



Receipting Issue Notes

Receipting is the final step in the ordering process and should be completed upon physical receipt of the items ordered from BloodNet.

1. The Receipting tile on the BloodNet home page will show a notification of the number of orders that have not been receipted. Click on the **Receipting** tile on the home page.

+ BLOODNET		10. A 10.	Change facility	Session expires in 17
			Feedback	Q Search
	The stock movement	Autonsation	+ Australian Red Cros	s Lifeblood Contacts
>	> >		Quick actions	
2 Active 2 Active	O Active	57) - <u>Dispense requests</u> 56) - <u>Planning sheets</u>	Create stock order	>
		O - Dispensing discrepancies O - Pending authorisation BloodSTAP more agor	Create special order	>
		8 - DIOUGSTARTINESsages	Create transfer	>
			Create discard	>
BloodNet news			Report inventory	>
Introduction of new Gamunex 10% 40g/400mL via	l size		Reports	>
The National Blood Authority (NBA) has agreed arrangements w vial size under the national blood arrangements. The new Gamu	Templates	>		
Show more			Print blank special order	>
PlandCTAD Facility Droference Function Comments	Quarriddan		LIS administration	al a
04/03/2024	Overridden		BloodNet support materials	>

2. The Receipting dashboard will display numerous functions:

BLOODNET	The following have been awaiting receipt for greater than 72 hours. Please action • issue note: 00000	What do the icons mean () Page refresh in 00:57 Quick search
Home	Receipting	Scan or enter Donation/Lot number Scan or enter Donation/Lot number Issue number Scarch
Receipting	Active issue notes	
Stock movement	▲ Issue No: 00000 Unreceipted M	
Authorisation	Issue date: 16/02/2024 15:03 (ACDT) Assigned orders	
Report inventory	Distribution site: Lifeblood - South Australia	
Reports	Total price: \$	
S Feedback	C View issue note Receipt	
	V Issue No: 00000 Unreceipted M	
	Recent finalised issue notes D All finalised issue notes >	
	Issue note number Finalised date Distribution site Issue date Assigned order Actions	
	<u>00000 18/03/2024 09:03 (ACDT) Lifeblood - South Australia 14/03/2024 09:03 (ACDT) 20 Edit 18/03/2024 09:04 09:05 (ACDT) Lifeblood - South Australia 14/03/2024 09:05 (ACDT) 26 Edit </u>	
	COMPONENT CONTRACT CONTRA	
	14/03/2024 11:52 (ACDT) Lifeblood - South Australia 09/03/2024 16:21 (ACDT) 25 Edit	
	CO000 14/03/2024 11:51 (ACDT) Lifeblood - South Australia 05/03/2024 11:00 (ACDT) 25 Edit	
	Recent cancelled issue notes E All cancelled issue notes >	
	Issue note number Order date Cancel date Assigned order	
	U/108/2023 09/09 (ACST) 0/708/2023 21:27 (ACST) 24	
	24/03/2022 21.44 (A031) 21	

- A. A red box at the top of the screen appears for *issue notes older than 72 hours.*
- B. All active issue notes will appear here once Lifeblood have acknowledged the order and sent the order out for delivery.



1

Last modified: March 2024





- C. On the right-hand side is a **Quick Search** tool with two filters:
 - Scan or enter Donation/Lot Number: A check box option to show only items awaiting receipt can be selected to filter the search. Scan or type the Donation or Lot number and this will show the matching issue note(s) underneath the Search field. Click on the 'Receipt' button beside the correct issue note to receipt the item.
 - **Issue number:** Type or paste the issue note number and it will display the issue note and the status. This status will show if it has been receipted or unreceipted. Click on the issue note to see more information.
- D. **Recent finalised issue notes** will show the last 5 finalised issue notes. To view all past issue notes, select the **All finalised issue notes** link.
- E. **Recent cancelled issue notes** will display the last 5 cancelled issue notes. Select **View cancelled issue notes** to see all cancelled issue notes history.
- 3. There are multiple ways of receipting an order on the Receipting page:

Option A: Drop down the active issue note to see more details and select **Receipt** which will take you to the Receipt issue note page.

Receipting		
Active issue notes		All active issue notes >
∧ Issue No: 00000	Unreceipted	M
Issue date: 16/02/2024 15:03 (ACDT) Issued quantity: 20 Distribution site: Lifeblood - South Australia Total price: \$	Assigne 25	ed orders
		View issue note Receipt
✓ Issue No: 00000	Unreceipted	M

Option B: Using the Quick Search tool, **scan or enter the donation/lot number** and tick the checkbox for *Show only items awaiting receipt* then select Search. It will then show the order with the Unreceipted/Receipted status. Click **Receipt** to proceed to the Receipt issue note page.

