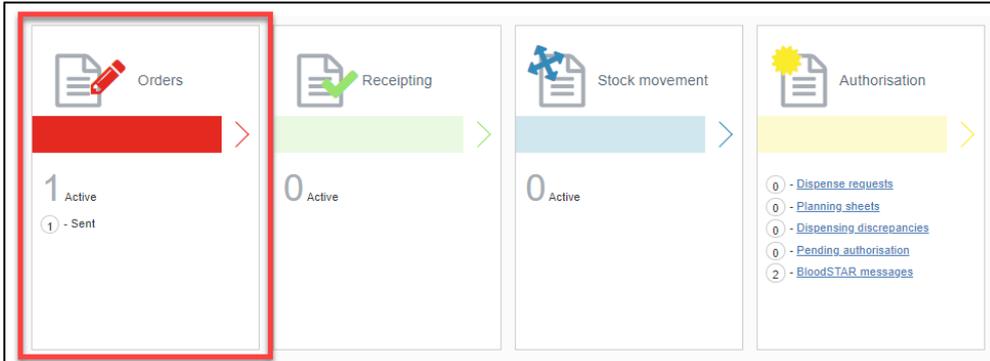# Creating a Stock Order

In BloodNet, a **stock order** must be submitted to receive components or products that are needed to be stocked at a facility. These orders are sent to a state-local **Australian Red Cross Lifeblood Customer Service Delivery** site for dispatching.
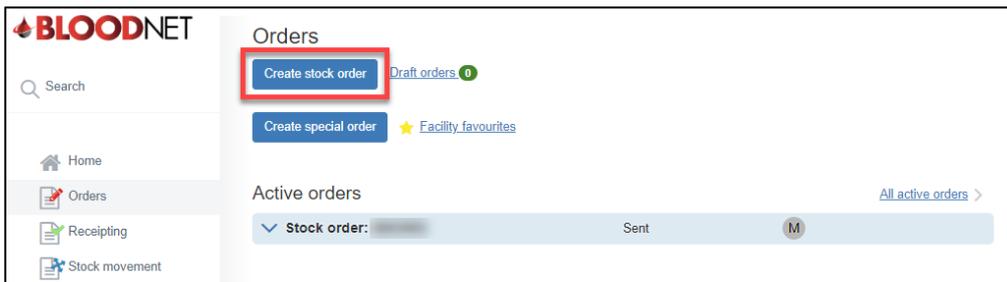
Perform the following procedure to create a **Stock order** in BloodNet:
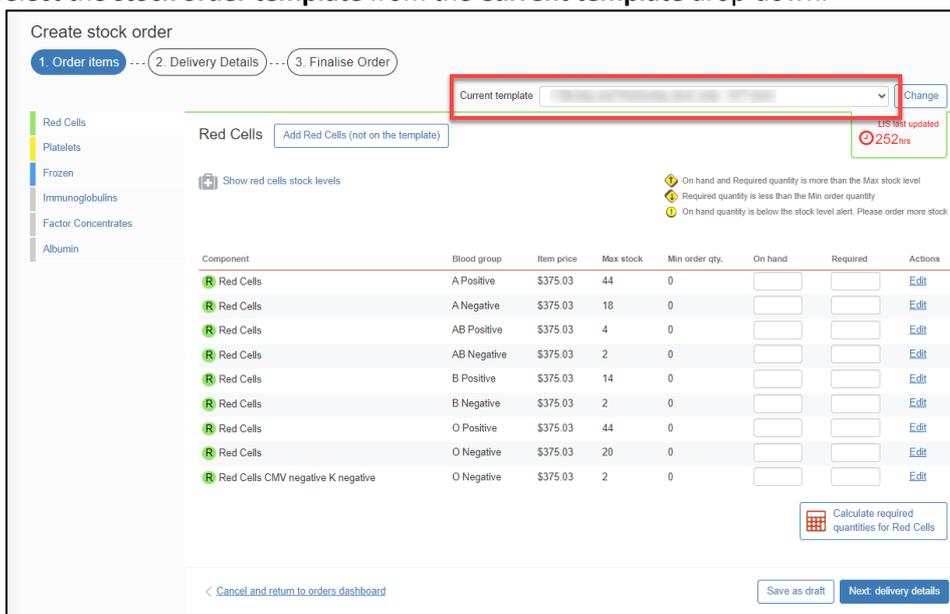
Create a Stock Order
1. Select the **Orders** tile located at the top left of the home page screen.
2. Select the **Create stock order** button.
3. Select the **stock order template** from the **Current template** drop-down.

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4. Add the items by selecting the relevant **Component** or **Product**.

> **Please note: Components** or **Products** that are not on the template can be added by selecting the **Add Stock Type (not on the template)** button.

5. Enter the **Required** amount and then click **Next: delivery details**.

6. Enter the order **Priority**, **Delivery** details and add any relevant order/delivery comments by selecting the **Add comments** button. Once complete, select the **Finalise Order** button.

> **Please note:** When confirming the **Delivery** details for the order, you can **Specify date and time required**.

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Please note: If you wish to edit the order, click on **Back to order items** hyperlink found in the bottom left corner of the tab and amend the order as necessary.

7. When placing an **Urgent** or **Life Threatening** order, a pop up will appear. Select the **Yes** button to confirm you would like to change the priority to **Urgent/Life Threatening**.

Urgent Order

This order will be ready for **dispatch from Lifeblood** within **60 minutes** of receipt of the order.

You must call Lifeblood once the order is submitted.

Are you sure you want to change the priority to Urgent?

No   Yes

Life Threatening Order

This order will be ready for **dispatch from Lifeblood** within **30 minutes** of receipt of the order and will be delivered to you by the quickest means possible.

You must call Lifeblood once the order is submitted.

Are you sure you want to change the priority to Life Threatening?

No   Yes

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8. Select the **Send order** button to finalise and send the order to the Lifeblood distribution site.

Please note: If your order is **Urgent** or **Life Threatening**, you **MUST** select the appropriate priority in **Step 6**. Do not write the priority in the comments box. All **Urgent** or **Life Threatening** orders **MUST** be followed up with a phone call to your local **Lifeblood Customer Service Delivery** site.

9. Once the order has been sent to Lifeblood, it will remain under the **Active orders** section until all issue notes linked to the order are receipted. Once all components/products have been physically received, the order can be **finalised** in BloodNet.

The **Stock order** has been sent to your local Lifeblood distribution site.