REPUBLIC OF GHANA MINISTRY OF HEALTH



GHILMIS SYSTEM END-USER AID

Order Management Functionality

Contents

Acronyms	
Introduction	4
Purchase Order (PO) creation	5
Purchase Order (PO) Review and Submission	
System Roles and Responsibilities (Health Centre)	22
System Roles and Responsibilities (CHPS)	22

Acronyms

DHD	District Health Directorate
PO	Purchase Order
RMS	Regional Medical Stores
SOP	Standard Operating Manual
SDP	Service delivery point

Introduction

The procedures described in this manual is for officers at the health facility ordering commodities from the RMS. The requisition(s) are created for the Head of Facility/Facility In-Charge/District Health Directorates to review and approve or reject.

Purpose of the Manual

This SOP Manual is intended to simplify and standardize the functions of order creation at the SDP.

Why should you use this manual?

This manual will enable you to carry out order creation at SDP

Whom to perform this Activity

Customer Order Admin

Customer Order Manager

How to perform this Activity

Log in to the url: <u>www.rtvn9702.onenetwork.com</u>

Type in your username and password to log in

$\leftarrow \ \rightarrow \ {\tt G}$	logon.onenetwork.com/sso/logout.sso?_origReqURL=https%3A%2F%2Frtvn9702.onenetwork.com%3A443%2Foms	07	☆	в
	One Network Enterprises™			
	→ Sign In			
	ghilmis_BFayemi			
	Log In			
	💄 Forgot Username?			
	General Password?			
	Contact Support			

Purchase Order (PO) creation

> Log in as a customer order admin at your facility

one 🔺	* 0 6	02		= _PO) by Order No		Q	۵	٥	ABUAKWA_UAT User1 Customer Order Manager
Contract Mgm	nt Order Mgmt	Warehouse Mgmt In	ventory Replenishment	Demand Plar	nning A 🗸 Customer Order	Admin (Ghana Ministry (of Health.Customer Order Adn	nin) - Ghana Ministry of Health/Abua	K	Switch Role
# Buyer SC	CA Dashboard 🗙				V Customer Order	Manager (Ghana Ministr	y of Health.Customer Order M	lanager) - Ghana Ministry of Health/		Switch Themes
					Inventory Manag	er (Ghana Ministry of He	alth.inventory Manager) - Gha	ana Ministry of Health/Abuakwa He		User Profile
Purchase	Order Summar	1			Transportation N	Manager (Ghana Ministry	of Health.Transportation Man	ager) - Ghana Ministry of Health/		Switch User Session Information
Q Filters (e	edit): [Creation Date:	Jan 3, 2019 12:00 AM - Apr 7	, 2019 11:59 PM][Show States	With Zero Count: N	No]	nain Admin (vendor Sup	piy Chain Admin) - Ghana Mini	stry of Health/Abuakwa Health Cent		Force Refresh
State			With Non Blocking Holds		Warehouse Man	ager (Gnana Ministry of I 39432	Health, warehouse Manager) - 39432	Gnana Ministry of Health/Abuakwa He. Ashanti Regional Medical		Command Center Help
Draft		26	0 0		*		5562	Store - Vendor) Logout

> To create a new purchase order, navigate to Order Management then select New PO

one 🕋 🧃			PO by Order No		Q		
Contract Mgmt	Order Mgmt Warehouse Mgmt	Inventory Replenishmen	t Demand Planning Administratio	n Reports	5 Tools Tr	raining Guides	Dashboard N
🕷 Buyer SCA 🛛	New PO						
	New Sales Order						
Purchase Or			▲	C 🔹	Purchase	Orders Await	ing Approva
Q Filters (edit)	Purchase Order	r 7, 2019 11:59 PM][Show State	With Zero Count: No]		Q Filters (et	dit): None	
	Sales Order	; With Non			Order Numb		Ref
State		Blocking Holds					

> To complete the header, populate the mandatory fields marked with asterisks (*) on the order header as shown and explained below:

one 🛪 🛨 🕫 🖸 🖉 🦨	PO by Order No			Q		4	٩	ABUAKWA_UAT User1 Customer Order Manager
Contract Mgmt Order Mgmt Warehouse Mgmt Inventory Replenishment	Demand Planning Administration	Reports Tools 1	raining Guides	Dashboard Mgmt	Command & Control Config			
🛪 Buyer SCA Dashboard 🗶 New PO 🗙								
Vew Order						🔞 D	efault_l	PO_Template 👻 🍡 🐻
Order No:	State: Draft			_				
* Buying Org: Abuakwa Health Centre	* Vendor: Asha	nti Regional Medical St	>					
* Ship To: My Site 💉 Abuakwa Health Centre -	Ship From: Vend	lor's Site 👻 Ashanti F	egional Medical					
* Ship To Address: Unkown, Atwima Mwabiagya Unknown Abuakwa, Ashanti, GH	Ship From Address: Unkno Unkno	wn, Unknown wn Unknown, Unknown,	51					
* Trans Mode: TRCK	Parent Order No:							
Request Delivery Date: Apr 11, 2019 9:00 AM	Fulfillment Org:							
Request Ship Date: Apr 11, 2019 12:00 AM 🛗 🕐 🏝	OMO Org:							
Total Amount: NaN	Currency:							
Total Qty / Weight / Volume:	Owning Site: Abua	ikwa Health Centre - At	L					

*Vendor: Click on the space provided type the name of your RMS. you can also select from the list that drops down as you type the name of the RMS

*Ship To: Enter the name of your facility

Ship from: Enter the name of the RMS

*Trans Mode: Enter "TRCK" in this space.

*Request Delivery Date: Click on the calendar by the space provided and select the appropriate Date. Note; this is the date estimated for the RMS to deliver the shipment from the Supplier (RMS) to your facility.

