**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:

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| **Create a Stock Order** |
| 1. Select the **Orders** tile located at the top left of the home page screen.

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| 1. Select the **Create stock order** button.

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| 1. Select the **stock order** **template** from the **Current template** drop-down.

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| 1. Add the items by selecting the relevant **Component** or **Product**.

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| Icon  Description automatically generated | **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. |

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| 1. Enter the **Required** amount and then click **Next: delivery details**.

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| 1. 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.

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

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| Icon  Description automatically generated | **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. |

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| 1. 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**.

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| 1. Select the **Send order** button to finalise and send the order to the Lifeblood distribution site.

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| Icon  Description automatically generated | **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. |

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| 1. 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.

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| Icon  Description automatically generated | The **Stock order** has been sent to your local Lifeblood distribution site. |

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