

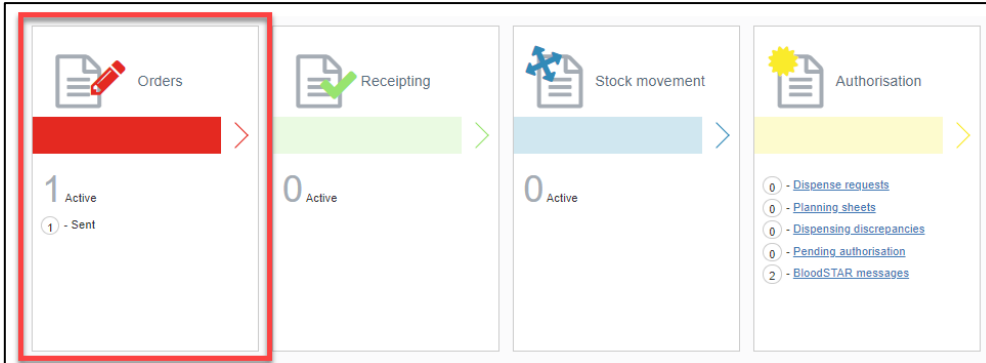
## Creating a Stock Order

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.

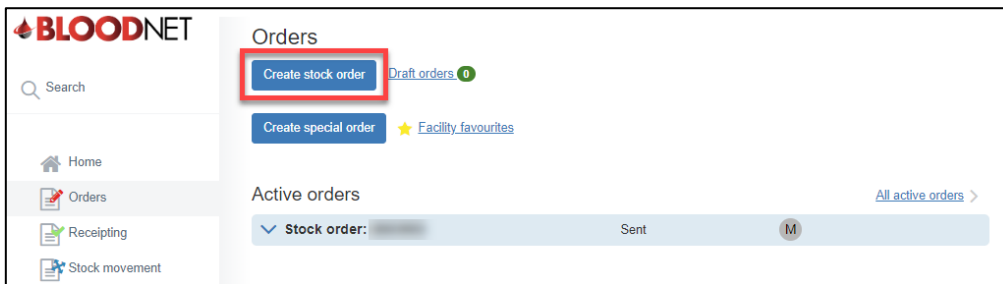
Perform the following procedure to create a **Stock order** in BloodNet:

### Create a Stock Order

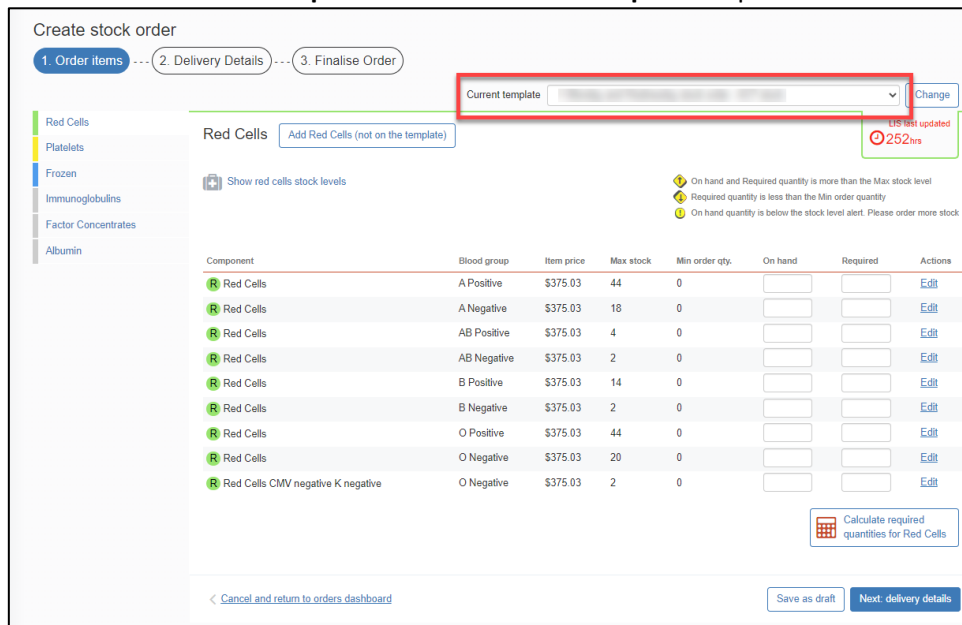
1. Select the **Orders** tile located at the top left of the home page screen.