> To create an emergency order, tick the box by "Emergency".

one 🔺 🛨 😂	0 0 2		E PO by Ord	ler No				Q		¢	٩	ABUAKWA_UAT	User1 Manager
Contract Mgmt Order Mgn	nt Warehouse Mgmt Inve	ntory Replenishment	Demand Planning	Administrati	ion Reports	Tools Tra	ining Guides	Dashboard Mgmt	Command & Control Config				
# Buyer SCA Dashboard	× New PO ×												2
New Order										🕅 De	efault_	PO_Template 👻	*: ≣⊗
* Buying Org:	Abuakwa Health Centre			* Vendor:	Ashanti Regional	Medical Sto							
* Ship To:	My Site 👻 Abuakwa H	ealth Centre -		Ship From:	Vendor's Site 💙	Ashanti Rej	gional Medical						
* Ship To Address:	Unkown, Atwima Mwabiagya Unknown Abuakwa, Ashanti, GH		Ship Fr	rom Address: ປ ປ	Jnknown, Unknown Jnknown Unknown,	Unknown,							- 1
* Trans Mode:	TRCK		Pare	nt Order No:									- 1
* Request Delivery Date:	Apr 11, 2019 9:00 AM 🛗 🕗		Ful	fillment Org:									- 1
Request Ship Date:	Apr 11, 2019 12:00 AM 🛗 🥑	F		OMO Org:									- 1
Total Amount:	NaN			Currency:		~							- 1
Total Qty / Weight / Volume:				Owning Site:	Abuakwa Health (Centre - Abu							- 1
Authorization:			Ľ	Emergency:	<u>×</u>								v

> After filling the above information, next is to complete line details,

•

Note that for every line, there are three key requirements,

- populate Item,
- Request Quantity
- Program

one 🐐 ★ 😂 🔯 🛛 🖉	PO by Order No	Q		ABUAKWA_UAT User1 Customer Order Manager
Contract Mgmt Order Mgmt Warehouse Mgmt Inventory	Replenishment Demand Planning Administration	Reports Tools Training Guides Dashboa	ard Mgmt Command & Control Config	
🖶 Buyer SCA Dashboard 🗶 New PO 🗶				2
New Order				🚯 Default_PO_Template 👻 🎥 🔜
Order No:	State: Draft			
* Buying Org: Abuakwa Health Centre	* Vendor: Ashan	ti Regional Medical Sto		
* Ship To: My Site 🛛 👻 Abuakwa Health	Centre - Ship From: Vendo	r's Site 🍟 Ashanti Regional Medical		
* Ship To Address: Unkown, Atwima Mwabiagya Unknown Abuakwa, Ashanti, GH	Ship From Address: Unknow Unknow	rn, Unknown rn Unknown, Unknown,		
* Trans Mode: TRCK	Parent Order No:			
* Request Delivery Date: Apr 11, 2019 9:00 AM	Fulfillment Org:			
Request Ship Date: Apr 11, 2019 12:00 AM 🛗 🕐 🏝	OMO Org:			
Total Amount: 11.20	Currency: GHS	~		
Total Qty / Weight / Volume:	Owning Site: Abuak	wa Health Centre - Abu		•
Lines Billing & Contact Terms SAC & Penalty Codes	Tracking Milestones Notes And Attachments	Holds Problems Other Links		Ó
Line No 🖋 Line Type Desc State	Product Group Level	Request Promise Quantity Quantity OUnit	Price Line Amount Reason Code	Program Quantity UOM Reason Comment
TempLine-1 Product Draft	18903840000690 Amoxicillin/Clav Acid 500/125 mg Amoxicillin/Clav Acid 500/125 mg Tablet, 14 Tablets	10	1.12 11.20 NMC	;p
< Viewing 1-1 of 1				Add Line
			· · · · · · · · · · · · · · · · · · ·	🐺 📀 Add Line(s) 🔚 Save 🔚 Submit

Saving the order: Save the order immediately you are done populating the first line. At the bottom right corner, click on *save* as shown in the picture below

iontract Mgmt O		×*		≡	PO by Order 1	No			Q			¢	Cust	AKWA_UAT omer Order	User1 Manager
Bunner SCA Das	rder Mgmt 🛛 Wareh	ouse Mgmt	Inventory Repl	enishment Dem	and Planning Ac	dministration R	eports Tools	Training Guides	Dashboard Mgmt	Command & Co	ntrol Config				
Buyer SCA Das	hboard × Nev	v PO 🗙													2
ew Order												🛐 Def	ault_PO_T	emplate 📼	* * 6 ×
	Order No:					State: Draft									^
* Br	aying Org: Abuakwa H	Health Centre				Vendor: Ashanti	Regional Medical St	0							
	* Ship To: My Site	Y Abuak	wa Health Centre	-	Sł	ip From: Vendor's	s Site 👻 Ashanti I	Regional Medical							
* Ship To	Address: Unkown, Atw Unknown Ab	vima Mwabiagya wakwa, Ashanti, O	GH		Ship From	Address: Unknown, Unknown	Unknown Unknown, Unknown,								
* Tre	ns Mode: TRCK				Parent C	Irder No:									
* Request Deliv	ery Date: Apr 11, 20	19 9:00 AM 📋	0		Fulfillm	nent Org:									
Request S	ihip Date: Apr 11, 20	19 12:00 AM 📋	10 🍋		c	MO Org:									
Total	Amount: 11.20				c	urrency: GHS		~							
Total Qty / Weight	/ Volume:				Own	ning Site: Abuakw	a Health Centre - Al	DU							-
lines Billing &	Contact Terms	SAC & Pena	Ity Codes Tra	icking Mileston	les Notes And	Attachments	Holds Probler	ns Other	Links						Ó
Line No	🧨 Line Type	Line Type Desc	State	🧨 Item	Item Desc	Product Group Level	Request Quantity	Promise Quantity	🖋 Unit Price	Line Amount	Return Reason Code	🖋 * Program	I Que	intity M	Return Reason Comment
TempLine-1	Product		Draft	18903840000690	Amoxicillin/Clav		10		1.12	11.20		NMCP			
				-	Acid 500/125 mg Tablet, 14 Tablets										
				Acid 500/125 mg Tablet 14 Tablets											
				100100, 14 1001003	1										

