

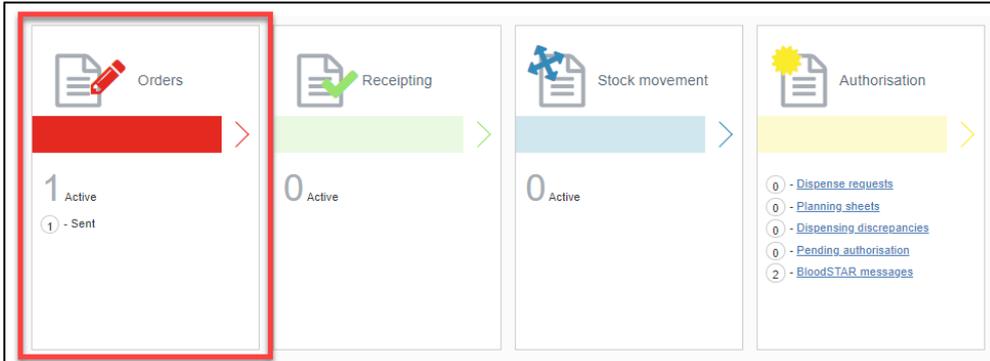
Creating a Stock Order

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.

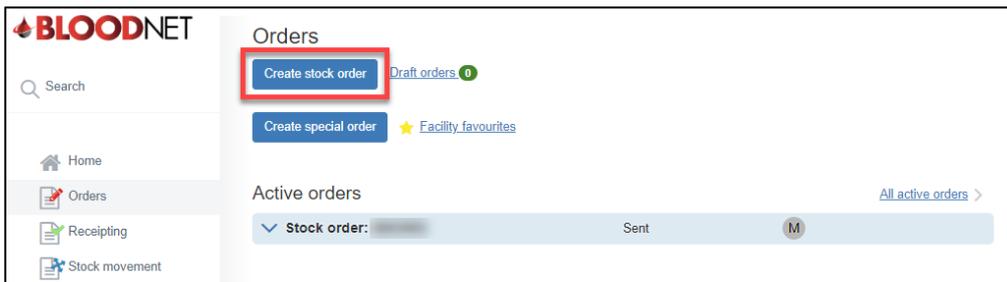
Perform the following procedure to create a **Stock order** in BloodNet:

Create a Stock Order

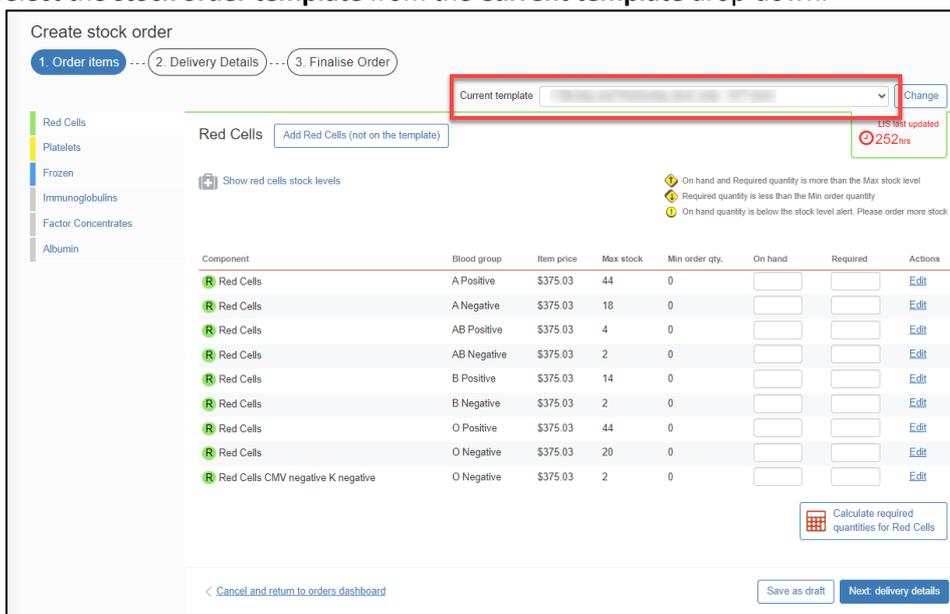
1. Select the **Orders** tile located at the top left of the home page screen.



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



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



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"/>	Edit
Red Cells	A Negative	\$375.03	18	0	<input type="text"/>	<input type="text"/>	Edit
Red Cells	AB Positive	\$375.03	4	0	<input type="text"/>	<input type="text"/>	Edit
Red Cells	AB Negative	\$375.03	2	0	<input type="text"/>	<input type="text"/>	Edit
Red Cells	B Positive	\$375.03	14	0	<input type="text"/>	<input type="text"/>	Edit
Red Cells	B Negative	\$375.03	2	0	<input type="text"/>	<input type="text"/>	Edit
Red Cells	O Positive	\$375.03	44	0	<input type="text"/>	<input type="text"/>	Edit
Red Cells	O Negative	\$375.03	20	0	<input type="text"/>	<input type="text"/>	Edit
Red Cells CMV negative K negative	O Negative	\$375.03	2	0	<input type="text"/>	<input type="text"/>	Edit

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

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Red Cells	AB Negative	\$375.03	2	0	<input type="text"/>	<input type="text"/>	Edit
Red Cells	B Positive	\$375.03	14	0	<input type="text"/>	<input type="text"/>	Edit
Red Cells	B Negative	\$375.03	2	0	<input type="text"/>	<input type="text"/>	Edit
Red Cells	O Positive	\$375.03	44	0	<input type="text"/>	<input type="text"/>	Edit
Red Cells	O Negative	\$375.03	20	0	<input type="text"/>	<input type="text"/>	Edit
Red Cells CMV negative K negative	O Negative	\$375.03	2	0	<input type="text"/>	<input type="text"/>	Edit

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



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

Create stock order

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

Enter order priority and delivery details.

Priority Routine Urgent Life Threatening

*Required field

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.

Distribution Site: [Dropdown]

Distribution Site Contact: [Text]

Run day	Place order by	Dispatch	ETA (+/- 30 minutes)	Courier
Monday - Friday	09:00	10:00	11:00	Fedex
Monday - Friday	10:00	12:00	12:30	Fedex
Monday - Friday	15:00	15:00	16:00	Fedex

Delivery Next routine delivery Specify date and time required

[Add comment](#)

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

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 [Close]

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 [Close]

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](#)

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

Create stock order

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

Review and finalise order.

Priority **Urgent**

Call Lifeblood on [Redacted]

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 Min 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 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.

Order [Redacted] has been sent.

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

- 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.