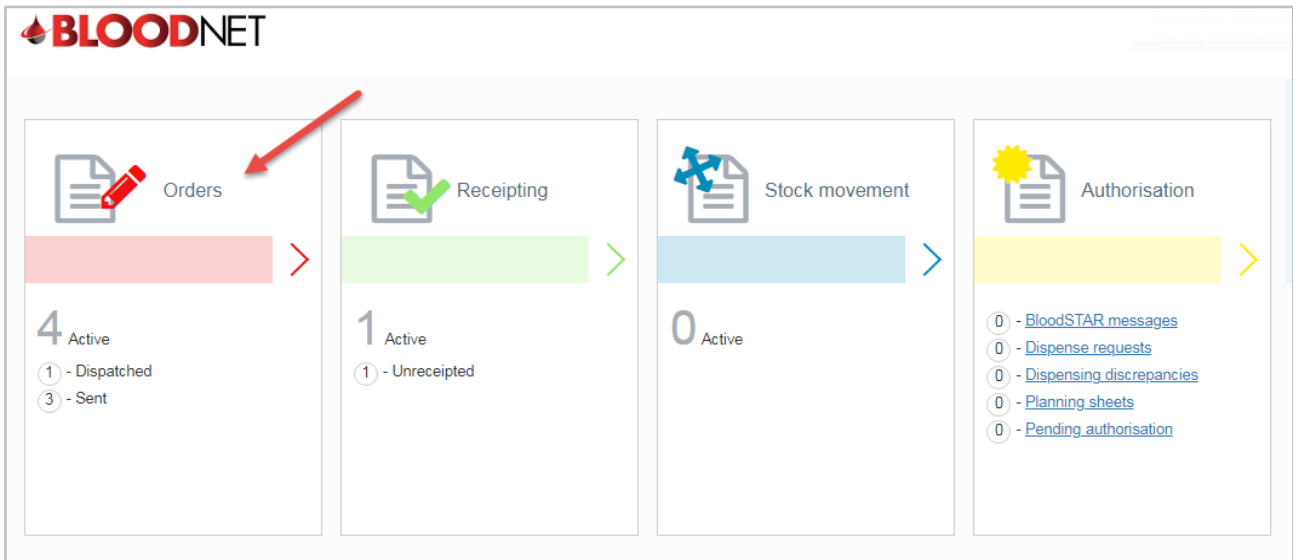


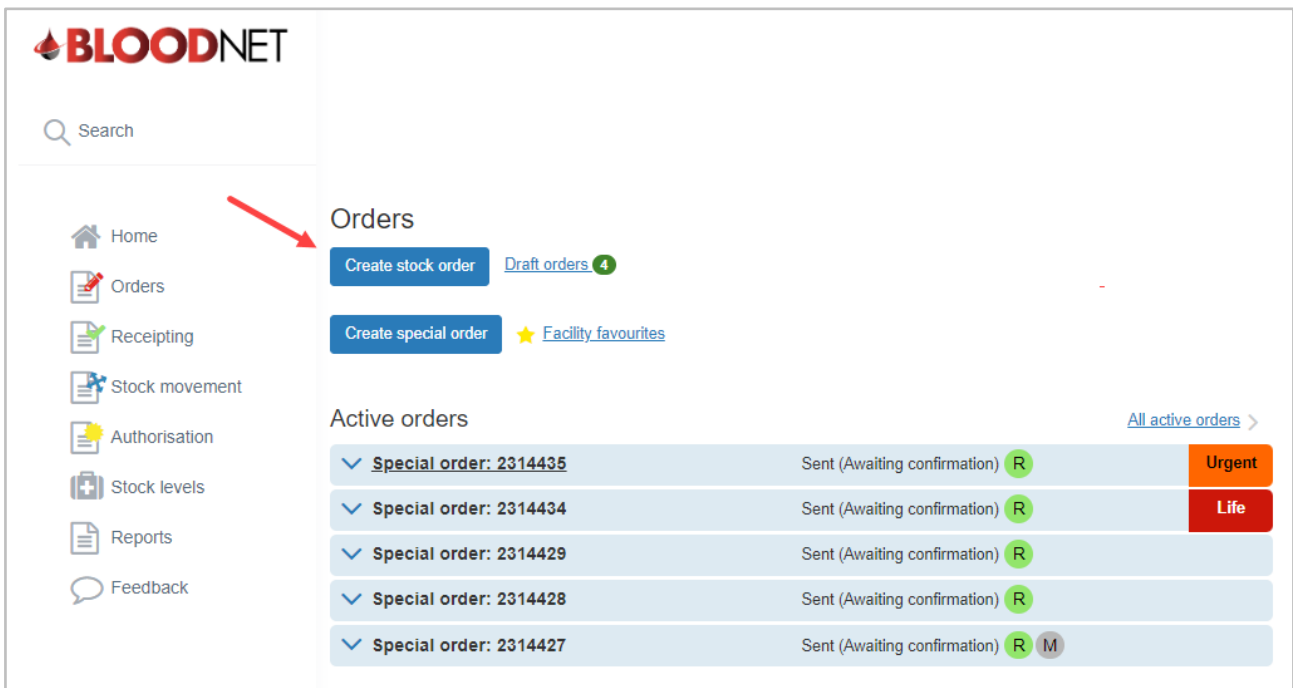
Creating a Stock Order – Tip sheet

Perform the following procedure to create a Stock Order in BloodNet:

1. Click the 'Orders' tile located at the top left of the home page screen.



2. Click the 'Create Order' button.



3. Select the Stock Order Template from the 'Current Template' drop-down.

The screenshot shows the 'Create stock order' interface. The 'Current template' dropdown is open, displaying a list of templates. The 'Red Cells' category is selected in the sidebar. A 'Change' button is visible next to the dropdown.

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

Please note: 'Component' or 'Product' that are not on the template can be added by selecting the 'Add Stock Type (not on template)' button.

The screenshot shows the 'Create stock order' page with the 'Red Cells' component list expanded. The 'Add Red Cells (not on the template)' button is highlighted. The table below lists the components and their details.

Component	Blood group	Item price	Max stock	Min order qty.	On hand	Required	Actions
Red Cells CMV negative Irradiated K negative	O Positive	\$357.14			<input type="text"/>	<input type="text"/>	Edit
Red Cells K negative	O Positive	\$357.14			<input type="text"/>	<input type="text"/>	Edit
Red Cells CMV negative Irradiated for IUT K negative	O Positive	\$357.14			<input type="text"/>	<input type="text"/>	Edit
Red Cells Paediatric CMV negative K negative	A Positive	\$109.18			<input type="text"/>	<input type="text"/>	Edit

Additional UI elements include a 'Calculate required quantities for Red Cells' button and a 'Next: delivery details' button highlighted in red.

5. Enter the 'Required' amount and then click 'Next: delivery details'.