A "Successfully saved" message will appear on a green band. A new order is created in Draft state (Status: Draft) with an order number generated

one	* *	c	o ø ,	*			PO by Order N	lo			Q		4	BUAKWA_L Customer Or	JAT User1 der Manager		
Contra	ct Mgmt C	Order Mgm	it Warehouse	Mgmt Inv	entory Repl	enishment	Demand Planning Ad	ministration R	eports Tools	Training Guides	Dashboard Mgm	t Command & C	ontrol Config				
🕷 Bu	yer SCA Das	shboard	× Update	Order 🗙	AVLs 🗶											2	
o s	iuccessfully	saved														×	
Order : 1	9825 🕈 🔳													🛅 Defat	ult_PO_Template	• • • • • • • • • • • • • • • • • • •	
		Order No:	19825				[State: Draft								<u>^</u>	
	* B	uying Org:	Abuakwa Healt	h Centre			•	Vendor: Ashanti	Regional Medical S	Sto							
		* Ship To:	My Site	 Abuakwa 	Health Centre		Sh	ip From: Vendor's	s Site 🌱 Ashanti	Regional Medical							
	* Ship T	o Address:	Unkown, Atwima I Unknown Abuakw	Mwabiagya a, Ashanti, GH			Ship From										
	* Tr	ans Mode:	TRCK				Parent O	rder No:									
•	Request Deli	very Date:	Apr 11, 2019 9:	00 AM 🛗 🕻	D		Fulfillm	Fulfilment Org:									
	Request	Ship Date:	Apr 11, 2019 12	2:00 AM 🛗 🤇	D 🎫		o	OMO Org: Atwima Mwabiagya									
	Tota	I Amount:	15.90				c	urrency: GHS		~						-	
Lines	Billing &	Contact	Terms S/	AC & Penalty	Codes Tra	cking N	lilestones Notes And	Attachments	Holds Proble	ems Other	Links					õ 🖄	
	-	Line No	/ * u	ne Type	Line Type Desc	State	🖋 Item	Item Desc	Product Group Level	er Request Quantity	Promise Quantity	🖋 Unit Price	Line Amount	🖋 Return Reason Code	🖋 Program	P Quantity UOM	
×	≋ ≋	001	Produc	τ		Draft	100601001 - Efavirenz/Lamiv DF 600/300/300 mg Film Coated Tablet, Bottle, 30 Tablet [Mylan]	Efavirenz/Lamiv DF 600/300/300 mg Film Coated Tablet, Bottle, 30 Tablet [Mylan]		1	10	1.59	9 15.90		NMCP	Case	
< Viewin	e 1-1 of 1															Add Line	
viewin	5 1-1 0/1															- Add Line	
												E	1 🔯 🔍 🝌	- C -	Add Line(s) Sav	e Actions -	

Note: Record or mentally note the **Order No.** This will be required to identify this transaction when you go to the next stage of Order Review and Submission.

In cases where you want to add lines in bulk, on the open order screen click on the Add Line(s) button at the bottom right of the screen

one 🕋 ★	C 🖸	Ø 2				No			Q			Д (ABUAKWA_U Customer Or	U AT User1 rder Manager
Contract Mgmt (Order Mgmt W	arehouse Mgmt	Inventory Repl	enishment De	mand Planning Ad	dministration R	eports Tools	Training Guides	Dashboard Mgm	t Command &	Control Config			
🕷 Buyer SCA Da	shboard ×	Update Order	AVLs ×											2
Order : 19825 🗲 🔳												🚯 Defa	ult_PO_Template	e 👻 🏪 🖬 🛛
	Order No: 19825					State: Draft								
* 8	uying Org: Abuak	wa Health Centre				Vendor: Ashanti	Regional Medical S	to						
	* Ship To: My Site	e 👻 Abuak	wa Health Centre		SI	hip From: Vendor's	Site 👻 Ashanti	Regional Medica	1					
* Ship T	o Address: Unkown Unknow	, Atwima Mwabiagya n Abuakwa, Ashanti,	GH		Ship From	Address: Unknown, Unknown	Unknown Unknown, Unknown,							
* Tr	ans Mode: TRCK				Parent C	Order No:								
* Request Deli	ivery Date: Apr 11	, 2019 9:00 AM	10		Fulfilln	nent Org:								
Request	Ship Date: Apr 11	, 2019 12:00 AM	10 1		c	OMO Org: Atwima	Mwabiagya							
Tota	Amount: 15.90					Currency: GHS		~						
Lines Billing &	Contact Terr	ms SAC & Pena	alty Codes Tra	state	ones Notes And	Attachments Item Desc	Holds Problem	ms Other	Links Promise Quantity	/ Unit Price	Line Amount	Return Reason Code	Program	Quantity UOM
x 👷 📲	001	Product		Draft	100601001 - Efavirenz/Lamiv DF 600/300/300 mg Film Coated Tablet, Bottle, 30 Tablet (Mylan)	Efavirenz/Lamiv DF 600/300/300 mg Film Coated Tablet, Bottle, 30 Tablet [Mylan]			10	1.5	9 15.9	3	NMCP	Case

🛍 💱 🔯 📜 🚳 🕮 🛞 Add Line(s) Save Actions 🗸

> A pop-up screen will appear as shown below.

one	* 1	* ;	с I	0	2 2					≡ P(O by Orde	er No				Q					¢	۹	ABUAKWA_UA Customer Orde	T User1 er Manager
Contra	t Mgmt	Orde	r Mgmt	War	ehouse Mgm	nt li	nventory	Replenis	hment	Demand Pla	anning	Administr	ation Reports	Tools	Training Guides	Dashbo	ard Mgmt	Comman	d & Control Co	nfig				
🕷 Bu	yer SCA [Dashbo	oard 3	K l	Jpdate Orde	r X	AVLs :	<																2
	9825 🗲 🛛																							- 1:50
		Ord	er No: 1	9825								State	: Draft											
		* Buyin	g Org:	Abuakw	a Health Cen	tre						* Vendor	Ashanti Region	hal Medical S	Sto									
		* Sł	nip To:	My Site	✓ Al	buakw	a Health Ce	ntre				Ship From	Vendor's Site	Y Ashanti	i Regional Medical									
	* Shi	ip To Ad	dress: L	Inkown, Inknown	Atwima Mwabi Abuakwa, Ash	agya anti, G	н				Ship Pro	om Address	Unknown Unkno	wn, Unknown										
		* Trans	Mode:	TRCK		A	dd Line(s)																
*	Request D	Delivery	Date:	Apr 11,	2019 9:00 AN	1	Q Filters																	
	Keque	est Ship	Date:	Apr 11,	2019 12:00 A	M	Bu	ying Org:	Abuakwa	a Health Cen	tre		Item Name:											
Total	Qty / Wei	ight / Vo	lume: 1	Pallet /	167.50 KILOGR	AM	It	em Type:					Item Category:											
Lines	Billing	T 8. Cor	tact	Term	< SAC & I	Por	De	cription:					My Items:											° (*
Lines	Diming	g a coi			S SAC OL	e	Produ	ct Group:					Vendor:	Ashanti Rej	gional Medical Stor	e - Ve								
						pe	Shi	p To Site:	Abuakwa	a Health Cen	tre										Return Reason C			Quantity UOM
	<u>.</u>	11 00	1		Product												Q Search	숙 <u>Clear</u>	X Close	5.0			MCR	Case
^	1921																							
																	1	ОК	Cancel					
Viewini	1-1 of 1																							Add Line
																						0.44	(Line)	
																						TA B	Save	Actions +