Quick search
 Scan or enter Donation/Lot number Show only items awaiting receipt Issue number
P100 Search
Item P100 (ALBUREX 5 AU 25g/500mL (50052)) expiring on 30/06/2026 23:59
🔁 <u>Issue 00000</u> 🚥 🚥 M
Unreceipted





Γ



 The Receipt issue note page will display the order details and items for receipting. Note: Before receipting the items, select *View issue note* which will open a new window of the issue note made by Lifeblood.

Receipt issue note
Lifeblood - Brisbane : 07 3838 9010 (24/7)
View issue note View details of order number 25
Issue note date: 05/03/2024 11:00 (ACDT)
Comments: ment removed due to privacy concerns.
Total issue price: \$2,339.10
Add feedback to v
ltem not on issue note
Items for receipting
To provide feedback select all <i>or</i> individual items below and click <i>add feedback</i> . Please note: Feedback will be sent to Lifeblood the next day.

Confirm the following details to verify the issue note is with the correct order.

- Order ref. number matches the Order number in BloodNet
- Comments have been acknowledged (if comments made when ordered)
- **Items and quantity** ordered are accurate (lot numbers, blood or blood product, vial size, etc.)

Australian Red Cross	COMPONENT ISSUE															
Date and time Facility	05/03/	2024	- 11:	00								ļ				1
Ward Order ref. Prescribing Doctor Permanent Number HOSPITAL UR ORDER NUMBER ORDERED AGREED	CLINIC 25930 00000 30 30	CAL M	IANAC	GER (C	000001)										
Comments	Compi	leted														
Call couriers to	collect															
SuppI DONATION NO /B PHENOTYPE	atch /	ABO	Unit	Qty	Colle Date	ection	Exp	oiry	EX TI	(PIRY I Me	Modifie	ers				Vol
ALBUREX 5 AU 25g/500mL (50052) 0029 P100 10 30/06/2026																
ALBUREX 20 AU 20g/100mL (50202) 0029 P100 20 31/05/2026																
TOTAL ISSUES		A	A-	A+	AB	AB-	AB+	В	B-	B+	0	0-	0+	Qty	Vol	
50202														20		
50052														10		

Note: If any of the above details are incorrect, please contact your Lifeblood Customer Service Delivery (CSD) centre by calling the number at the top of the Receipting Issue Note Page.





Last modified: March 2024





Receipt issue note		Receipting less than is	ssued					
Lifeblood - Brisbane : 07 3838 9010 (24/7)		Scan or enter Donation/Lot number and quantity received						
		Donation/Lot numbe	er	Quantity received				
View issue note View details of order number 25		✓ Receint						
Issue note date: 05/03/2024 11:00 (ACDT)		• Receipt			A			
Comments: ment removed due to privacy concerns. Total issue price: \$2,339.10								
Add feedback to entire issue note	~D							
2 Item not on issue note								
Items for receipting 🕒					С			
To provide feedback select all or individual items belo Please note: Feedback will be sent to Lifeblood the ne	w and click <i>add feedback.</i> ext day.			Remove feedback	Add feedback			
Receipted Donation/Lot number	Issue component	Blood group	Expiry date	Received qty.	E Feedback			
V M UnReceipt P100	ALBUREX 5 AU 25g/500mL (50052)		30/06/2026 23:5	9 10 of 10				
M Receipt P100	ALBUREX 20 AU 20g/100mL (50202)		31/05/2026 23:5	9 of 20				
< Cancel and return to receipting dashboard			Save and continue	later Finalise re	eceipting and save			

- A. Change the *Quantity received* amount then select the *Donation/Lot number* field and scan or type the donation/Lot number which will then receipt the item.
- B. Find the item in the *Items for receipting* list and select the **Receipt** hyperlink in the Receipted column which will set the *Received qty.* to the issued quantity.
- C. If the item received does not contain the same quantity as specified on the issue note, or there is something wrong with item, you need to provide feedback by selecting the **Feedback** checkbox and selecting **Add feedback** to add a reason. You can also contact your Lifeblood Customer Service Delivery (CSD) Centre by calling the number at the top of the Receipting Issue Note Page.
- D. If the whole order received does not contain the same quantity as specified on the issue note, or there is something wrong with the order, you need to provide feedback by selecting the drop down menu next to **Add feedback to entire issue note**. You can also contact your Lifeblood Customer Service Delivery (CSD) Centre by calling the number at the top of the Receipting Issue Note Page.
- E. Once everything has been filled in, select the *Save and continue later* button to finalise receipting the order later or select *Finalise receipting and save* to receipt order and redirect to the Receipting page.
- 5. A green alert will show at the top of the screen to notify the issue note has been successfully receipted.





Last modified: March 2024