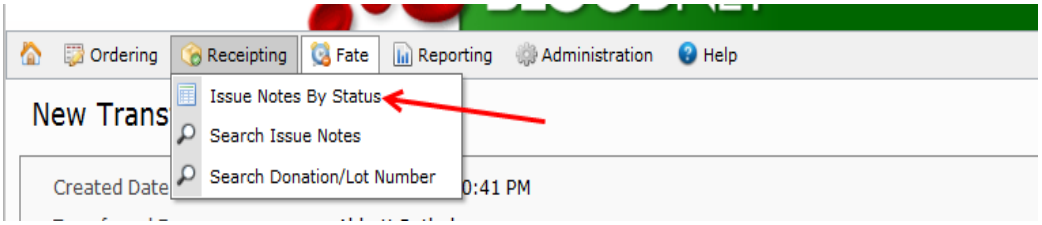
BLOODNET

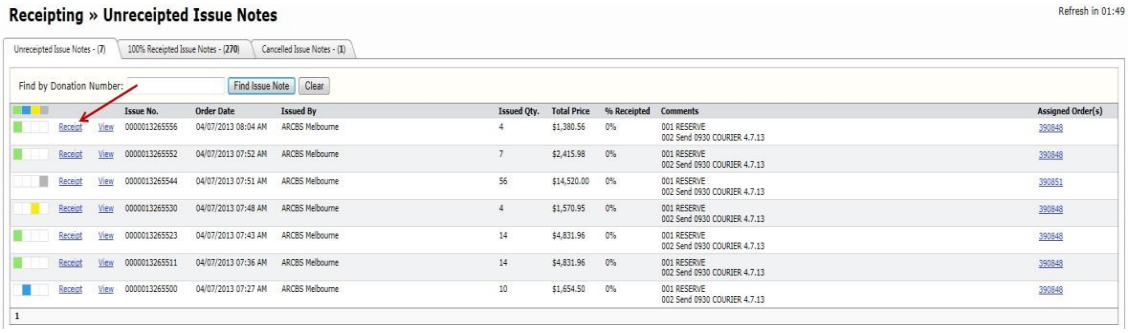
BloodNet Receipting Tip Sheet

Receipting is the final step in the ordering process and should be completed upon physical receipt of your order from the Blood Service. There are 4 steps to receipting orders into BloodNet.

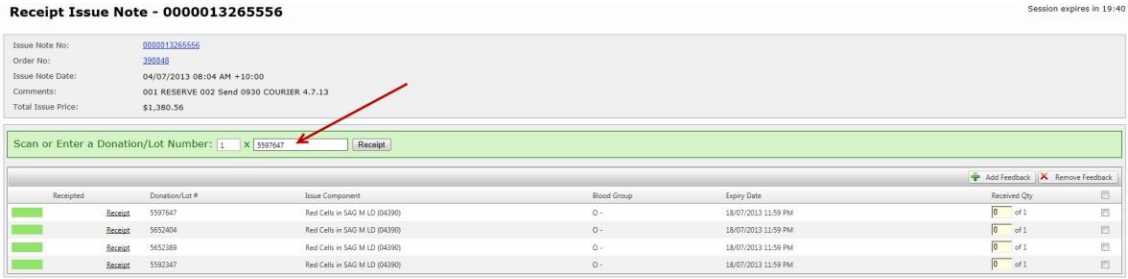
1. Hover over 'Receipting' on the menu bar across the top of the screen and click 'Issue Notes by Status'.



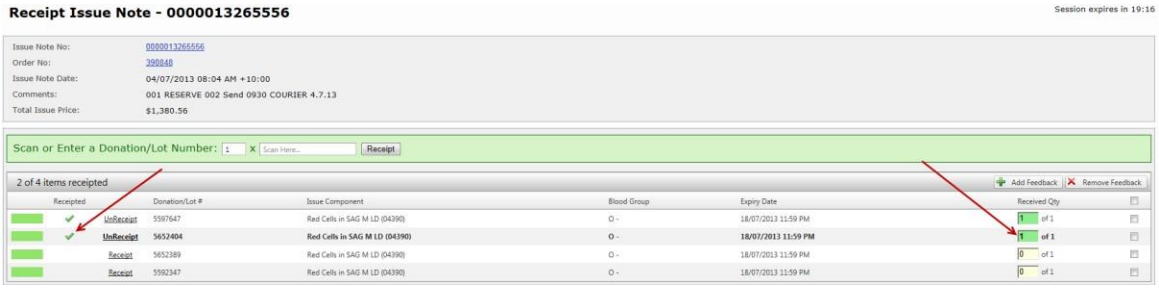
2. Click 'Receipt' on the line which corresponds to the issue note received with your order



3. Scan the product's donation or lot number into the highlighted box.



When you scan in the donation number, the product will appear in bold; this signifies the product being receipted.