On the screen, select the *product group* to populate the "particular program item" ie. Essential medicine or Family Planning etc. then click *Search*.

one 🚓 ★ 윤 🖬 🛛 🗆 🖶 📢	PO by Order No	Q	e ghilmis_BFayemi Customer Order Admin
Contract Mgmt Order Mgmt Warehouse Mgmt Inventory	Mgmt Replenishment Administration Reports Tools Train	ng Guides	
🛪 Buyer SCM Dashboard 😠 New PO 🗶			۰
New Order			🖺 Standard Order Template 🔻 🚡 🏵 🗷
Order Na: * Buying Org: Ho Teaching Hospital * Ship Te: My Site V Ho Teaching Hospital * Ship TeadArtest Unknon, Ho Vola, GH * Trans Mode: TTCK Equipment: * Request Delivery Dete: Mar 25, 2020 9:00 AM M C Equipment: 3PU's Order Number: Lines Billing & Contact Erms SAC & Penalty Codes Line No 2* Line Type Line Type Line You Product Draft Draft	Stete:Draft -*Vender; Volta Regional Medical Ship Frem Address Stric Volta Ship Frem Address Stric Volta, GH Parent Order Ne; Add Linc(s)	aor tegonal Medical : me: soy: me: de: Voita Regional Medical Store-Ver Q Saarch & Clear × Co	a a a a a a a a a a a a a a
< Viewing 1-1 of 1			Ø Add Line
			🖬 🍙 Populate Current BOH Add Line(s) Save Submit

A list of commodities will appear as per selected filter criteria. On the list, select items by ticking in the box next to the item. To add the lines, click on **Ok**

The selected item(s) will be added as order lines to the order.

one 🛠 ★ 😂 🖬 🛛 🗆 🗸 📢		PO by Order No		Q					٤	ghilmis_BFa Customer O	yemi rder Admin
Contract Mgmt Order Mgmt Warehouse Mgmt Inventor	y Mgmt Replenishment Ad	ministration Reports Tools Tr	aining Guides								
🕷 Buyer SCM Dashboard 🙁 New PO 🗶											
New Order									🕒 Standard	d Order Template	▼ ⁶ ta⊗X
Order No:		State: Draft									
* Buying Org: Ho Teaching Hospital		* Vendor: Volta Regional Medi	cal Stor								
* Ship To: My Site 🛛 👻 Ho Teaching Hosp	pital - ⊢	Ship From: Vendor's Site 👻 Vo	lta Regional Medical								
* Ship To Address: Unknown, Ho Volta, GH	s	hlp From Address: Unknown, Ho Unknown Ho, Volta, GH									
* Trans Mode: TRCK		Parent Order No:									
Equipment: 🗸	Add Line(s)										
* Request Delivery Date: Mar 25, 2020 9:00 AM 🛗 🕗	O Filters (a dish. (Dusing Ora 1)	- Teaching Hamitel//Deadust Course Francis	Madinian Devidentellik	a dan Malto Danian al Mardina	Came Mandar, 1640						
Request Ship Date: Mar 24, 2020 9:00 AM 🛗 🕐 🔂	tem Name	Description	I Medicine - Productsji vi	Item Type	Price						
Ext Transaction:	✓ 00032	Albendazole 200 mg Tablet				0					
3PL's Order Number: Lines Billing & Contact Terms SAC & Penalty Codes	00033	Albendazole 40 mg/mL Oral Solution				0					* \$
	✓ 00034	Albendazole 40 mg/mL Oral Suspension				0					
Line No /* Line Type / Desc State	00035	Albendazole 400 mg Capsule				0		End Date	Start Date	End Date	Date
	00036	Albendazole 400 mg Chewable Tablet				0					
	✓ 00037	Albendazole 400 mg Tablet				0	•				
	← → Page: 1 more Viewin	g 1-50 Selected: 4 🐹			Create Link	New Data Cul	e				
					OK	. Cancel					
					_						
Viewing 1.1 of 1											Add Line
areward that with							_				
								Populate	Current BOH	Add Line(s) Sa	ve Submit

- After lines are added in bulk, request quantities and programs for each line must still be added. Add:
- Request Quantity for each line
- Program for each line.

one 🚓 ★ 😂 🔯 🖾 🖉	PO by Order No	Q	ABUAKWA_UAT User1 Customer Order Manager
Contract Mgmt Order Mgmt Warehouse Mgmt Inventory Replenishmer	t Demand Planning Administration Reports T	ools Training Guides Dashboard Mgmt Command & Control Con	fig
H Buyer SCA Dashboard X Update Order X AVLs X			2
Drder : 19825 🗲 🗖			🗟 Default_PO_Template 👻 🍡 🔂
Order No: 19825	State: Draft		
* Buying Org: Abuakwa Health Centre	* Vendor: Ashanti Regional M	edical Sto	
* Ship To: My Site 🛛 Abuakwa Health Centre	Ship From: Vendor's Site 🍟	Ashanti Regional Medical	
* Ship To Address: Unkown, Atwima Mwabiagya Unknown Abuakwa, Ashanti, GH	Ship From Address: Unknown, Unknown Unknown Unknown, U	nknown,	
* Trans Mode: TRCK	Parent Order No:		
* Request Delivery Date: Apr 11, 2019 9:00 AM	Fulfillment Org:		
Request Ship Date: Apr 11, 2019 12:00 AM 🛗 🕐 🏝	OMO Org: Atwima Mwabiagya		
Total Amount: 135.04	Currency: GHS	~	
Total Qty / Weight / Volume: 1 Pallet / 167.50 KILOGRAM / 0.7	Owning Site: Abuakwa Health Ce	ntre	
Lines Billing & Contact Terms SAC & Penalty Codes Tracking	Milestones Notes And Attachments Holds	Problems Other Links	6
Line No P* Line Type Desc State	🖋 Item Item Desc 🖋 Produ Group	ct Promise Unit Price Line Ame	punt Return Reason Code Program UOM
	Tablet [Mylan]		
C TempLine-1 Product Draft	100037014 - Albendazole 400	10 0.12	1.19 PVT Each
	Albendazoie 400 mg lablet, Blister mg Tablet, Blister Pack, 10 Tablet Pack, 10 Tablet [Cipla]		
e Tempi ine-2 Product Draft	100059001 - Amitriptyline 25	15 0.06	0.95 PVT Each
Torganiza Tradeci	Amitrippline 25 mg Film Coated mg Film Coated Tablet, Blister Pack, 10 x 10 Tablet [lints]		
C TempLine-3 Product Draft	100097010 - Amoxicillin 125	15 7.80	117.00 PVT Bag
Viewing 1-1 of 1			Add Lin

