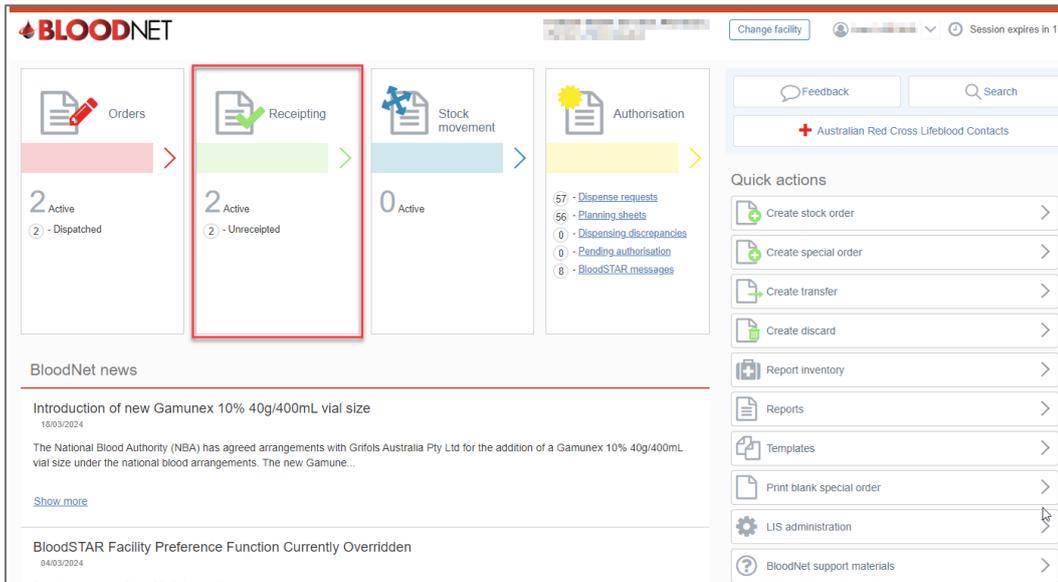


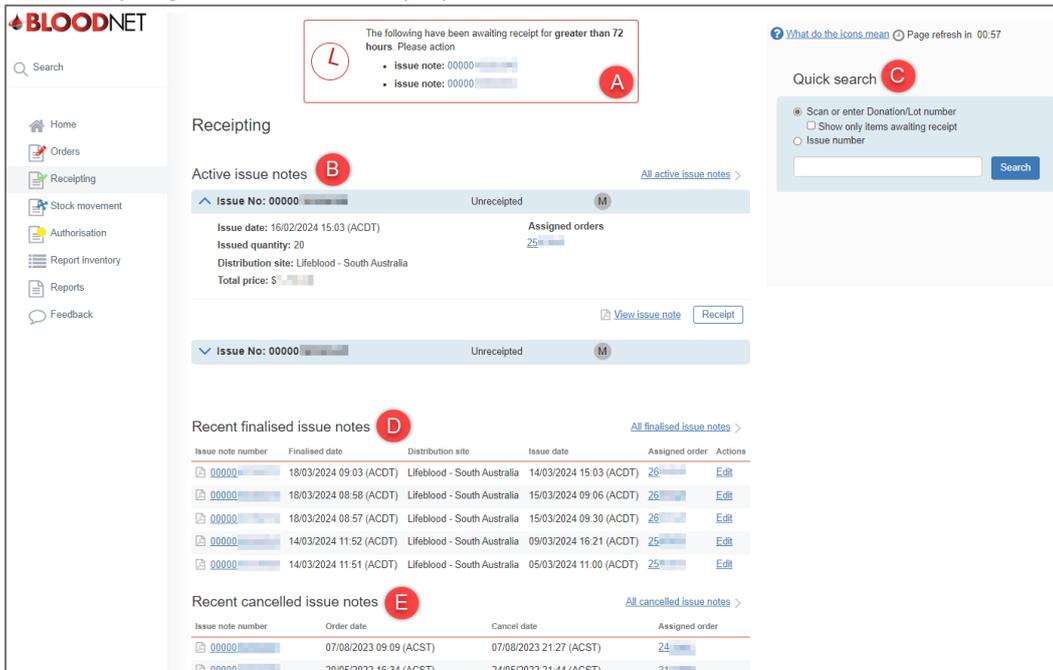
Receipting Issue Notes

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.



2. The Receipting dashboard will display numerous functions:



- 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 Lifblood have acknowledged the order and sent the order out for delivery.

- 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) Assigned orders
Issued quantity: 20 25
Distribution site: Lifeblood - South Australia
Total price: \$

[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

Issue 00000 M
Unreceipted

Receipt

4. 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
 No. 00000

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 entire issue note

[Item not on issue note](#)

Items for receipting

To provide feedback select all or individual items below and click *add feedback*.
 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.)

COMPONENT ISSUE
 NUMBER 00000

Date and time 05/03/2024 - 11:00

Facility [Redacted]

Ward CLINICAL MANAGER (000001)

Order ref. 2593014

Prescribing Doctor [Redacted]
Permanent Number [Redacted]
HOSPITAL UR [Redacted]
ORDER NUMBER 000000
ORDERED 30
AGREED 30
STATUS Completed

Comments
 Call couriers to collect

Suppl PHENOTYPE	DONATION NO./Batch	ABO	Unit	Qty	Collection Date	Expiry	EXPIRY Modifiers TIME	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+	B	B-	B+	O	O-	O+	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.

Receipt issue note
No. 00000 [redacted]

Lifeblood - Brisbane : 07 3838 9010 (24/7)

[View issue note](#) [View details of order number 25\[redacted\]](#)

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 entire issue note **D**

[Item not on issue note](#)

Items for receiving **B**

To provide feedback select all or individual items below and click *add feedback*. Please note: Feedback will be sent to Lifeblood the next day. Remove feedback Add feedback **C**

Received	Donation/Lot number	Issue component	Blood group	Expiry date	Received qty.	Feedback
<input checked="" type="checkbox"/> UnReceipt	P100 [redacted]	ALBUREX 5 AU 25g/500mL (50052)		30/06/2026 23:59	10 of 10	<input type="checkbox"/>
<input checked="" type="checkbox"/> Receipt	P100 [redacted]	ALBUREX 20 AU 20g/100mL (50202)		31/05/2026 23:59	of 20	<input checked="" type="checkbox"/>

[Cancel and return to receiving dashboard](#) Save and continue later **Finalise receiving 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 receiving** list and select the **Receipt** hyperlink in the Received 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 Receiving 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 Receiving Issue Note Page.
 - E. Once everything has been filled in, select the **Save and continue later** button to finalise receiving the order later or select **Finalise receiving and save** to receipt order and redirect to the Receiving page.
5. A green alert will show at the top of the screen to notify the issue note has been successfully received.