2. Select the **Create stock order** button.



3. Select the **stock order template** from the **Current template** drop-down.



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

Create stock order

1. Order items ... 2. Delivery Details ... 3. Finalise Order

Current template: [dropdown] Change

Red Cells [Add Red Cells \(not on the template\)](#) LIS last updated 252hrs

Show red cells stock levels

- On hand and Required quantity is more than the Max stock level
- Required quantity is less than the Min order quantity
- On hand quantity is below the stock level alert. Please order more stock

Component	Blood group	Item price	Max stock	Min order qty.	On hand	Required	Actions
Red Cells	A Positive	\$375.03	44	0	<input type="text"/>	<input type="text"/>	<a href="#">Edit</a>
Red Cells	A Negative	\$375.03	18	0	<input type="text"/>	<input type="text"/>	<a href="#">Edit</a>
Red Cells	AB Positive	\$375.03	4	0	<input type="text"/>	<input type="text"/>	<a href="#">Edit</a>
Red Cells	AB Negative	\$375.03	2	0	<input type="text"/>	<input type="text"/>	<a href="#">Edit</a>
Red Cells	B Positive	\$375.03	14	0	<input type="text"/>	<input type="text"/>	<a href="#">Edit</a>
Red Cells	B Negative	\$375.03	2	0	<input type="text"/>	<input type="text"/>	<a href="#">Edit</a>
Red Cells	O Positive	\$375.03	44	0	<input type="text"/>	<input type="text"/>	<a href="#">Edit</a>
Red Cells	O Negative	\$375.03	20	0	<input type="text"/>	<input type="text"/>	<a href="#">Edit</a>
Red Cells CMV negative K negative	O Negative	\$375.03	2	0	<input type="text"/>	<input type="text"/>	<a href="#">Edit</a>

Calculate required quantities for Red Cells

[Cancel and return to orders dashboard](#) [Save as draft](#) [Next: delivery details](#)



**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**.

Create stock order

1. Order items ... 2. Delivery Details ... 3. Finalise Order

Current template: [dropdown] Change

Red Cells [Add Red Cells \(not on the template\)](#) LIS last updated 252hrs

Show red cells stock levels

- On hand and Required quantity is more than the Max stock level
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Component	Blood group	Item price	Max stock	Min order qty.	On hand	Required	Actions
Red Cells	A Positive	\$375.03	44	0	<input type="text"/>	<input type="text"/>	<a href="#">Edit</a>
Red Cells	A Negative	\$375.03	18	0	<input type="text"/>	<input type="text"/>	<a href="#">Edit</a>
Red Cells	AB Positive	\$375.03	4	0	<input type="text"/>	<input type="text"/>	<a href="#">Edit</a>
Red Cells	AB Negative	\$375.03	2	0	<input type="text"/>	<input type="text"/>	<a href="#">Edit</a>
Red Cells	B Positive	\$375.03	14	0	<input type="text"/>	<input type="text"/>	<a href="#">Edit</a>
Red Cells	B Negative	\$375.03	2	0	<input type="text"/>	<input type="text"/>	<a href="#">Edit</a>
Red Cells	O Positive	\$375.03	44	0	<input type="text"/>	<input type="text"/>	<a href="#">Edit</a>
Red Cells	O Negative	\$375.03	20	0	<input type="text"/>	<input type="text"/>	<a href="#">Edit</a>
Red Cells CMV negative K negative	O Negative	\$375.03	2	0	<input type="text"/>	<input type="text"/>	<a href="#">Edit</a>

Calculate required quantities for Red Cells

[Cancel and return to orders dashboard](#) [Save as draft](#) [Next: delivery details](#)

6. 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:**

- a. **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.



**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**.

**Priority**  Routine  Urgent  Life Threatening

**Distribution Site** Lifeblood

**Distribution Site Contact**

Run day	Place order by	Dispatch	ETA (+/- 30 minutes)	Courier
Monday - Friday	06:30	08:30	09:00	FedEx
Monday - Friday	11:00	13:00	14:15	FedEx
Monday - Friday	16:00	18:00	19:00	FedEx
Saturday	08:00	10:00	11:30	FedEx
Sunday	08:00	10:00	11:30	FedEx

**ROUTINE Delivery Terms**

**When to place a routine order?**  
Use a routine order when the products can be delivered via your facility's standard delivery schedule.

**Dispatch timeframes**  
Lifeblood will dispatch the product on either the next delivery run, or the delivery run that meets your required by date and time.

Routine orders are subject to cut-off times as specified in the dispatch schedule.

**Delivery**

Next routine dispatch:  
 Monday 11 Nov 2024 18:00

or specify different dispatch:  
 Tuesday 12 Nov 2024 08:30  
 Tuesday 12 Nov 2024 13:00  
 Tuesday 12 Nov 2024 18:00  
 Wednesday 13 Nov 2024 08:30  
 Wednesday 13 Nov 2024 13:00

or provide different date and time:  
 Specify dispatch date and time (AEDT)

[Add comment](#)

[Back to order items](#) [Cancel and return to orders dashboard](#) [Save as draft](#) [Finalise Order](#)



**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. Order items ... 2. Delivery Details ... 3. Finalise Order

Enter order priority and delivery details.