> To save changes, navigate to the bottom right of the screen and click on Save

one 🕋 ·	* 8 🖻	Ø 2			PO by Order 1	No			Q			Д (ABUAKWA_U Customer Ore	AT User1 der Manager
Contract Mgmt	Order Mgmt W	/arehouse Mgmt	Inventory Rep	lenishment	Demand Planning Ad	dministration F	Reports Tools	Training Guides	Dashboard Mgmt	Command & C	ontrol Config			
# Buyer SCA	Dashboard 🗶	Update Order	× AVLs ×											2
Order : 19825 🗲												😚 Defat	ilt_PO_Template	- 1656
	Order No: 19825					State: Draft								_
	* Buying Org: Abual	kwa Health Centre	e			Vendor: Ashanti	Regional Medical S	to						
	* Ship To: My Si	te 🖌 Abu	akwa Health Centre	è.	St	ip From: Vendor	's Site 👻 Ashanti	Regional Medical						
* Shi	ip To Address: Unkow Unknow	n, Atwima Mwabia <mark>g</mark> wn Abuakwa. Ashan	ya ti. GH		Ship From	Address: Unknown Unknown	i, Unknown Unknown, Unknown,							
	* Trans Mode: TRCK				Parent C	order No:								
* Request I	Delivery Date: Apr 1	1, 2019 9:00 AM	1		Fulfille	nent Org:								
Requ	est Ship Date: Apr 1	1, 2019 12:00 AM	m 🕐 🍋		c	MO Org: Atwima	Mwabiagya							
1	Total Amount: 135.04				c	urrency: GHS		~						
Total Qty / Wei	ight / Volume: 1 Pallet	: / 167.50 KILOGRAM	1/0.7		Own	ning Site: Abuakw	a Health Centre							
Lines Billing	g & Contact Ter	ms SAC & Pe	nalty Codes Tr	acking Mile	estones Notes And	Attachments	Holds Proble	ms Other	Links					Õ ß
	Line No	🖋 Line Type	Line Type Desc	State	🖋 Item	Item Desc	Product Group Level	Request Quantity	Promise Quantity	🖋 Unit Price	Line Amount	Return Reason Code	🖋 * Program	Quantity UOM
					Tablet [Mylan]	in the fully and								
¢	TempLine-1	Product		Draft	100037014 - Albendazole 400 mg Tablet, Blister Pack, 10 Tablet [Cipla]	Albendazole 400 mg Tablet, Blister Pack, 10 Tablet [Cipla]	,		10	0.12	1.19		PVT	Each
¢	TempLine-2	Product		Draft	100059001 - Amitriptyline 25 mg Film Coated Tablet, Blister Pack, 10 x 10 Tablet [Intas]	Amitriptyline 25 mg Film Coated Tablet, Blister Pack, 10 x 10 Tablet [Intas]			15	0.06	0.95		PVT	Each
¢	TempLine-3	Product		Draft	100097010 -	Amoxicillin 125			15	7.80	117.00		PVT	Bag
Viewing 1-1 of 1														🔾 Add Lin
J														
										18			Ndd Line(s) Sav	e Actions •

> When all order details have been captured, on the order, save to submit order to the next user for approval.

Submitting order: To submit the order for approval, navigate to Actions on the bottom right corner of the screen and click on **Submit**.

