**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 local **Australian Red Cross Lifeblood Customer Service Delivery (CSD)** site for dispatching.

Perform the following procedure to create a **Stock order** in BloodNet:

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| **Create a Stock Order** |
| 1. Select the **Orders** tile located at the top left of the home page screen. |
| 1. Select the **Create stock order** button. |
| 1. Select the **stock order** **template** from the **Current template** drop-down. |
| 1. Add the items by selecting the relevant **Component** or **Product**.      |  |  | | --- | --- | | Icon  Description automatically generated | **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. | |
| 1. Enter the **Required** amount and then click **Next: delivery details**. |

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| 1. Enter the order **Priority**, **Delivery** details and add any relevant order/delivery comments by selecting the **Add comments** button.   When placing a **Stock Order** with a **Priority of:**   1. **Routine** the system will automatically select the next available date and time for dispatch based on Lifeblood’s distribution run schedule and the time that the order needs to be placed by.  |  |  | | --- | --- | | Icon  Description automatically generated | **Please note:** You will have the option to select a later dispatch date and time in line with the distribution run schedule or you can **Specify date and time required**. |      |  |  | | --- | --- | | Icon  Description automatically generated | **Please note:** If you are in a rural/remote area, options for the next routine dispatch will not show and you will need to **Specify required date and time**. |      1. **Urgent** the system will automatically select the Delivery option *Ready for dispatch within 60 minutes of receipt*.      1. **Life Threatening** the system will not provide any Delivery option and will require a phone call to your local Lifeblood CSD.       Once complete, select the **Finalise Order** button.   |  |  | | --- | --- | | Icon  Description automatically generated | **Please note:** If you wish to edit the order, select the **Back to order items** hyperlink found in the bottom left corner of the tab and amend the order as necessary. | | Icon  Description automatically generated | **Please note:** When placing an **Urgent** or **Life-Threatening** order, a pop up will appear. Select **Yes** to confirm you would like to change the priority to **Urgent** or **Life Threatening**. |   A screenshot of a computer  Description automatically generatedA screenshot of a computer  Description automatically generated |
| 1. Select the **Send order** button to finalise and send the order to the **Lifeblood CSD** site.      |  |  | | --- | --- | | Icon  Description automatically generated | **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 CSD** site. | | Icon  Description automatically generated | **Please note:** When the selected distribution run is no longer available due to missing the cut-off time, a red error message will be displayed at the top of the page. The error message is as follows | |
| 1. 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.      |  |  | | --- | --- | | Icon  Description automatically generated | The **Stock order** has been sent to your local Lifeblood distribution site. | |