4. Once you have scanned all items on the issue note click 'Finish and Save'. This will redirect you to the 100% Receipted Issue Notes page, this completes the receipting process.

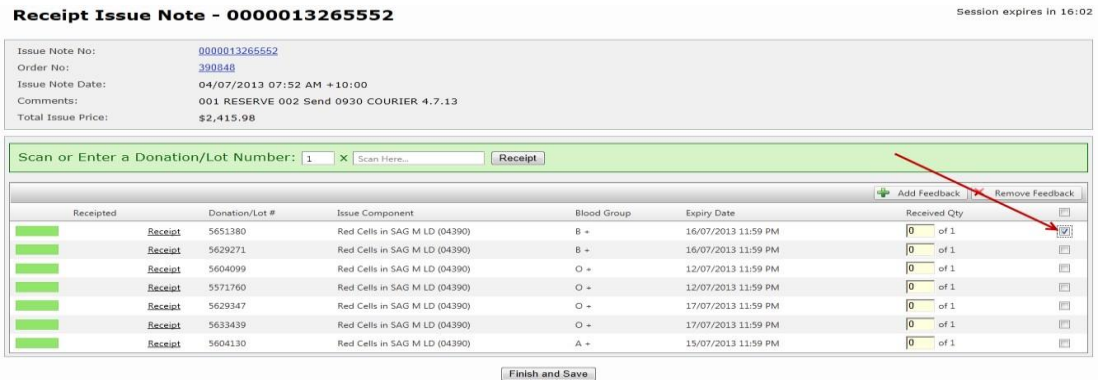
NATIONAL BLOOD AUTHORITY
AUSTRALIA

Support
phone: 13 000 BLOOD (13 000 25663)
email: support@blood.gov.au

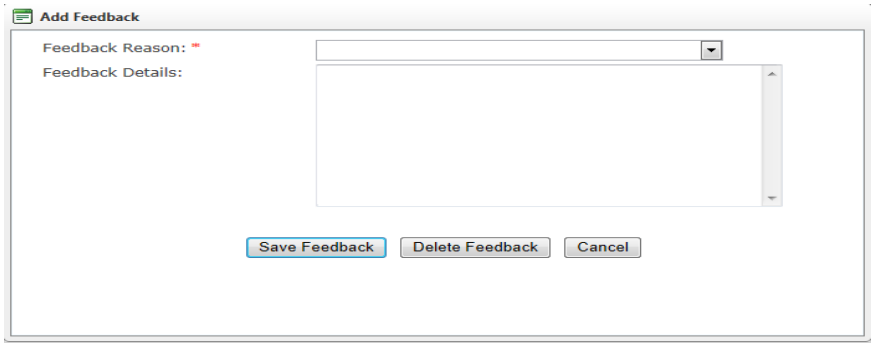
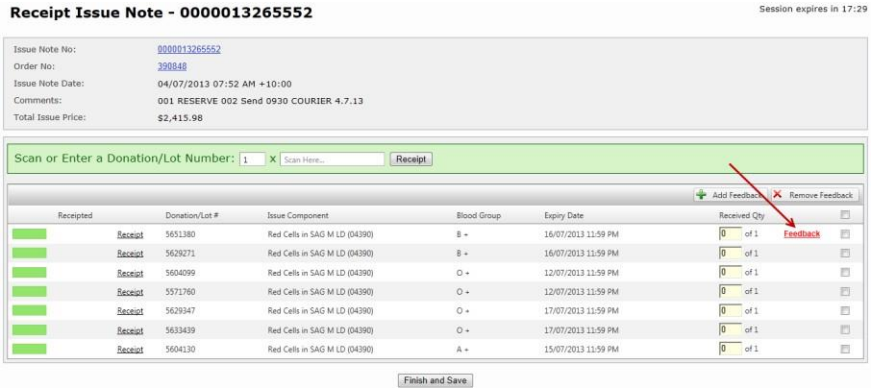
Entering Feedback

If you need to send through feedback to the supplier about the product you have received, you are able to enter this feedback against individual units during the receipting process in 3 steps.

1. After you have opened the correct issue note (see step 2 of receipting) identify the corresponding donation number and check the tick box on the far right of the screen that correlates with the correct donation number (or click the box in the header line to apply to all).



2. Click 'Add Feedback' and complete the form which will appear in a new window with the feedback details.



3. Once complete click 'Save Feedback'. Continue receipting the issue note and then click 'Finish and Save' to save your actions. The unit with feedback marked against it will be identified by the word 'Feedback' beside it in red.