onract Mgmt Order Mgmt Warehouse Mgmt Inventory Replenishment Demand Planning Administration Reports Tools Training Guides Dashboard Mgmt Command & Control Config Diger SCA Dashboard X Update Order X A/L X Successfully saved Order Nix: 19825 State: Draft	19825 Q	ABUAKWA_UAT User1 Customer Order Manag
Buyer SCA Dashboard V update Order A NLS X Successfully saved Successfully saved Sete: Draft Sete: Draft <th>Warehouse Mgmt Inventory Replenishment Demand Planning Administration Reports Tools Training Guides Dashboard Mgmt Command & Control G</th> <th>nfig</th>	Warehouse Mgmt Inventory Replenishment Demand Planning Administration Reports Tools Training Guides Dashboard Mgmt Command & Control G	nfig
s Successfully saved 2 staces 4 ■ Corder Na: 1925 * Bying Crg. Abuakwa Health Centre * Ship 7a. Muskwa Health Centre * Ship 7a.	Update Order X AVLs X	
Stars		×
Order No: 19825 State: 0:nf: * Buying Org Abuakwa Health Centre * Ship To: My Site: W Nakuakwa Health Centre * Ship To: My Site: W Nakuakwa Health Centre * Ship To: My Site: W Nakuakwa Health Centre * Ship To: My Site: W Nakuakwa Health Centre * Ship To: My Site: W Nakuakwa Health Centre * Ship To: My Site: W Nakuakwa Health Centre * Ship To: My Site: W Nakuakwa Health Centre * Ship To: My Site: W Nakuakwa Health Centre * Ship To: Mdet: RCK. Perent Order Ne: Perent Order Ne: Perent Order Ne: * Trans Mede: RCK. Perent Order Ne: * Stati Amount: 135.5 Currency: GH5 * Billing & Contact: Terms SA & & Penalty Codes Track Medi: RCK Penaltic * Product: Product: * Product: Product: * Product: Product: * Out Product: * Product: Product: * Reversol (RN) * Reversol (RN) * Reversol (RN) * Ship To: Multi Price: * Unite Price: * Unite Price: * Unite Price: * Ship To: Multi Price: * Unite Price: * Unite Price: * Ship To: Multi Price: * Ship To: Multi Price: * Ship To: Multi Price: * Ship To:		🔊 Default PO Template 👻 🍟
• Buying Grg Aulau • Ship Frg Mulau • Ship F	25 State: Draft	
 * Ship Tex * My Size A Abuakwa Health Centre * Ship Size * Size * Ship Size * Sh	vukwa Health Centre * Vendor: Ashanti Regional Medical Sto	
Ship To Address: Ukaonam, Abuardi, GH Ship To Address: Ukaonam, U	y Site 💙 Abuakwa Health Centre Ship From: Vendor's Site 🗸 Ashanti Regional Medical	
* Trans Mode TROC TROC </td <td>town, Atwima Mwabiagya Ship From Address: Unknown, Unknown Anown Abuakwa, Ashanti, GH Unknown Unknown, Unknown,</td> <td></td>	town, Atwima Mwabiagya Ship From Address: Unknown, Unknown Anown Abuakwa, Ashanti, GH Unknown Unknown, Unknown,	
Image: Ship bar: April 2019 900 AM Image: Ship bar	ICIK Parent Order No:	
Request Ship Date: Apr: 11, 2019 12:00 AM INVERSE statuma Mukabagua Attemma Mukabagua Total Amount: 135:05 SAC & Penalty Codes Total amount: 135:05 Currency Ref Currency Ref Billing & Curtact Terms SAC & Penalty Codes Total Amount: 135:05 Currency Ref Currency Ref Line No / Line Type State / Item Desc Product Cline Amount: 16F:00 Request: Quantity Quantity Unite Price Program Main Product Product Product Product Product Product Product Request: Quantity Quantity Unite Price Line Amount Ref Resource Request: Quantity Quantity Unite Price Inter Program Main Product Product Product Product Product Program Request: Colspan="4">Colspan="4">Colspan="4" Main Product Product Product Product Product Product Product Product <	rr 11, 2019 9:00 AM 🖄 O Fulfilment Org	
Intermeter 13:55 Unrestrict 13:55	ir 11, 2019 12:00 AM 🛗 🖉 🌇 🛛 OMO Org: Atwima Mwabiagya	
Billing & Contact Terms SAC & Penalty Codes Tracking Milestone Notes And Attachments Holds Problems Other Links Line No J* Line Type Line Type Line Type Line Type J* Line Type Desc Product Group Level Product Group Level Product Quantity Promise Quantity Unit Price Line Amount Return Rescon Code Program 1 01 Product France Image Product France Image France Image	.05 Currency: GHS 🛩	
Line No /* Line Type Line Type Line Type Line Type State /* Item Desc Product Group Level /* Request: Quantity Promise Quantity Line Amount Return Reason Code /* Program 1 01 Product Draft 100601001. EfervenuLamiv DF 600300300 mg Finic Coded mg Finic Coded EfervenuLamiv DF 600300300 mg Finic Coded 10 1.59 15.90 NMCP 1 02 Product Draft Mendaple 400 mg Table Bister mg Table Bister 10 0.12 1.20 PVT	Terms SAC & Penalty Codes Tracking Milestones Notes And Attachments Holds Problems Other Links	
Image:	** Line Type Line Type Desc ** Item Item Desc * Product Group Level ** Request Quantity * Promise Quantity * Unit Price Line A	nount Reason Code Program UON
M III Draft 100037014 - Albendazole 400 10 0.12 1.20 PVT Albendazole 400 rmg Tablet, Bister rest, Victor 10, Dister rmg Tablet, Bister rest, Victor 10, Di	Product Draft 100601001 - Efavirenz/Lamiv Efavirenz/Lamiv 10 1.59 DF 600/300/300 DF 600/300/300 mg Film Coated Tablet, Botte, 30 Tablet, Bythan) Tablet, Mylan) Tablet, Mylan) 10 1.59	15.90 NMCP Case
Pack, 10 Tablet [Cipla] [Cipla]	Deadure Deafe 1000027014 Manufacel 400 10 0.12	1.20 PVT Each
M =■ 003 Product Draft 100059001- Amitripyfine 25 15 0.06 0.95 PVT	Product Unart U005/01 Abernacióle 400 10 0.12 Alberdazión mg Tablet, Bister mg Tablet, Bister Pack, 10 Tablet Pack, 10 Tablet [Cipla] [Cipla]	
	Product Linest Notrackole 400 10 0.12 Alberdiacole 400 mg Tablet, Bister Product 0.04 Product 0.06 Product Draft 10005001- Amtripyline 25 15 0.06	0.95 PVT Delet

Once the order has been submitted for approval, a Successfully created message will appear on a green band.

NB: the order status changes from Draft to Awaiting Approval.

ne 🕋 ★	c 🖸	02		≡	19825				Q			↓ (ABUAKWA_U Customer Or	UAT User1 rder Manager
ontract Mgmt (Order Mgmt	Warehouse Mgmt	Inventory Repl	enishment Dema	ind Planning A	iministration Re	eports Tools	Training Guides	Dashboard Mgr	nt Command & Co	ntrol Config			
🕈 Buyer SCA Da	ashboard 🗶	Update Order 🛛	AVLs ×											,
Successfully	/ created													×
der: 19825 7	Order No: 1982	5				State: Awaiting A	ooroval					un Derat	IIt_PO_Templati	e 🗸 -6600
• 6	Buying Org: Abu	alowa Health Centre				Vendor: Ashanti A	Regional Medical S	ito						
	* Ship To: My	Site Y Abuak	wa Health Centre		si	ip From: Vendor's	Site Y Ashanti	Regional Medical						
* Ship ?	To Address: Unko	wn, Atwima Mwabiagya	Ha Health Centre		Ship From	Address: Unknown,	Unknown							
	Unkn	own Abuakwa, Ashanti,	GH			Unknown	Unknown, Unknown							
• 1	rans Mode: TRC	K	* 0		Parent (order No:								
- Kequest Dell	Shin Date: Apr	11, 2019 9:00 AM			Fulfilln	nent Org:								
Tot	al Amount: 135.0	11, 2019 12:00 AM E			0	MO Org: Atwima I	Mwabiagya							
						urrency: GHS		~						DD- (
ines Billing &	& Contact Te	erms SAC & Pena	alty Codes Tra	cking Mileston	es Notes And	Attachments	Holds Proble	ms Other	Links					0
	Line No	🖋 🏾 Line Type	Line Type Desc	State	🖋 Item	Item Desc	Product Group Level	Request Quantity	Promise Quantity	🖋 Unit Price	Line Amount	🖋 Return Reason Code	🖋 Program	P Quantity UOM
<u>≷</u> - ■	001	Product		Awaiting Approval	100601001 - Efavirenz/Lamiv DF 600/300/300 mg Film Coated Tablet, Bottle, 30 Tablet [Mylan]	Efavirenz/Lamiv DF 600/300/300 mg Film Coated Tablet, Bottle, 30 Tablet [Mylan]			10	1.59	15.90		NMCP	Case
		Product		Awaiting Approval	100037014 - Albendazole 400	Albendazole 400 mg Tablet, Blister			10	0.12	1.20		PVT	Each
1 م	002				mg Tablet, Blister Pack, 10 Tablet [Cipla]	[Cipla]								
<u>}</u>	002	Product		Awaiting Approval	mg Tablet, Blister Pack, 10 Tablet [Cipla] 100059001 -	Cipla]			15	0.06	0.95		PVT	Each
کی بھی	002	Product		Awaiting Approval	mg Tablet, Blister Pack, 10 Tablet [Cipla] 100059001 -	Cipla]			15	0.06	0.95		PVT	Each

Purchase Order (PO) Review and Submission.

