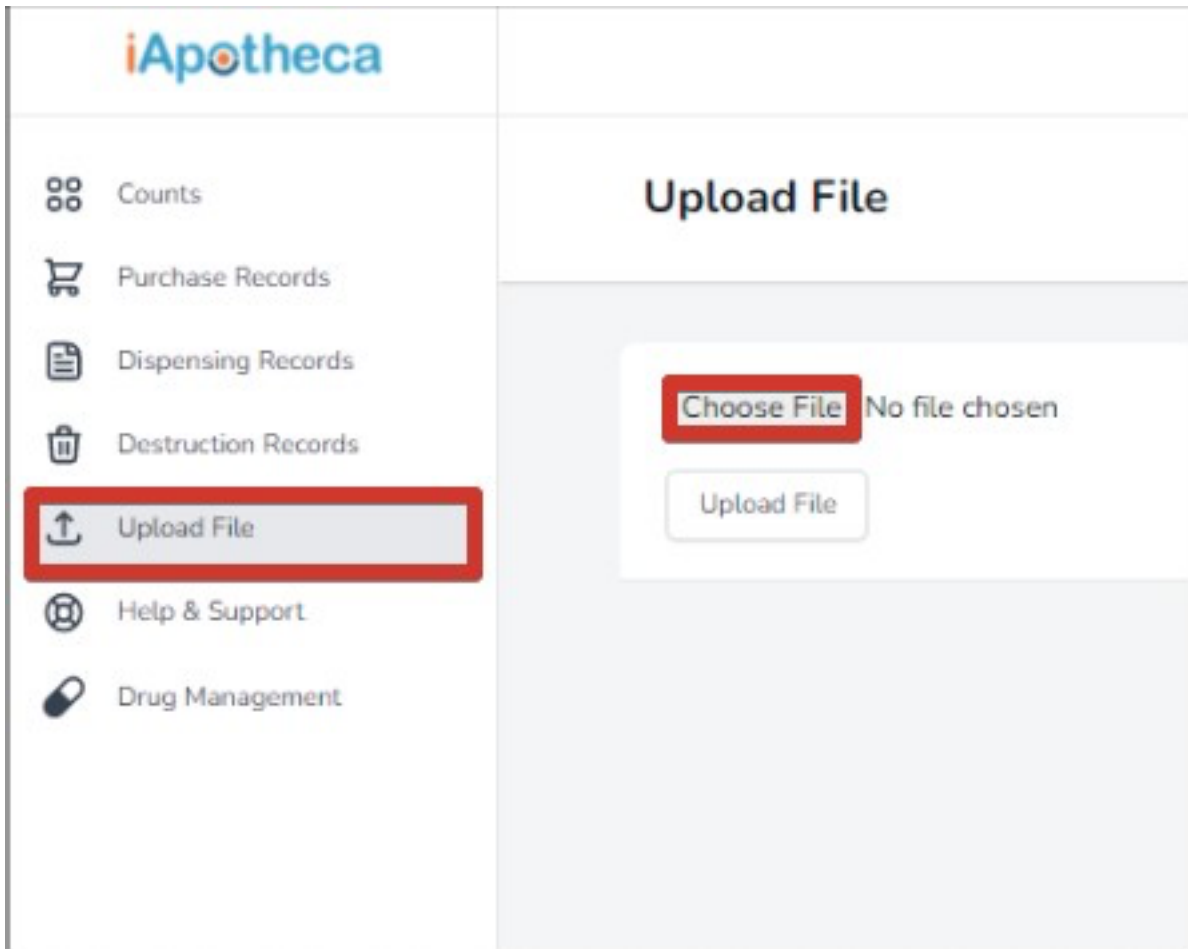
****Please note, if there is anything missing from the Imperial catalog the tool will prompt you to fill in pack size, fill in pack size accordingly – click enter and the Imperial catalog will be adjusted going forward****



The report that will be eligible to be uploaded into the iApotheca platform will be listed as "report-to-upload"



Once the report-to-upload has been generated, you will open up the iApotheca Narcotics Reconciliation platform and go to 'Upload File'



Here you will be able to retrieve the 'report-to-upload' from the Imperial folder or you can drag and drop this report.

If you have any troubles with this guide, feel free to call 1 (800) 209-6052 or email support@iapothea.com