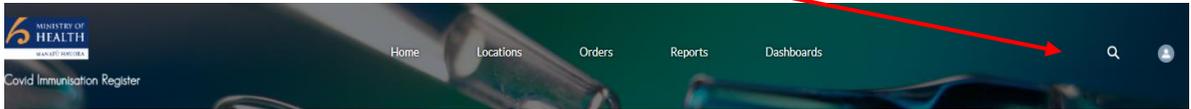


Receipting and Recording Stock on Hand

RECEIPTING ORDERS (*Do this each time stock arrives*)

Note: This step needs to be done before any stock can be recorded as being used

1. Type your provider name into the search bar. **You must select the facility profile (not the site).**



2. On your main profile page, scroll down to the **Incoming Orders** box and click on the order number to be receipted. New orders to be receipted will show as *“Dispatched”* in the status column. For example:

Order Number	Sending Location	Order Type	Delivery Date	Status
00003366	DHL	Supplier	30/07/2021	Dispatched

3. Select **Receipt Order** at the top right of the screen. A box like the one below will appear. Confirm that the quantity you have received is the same as that shown in the order and select **Receipt Stock**. If the stock differs from what was received, you can edit this by hovering over the number in the quantity box and clicking the pen/pencil edit button and **saving** the changes.

Receipt Order

STOCK RECEIVED

Please confirm the received stock and update the Quantity if any discrepancies exist.

Product Name	Quantity	Batch Id	Expiry Da
1 Pfizer BioNTech COVID-19 (15 Pack)	12	FC5029-005	5/08/202

Cancel Save

Receipt Stock

4. Once any changes are saved, click the **Receipt Stock** button.

Receipt Order

STOCK RECEIVED

Please confirm the received stock and update the Quantity if any discrepancies exist.

Product Name	Quantity	Batch Id	Expiry Dat
1 Pfizer BioNTech COVID-19 (15 Pack)	12	FF8871-D0013	29/08/202

Receipt Stock

Click on your site name to take you back to the front screen. In the **Assets** box, you will see the stock on hand that you have just received.

Inventory Related

Assets (6)

Asset Name	Stock on Hand	Unit of Measure	Storage Requirement
Pfizer BioNTech COVID-19 (15 P...	12	15 Pack	Cold Chain (2-8C) ▼

RECORDING STOCK THAT HAS BEEN USED (CONSUMPTION)

Note: This needs to be updated daily to allow new orders to be made.

1. Select the asset that you want to record as being used. A box like the one below will appear. It is here you will see what you have received and where you will re-work the stock from *packs* to *vials*, and then also record consumption.

Current Stock

Batch Id	Total Quantity	Available	Unavailable	Quantity In Tr...	Quarantined	Expiry Date/Time
<input checked="" type="radio"/> FF8871-D0013	12 x 15 Pack	12	0	0	0	29/08/2021, 12:00:
<input type="radio"/> FF4222-D006	0 x 15 Pack	0	0	13	0	20/08/2021, 12:00:
<input type="radio"/> FF4222-002	0 x 15 Pack	0	0	4	0	13/08/2021, 09:50:
<input type="radio"/> FC5029-005	0 x 15 Pack	0	0	12	0	5/08/2021, 09:26 a

2. Before you can record consumption, you need to convert packs into vials. This is called *re-working*. Select the stock you would like to re-work then click on the **Stock Re-Work** tab and a box like the one below will appear.

Current Stock

Stock Re-work
Change in storage accreditation, batch number, use by date.

Product: Pfizer BioNTech COVID-19 (15 Pack) 15 Pack
Batch Number: FF8871-D0013
Use by date: 29/08/2021, 12:00 am
Current Stock on Hand: 12 x 15 Pack

Please select one of the following Re-work options:

Quantity	Related Product Name	Related Product Quantity	Unit of Measure	Storage Accreditation
<input type="text" value="1"/>	Pfizer BioNTech COVID-19 (...)	15	Vials	Cold Chain (2-8C)

3. Select the stock you want to re-work, click next then a box like the one below will appear. It will show you the current stock you have on hand. In this case there are twelve 15 packs which you need to convert into vials. Click the **Quantity** box and type in the number of packs you would like to convert and then click complete, in this case you would type in 12. You will need to do this for each product type. The number of resulting vials is calculated automatically.

Current Stock

Stock Re-work
Change in storage accreditation, batch number, use by date.

Product: Pfizer BioNTech COVID-19 (15 Pack) 15 Pack
Batch Number: FF8871-D0013
Use by date: 29/08/2021, 12:00 am
Current Stock on Hand: 12 x 15 Pack

New Product:
Pfizer BioNTech COVID-19 (Vials)
New Unit Of Measure:
Vials

* Quantity
0.00

Max Quantity: 12

* Batch Id
FF8871-D0013

* Expiry Date/Time
29/08/2021 12:00 AM

Once you have done this you then click on your site name again (top left hand of the screen under asset information) to get to the home page. You will see that the stock on hand is now recorded as vials which means you can now record consumption.

Recording Stock on Hand

1. Click into the asset that you wish to record consumption for, and a box like the one below will appear.
2. Select the batch that has stock on hand measured as vials and the select **record consumption**:

Current Stock

Batch Id	Total Quantity	Available	Unavailable ↑	Quantity In Tr...	Quarantined	Expiry Date/Time
<input checked="" type="radio"/> FF8871-D0013	180 x Vials	180	0	0	0	29/08/2021, 12:00 a

3. Once you do this a box like the one below will appear. This is where you can either record how many vials you have consumed in that day or what the stock on hand is at the end of the day. Select either **Record Consumption** and input the quantity of vials consumed, or **Record Stock on Hand (End of Day)** and enter the number of vials remaining in that batch and then click save. Note that you will often have multiple batch numbers. Consumables need to be 'consumed' in the portal as appropriate. This does not need to be daily.

Current Stock

CONSUMPTION

Product: Pfizer BioNTech COVID-19 (Vials) Cold Chain (2-8C)
Batch Number: FF8871-D0013
Expiry date: 29/08/2021, 12:00 am
Current Stock on Hand: 180 x Vials

* Type:
 Record Consumption
 Record Stock On Hand (End of day)

Consumption:

* Quantity (Vials)

* Date
2/06/2021