Priority:  Routine  Urgent  Life Threatening

Distribution Site: Lifeblood

Distribution Site Contact: [Redacted]

Delivery:  Specify required date and time

Date: [Input] dd/mm/yyyy

Time: [Input] hh:mm (24 hour)

ROUTINE Delivery Terms

When to place a routine order?  
Use a routine order when the products can be delivered via your facility's standard delivery schedule.

Dispatch timeframes  
Lifeblood will dispatch the product on either the next delivery run, or the delivery run that meets your required by date and time.  
Routine orders are subject to cut-off times as specified in the dispatch schedule.

[Back to order items](#) [Cancel and return to orders dashboard](#) [Save as draft](#) [Finalise Order](#)

**b. Urgent** the system will automatically select the Delivery option *Ready for dispatch within 60 minutes of receipt*.

Create special order

1. Order items ... 2. Delivery Details ... 3. Finalise Order

Enter order priority and delivery details.

Priority:  Routine  Urgent  Life Threatening

Distribution Site: Lifeblood

Distribution Site Contact: 03 9694 0200 (24/7)

Delivery:  Ready for dispatch within 60 minutes of receipt  Specify required date and time

URGENT Delivery Terms

When to place an urgent order?  
Use an urgent order when the products are required prior to the next routine delivery by the earliest available standard transport mode.

Dispatch timeframes  
Lifeblood will have the product ready for dispatch within 60 minutes of the order being received, or at a later time if requested, where the product is available in the inventory.

ALL URGENT and LIFE-THREATENING orders MUST be immediately followed up with a telephone call to Lifeblood.

\*Please note that any air freight deliveries will be dispatched to meet the first available flight time.

[Back to order items](#) [Cancel and return to orders dashboard](#) [Save as draft](#) [Finalise Order](#)

**c. Life Threatening** the system will not provide any Delivery option and will require a phone call to your local Lifeblood CSD.

Create special order

1. Order items ... 2. Delivery Details ... 3. Finalise Order

Enter order priority and delivery details.

Priority:  Routine  Urgent  Life Threatening

Distribution Site: Lifeblood

Distribution Site Contact: 03 9694 0200 (24/7)

LIFE THREATENING Delivery Terms

When to place a life-threatening order?  
Use a life-threatening order when there is a critical (life-threatening) need for immediate delivery of a product by the most rapid transport mode available.

Assistance from emergency services may be sought to facilitate rapid delivery. Misuse of this order priority is not acceptable.



Dispatch timeframes  
Lifeblood will have the product ready for dispatch within 30 minutes of the order being received where the product is available in inventory.

ALL URGENT and LIFE-THREATENING orders MUST be immediately followed up with a telephone call to Lifeblood.

\*Please note that any air freight deliveries will be dispatched to meet the first available flight time.

[Back to order items](#) [Cancel and return to orders dashboard](#) [Save as draft](#) [Finalise Order](#)

Once complete, select the **Finalise Order** button.

-  **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.
-  **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**.

### 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](#)

7. Select the **Send order** button to finalise and send the order to the **Lifeblood CSD** site.

#### Create stock order

1. Order items ... 2. Delivery Details ... 3. Finalise Order

Review and finalise order.

Priority: **Urgent**

Call Lifeblood on



Distribution Site: Lifeblood - ACT

Required date: Ready for dispatch within 60 minutes of receipt

⚠ On hand and Required quantity is more than the Max stock level  
⚠ Required quantity is less than the Mn order quantity

Item	Code	Red cells	Blood group	Modifiers	Antigens	Item Price	Required	Line Total
1	E8770V00	Red Cells	A Negative			\$375.03	5	\$1,875.15
Total							5	\$1,875.15

[Back to delivery details](#) [Cancel and return to orders dashboard](#) [Save as draft](#) [Send order and print](#) [Send order](#)

-  **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.
-  **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

✖ There are error(s) on the page:  
The selected distribution run is no longer available due to missing the cutoff time. Please select next available run or change order urgency.

### Create special order

1. Order items --- 2. Delivery Details --- 3. Finalise Order

Review and finalise order.

Priority	<b>Routine</b>
Distribution Site	Lifeblood - [redacted]
Distribution Site Contact	[redacted]
Dispatch date	19 Nov 2024 13:00 (AEDT)

⚠ On hand and Required q  
⚠ Required quantity is less

8. 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.

✔ Order [redacted] has been sent.

The following have been awaiting receipt for greater than 72 hours. Please action

- issue note: [redacted]
- issue note: [redacted]
- issue note: [redacted]
- issue note: [redacted]
- issue note: [redacted]
- issue note: [redacted]

**Orders**

Create stock order Draft orders 0

Create special order ★ Facility favourites

**Active orders** All active orders >

▲ **Stock order:** [redacted] Sent (Awaiting confirmation) R Urgent

Sent: 19/03/2024 17:46 (AEDT)

Required: Ready for dispatch within 60 minutes of receipt

Distribution site: [redacted]

Quantity: 5

Total price: \$1,875.15

Call Lifeblood on [redacted]

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