> Log in as a customer order manager at your facility or **DHD**

one 🖌 🛉	* 8 🖻	02			PO by Order	No		Q	¢ (ABUAKWA_UAT User1 Customer Order Manager
Contract Mgmt	Order Mgmt W	arehouse Mgmt 🛛 In	ventory Replenishment	Deman	d Planning	✓ Customer Order /	Admin (Ghana Ministry	of Health.Customer Order Adm	in) - Ghana Ministry of Health/Abua	 Switch Role
# Buyer SCA	Dashboard 🗙					 Customer Order I Inventory Manage 	Manager (Ghana Minist er (Ghana Ministry of H	ry of Health.Customer Order Ma ealth.Inventory Manager) - Gha	anager) - Ghana Ministry of Health/ na Ministry of Health/Abuakwa He	 Switch Themes User Profile
Purchase O	rder Summary					Transportation M	anager (Ghana Ministry	of Health.Transportation Mana	ager) - Ghana Ministry of Health/	Switch User Session Information
Q Filters (edit	:): [Creation Date: Jan 4	4, 2019 12:00 AM - Apr 7,	2019 11:59 PM][Show States	With Zero Co	ount: No]	Warehouse Mana	ger (Ghana Ministry of	Health.Warehouse Manager) - (Ghana Ministry of Health/Abuakwa He	Force Refresh
State Draft	Count	Holds	Blocking Holds			*	39432	39432	Ashanti Regional Medical Store - Vendor	Command Center Help

> To review an order for submission, search for the order using the order number

- There are multiple ways to search for a Purchase Order that requires approval.
- a) Searching for Purchase Order via the Portlet

To create a portlet, navigate to options on your dashboard, select Add portlet



🗶 Customize Lavi

• An add portlet windows opens, select the purchase order summary portlet and click on **Add**

ane 🛪 ★ 😂 🖬 🛛 🕻	: 🖳 📢 📃 P0 by Order No 🔍	ghilmis_BFayemi Customer Order Manager
Contract Mgmt Order Mgmt Transportation	Warehouse Mgmt Inventory Mgmt Replenishment Administration Reports Tools Training Guides	
# Buyer SCM Dashboard 🗶		
		Options
	Add Portlet ×	
	Purchase Order Management	
	Purchase Order Summary Shows state summary information across purchase orders	
	Purchase Orders Aventing Approval Shows purchase orders avaiting buyer's approval	
	Ny New Purchase Orders Shows purchase orders awaiting vendor's acceptance	
	Order Lines Promised Short Shows purchase order lines with a promise quantity less then request quantity	
	Purchase Order Schedules Pramised Lete Shows Purchase Order Schedules whose promise delivery date is later than requested	
	Order Lines Missing ASN Shows purchase order lines in the past accepted by vendor and ready to be shipped but missing ASN	
	Crifers Waiting For Shipping Shows purchase orders accepted by vendor waiting to be shipped	
	Order Lines Shipped Shert Shows purchase order lines with shipped quantity less than agreed quantity	
	Project ed Late Deliveries Shows purchase orders those estimated delivery date is later than promised •	
	Add Garcel	

• On the Purchase Order Summary portlet, click on the number next to the *Awaiting Approval* in the count column .

one 🔺 ★	S 🖸 (2 2		E PO by Or	der No			Q		Ą		ABUAKWA_UAT User1 Customer Order Manage
Contract Mgmt O	rder Mgmt 🛛 War	ehouse Mgmt In	ventory Replenis	hment Demand Planning	Administration R	eports Too	ols Training Guides	Dashboard Mgmt	Command & Control Config			
🏶 Buyer SCA Das	hboard 🗙											
												Option
Purchase Order	r Summary				▲ 2 6	Purc	hase Orders Awai	ting Approval				▲ C ♦
Q Filters (edit): [0	reation Date: Jan 4, 2	2019 12:00 AM - Apr 7,	.2019 11:59 PM][Show	States With Zero Count: No]		QF	ilters (edit): None					
						Order						Req Deli
State	Count	Holds	Blocking Holds			39432		39432	Ashanti Regiona	al Medical		Mar 12 🛎
Awaiting Annroval	1	17 (0			17403		17/03	Store - Vendor	al Medical		Mar 15
New		16 () 0			17403		17405	Store - Vendor	ar wicolcar		Mar 12
Vendor Confirmed With Changes		9 () 1			40318		40318	Ashanti Regiona Store - Vendor	al Medical		Mar 18
In Promising	1	13 () 0			40343	l	40343	Ashanti Regiona Store - Vendor	al Medical		Mar 18
Open	6	64 () 0			PO40	443	PO40443	Ashanti Regiona	al Medical		Mar 18
Vendor Change		2 () 0						Store - Vendor			
In Fulfillment	4	42 () 0			PO40	447	PO40447	Ashanti Regiona Store - Vendor	al Medical		Mar 18
Partially Shipped		1 () 0			17606		17606	Achanti Derion:	al Madical		Mar 10
Viewing 1-14 of 14				Create Link New Data	Cube Export to Exce	Vie	wing 1-17 of 17			Create Link	New Data	Cube Export to CSV

• A list of all orders that are in *Awaiting Approval State* will appear.