BLOODNET Create stock order

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

Search Current template: test Change

Red Cells Platelets Frozen Immunoglobulins Factor Concentrates Albumin

Red Cells Add Red Cells (not on the template)

Show red cells stock levels
LIS last updated 4616hrs

- 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
R Red Cells CMV negative Irradiated K negative	O Positive	\$357.14			<input type="text"/>	<input type="text" value="4"/>	Edit
R Red Cells K negative	O Positive	\$357.14			<input type="text"/>	<input type="text" value="2"/>	Edit
R Red Cells CMV negative Irradiated for IUT K negative	O Positive	\$357.14			<input type="text"/>	<input type="text"/>	Edit
R Red Cells Paediatric CMV negative K negative	A Positive	\$109.18			<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. Click the 'Finalise Order' button.

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

BLOODNET Create stock order

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

Enter order priority and delivery details.

Priority
Routine Urgent Life Threatening

Distribution Site Lifeblood - Townsville

Distribution Site Contact 07 4726 9608 (BH) 0427 886 900 (AH)

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

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.

Please note: If you wish to edit the order, click on 'Back to order items' hyperlink and amend the order as necessary.

7. Click **'Send order'** to finalise and send the order to the Australian Red Cross Lifeblood Distribution site

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 Delivery Centre.

The **Stock Order** has been sent to the Australian Red Cross LifeBlood Distribution site successfully.