one	*	* 2 6	2 2 2		■ PO b	y Order No		Q		ABUAI Custon	WA_UAT User1 ner Order Manager
Contra	act Mgmt	Order Mgmt	Warehouse Mgmt	Inventory	Replenishment	Demand Planning	Administration	Reports Too	ols Training Guides	Dashboard Mgmt	Ξ
🕷 B	uyer SCA	Dashboard 🗙	Search POs 🗴								2
Q Filt	ers (edit):	[Outbound: Yes][C	reation Date: Jan 8, 2019	12:00 AM - Apr	r 14, 2019 11:59 PM]	[Inbound: Yes][State: Aw	aiting Approval]		815		
			_								
		Order		Purch	ase Order No	Line/ Schedule	Fulfillme	nt Org	Vendor	Customer	Ship From
		17403		17403					Ashanti Regional Medica Store - Vendor - Ashanti Regional Medical Store	Abuakwa Health Centre - Abuakwa Health Centre	Ashanti Regional 🔺 Store
		17404		17404		,			Ashanti Regional Medica Store - Vendor - Ashanti Regional Medical Store	Abuakwa Health Centre - Abuakwa Health Centre	Ashanti Regional Store
		39432		39432		>			Ashanti Regional Medica Store - Vendor - Ashanti Regional Medical Store	Abuakwa Health Centre - Abuakwa Health Centre	Ashanti Regional Store
4		17602		17602		,			Ashanti Regional Medica Store - Vendor - Ashanti	Abuakwa Health Centre - Abuakwa Health Centre	Ashanti Regional Store
View	ng 1-30 of 3	30							Create Link New [Data Cube Export to CSV	Print Actions -

- b) Searching for orders using the Search engine.
- In the Search bar, type in the order number that must be approved. Ensure that the Search By filter is selected as "Orders: *PO by Order No*". If not, use the drop down to select the correct filter option. Furthermore, ensure that the order being searched is within the selected Retrieve for period.

							1			Custo	omer Order Manager
ontract Mgmt 🛛 Or	der Mgmt Warehouse	Mgmt Inventory	Replenishmen	* Search By: Orders: PO by Order N	No 🔹	-	des Dashboard I	Mgmt Command 8	k Control Config		
Buyer SCA Dash	board × Search	POs ×		Retrieve For: Last 30 Days	~						Ontion
urchase Order	Summary			Sava ar dafault:		A	waiting Approv	al			▲ C ¢
Q Filters (edit): [C	reation Date: Jan 4, 2019 12:	00 AM - Apr 7, 2019 11	:59 PM][Show States	W							
	Wit	Blocking With	Non			Order Number	Re	f Order Number	Vendor	Customer	Req Deli
ate	26	0 BIOCK	0		*	39432	39	432	Ashanti Regional Medical Store - Vendor		Mar 12 ^
vaiting Approval	17	0	0		L	17403	17	403	Ashanti Regional Medical Store - Vendor		Mar 15
ndor Confirmed th Changes	9	0	1		L	40318	40	318	Ashanti Regional Medical Store - Vendor		Mar 18
Promising	13	0	0			40343	40	343	Ashanti Regional Medical		Mar 18
ien	64	0	0			PO40443	PO	40443	Ashanti Regional Medical		Mar 18
ndor Change quested	2	0	0						Store - Vendor		
Fulfillment	42	0	0			PO40447	PO	40447	Ashanti Regional Medical Store - Vendor		Mar 18
rtially Shipped	1	0	0		-	17606	17	ene .	Achanti Darional Madical		Mar 10
Viewing 1-14 of 14 eturn Order St	ate Summary		C	reate Link New Data Cube Export to Ex	¢	Viewing 1-17 of 17			Create Link	New Data Cube	Export to CSV
C Filters (edit): [Si	how States With Zero Count	No]									
	With Count Hole	n Blocking With Is Block	Non ing Holds								
aft	4	0	0								
vaiting Approval	1	0	0								
ben	5	0	0								
Fulfillment	2	0	0								
n Transit	1	0	0								

• A search order window will open as below with searched order line.

c	ne	*	*	ខ	¢.		2					≡	17404	4								Q						Į	J (ABU. Custo	AKWA_U	AT User1 Jer Manage	er
C	Contrac	t Mgm	t O	rder Mgm	it W	arehou	ise Mgn	nt In	ventory	Repler	nishment	t Dema	ind Plan	ning A	dministr	ation	Reports	s Too	ls Trair	ning Guid	des D	ashboard	Mgmt	Comma	and & Co	ntrol Con	fig						
	🖷 Buj	yer SC	A Das		×	Search	h Purch	nase Or	rders 1	×																							2
C	ر Filter	rs (edit)	: [Out	bound: Yes][Retrie	ve For: l	Last 30 E	ays][inb	ound: Ye	.s][Order N	lumber: 1	7404]																					
	-			Order	_				Purc	chase Ord	er No	Line	/ Schedu	Je	Fu	fillmen	t Org		Vendor			Custom	er		Ship F	rom		Ship F	rom Add	łr	Ship		
		2	l	17404					1740	4		,							Ashanti R Store - Ve Regional I	Regional N endor - Asi Medical S	Medical ihanti Store	Abuakw Abuakw	a Health (a Health (ientre - ientre	Ashan Store	i Regional	Medical	Ashan Store Unkno Unkno Unkno GH	ti Region wn wn wn Unkr wn	al Medical	Abu	ikwa Health	Cer
	4																																÷
	Viewinį	g 1-1 of	1																						Cre	ate Link	New D	ata Cube	Expo	ort to CSV	Print	Actions	-

you can add * (known as wild card search) to facilitate your search

for example, if you were searching for an order with number 4572, you can enter 457* if you have forgotten the last digit or *572 if you have forgotten the first digit, you can also enter *57* if you do not remember the first and last digits

With * at the beginning:

one	*	* 2 6 2 0 5	F	= *0		c	L.		🐥 😫 ghili Cust	mis_BFayemi omer Order Manager
Contra	act Mgmt	Order Mgmt Transportation Wareh	ouse Mgmt 🛛 Inventory Mį	gmt Replenishment *0	01*	3es				
# B	uyer SCM	Dashboard × Search Purchase Or	ders 🗙							2
Q Filt	ers (edit):	[Outbound: Yes][Creation Date: Mar 27, 2019 5:41 P	M - Mar 26, 2020 5:41 PM][Retrie	ve For: Last 30 Days][Inbound: 1	/es][Order Number: *0*]					
		Order	Purchase Order No	Line/ Schedule	Fulfillment Org	Vendor	Customer	Ship From	Ship From Addr	Ship To
	<u>i</u>	29204	29204			Eastern Regional Medical Store-Vendor - RMS	Asamankese Government Hospital - Ghana Health Service,Asamankese Government Hospital- Eastern	Eastern Regional Medical Store	Eastern Regional Medical Store EN-078-6865 New Juaben Unknown koforidua Eastern GH	Asamankese Goverr A Hospital
	0 <u>ii</u>	29205	29205			Eastern Regional Medical Store-Vendor - RMS	Asamankese Government Hospital - Ghana Health Service,Asamankese Government Hospital- Eastern	Eastern Regional Medical Store	Eastern Regional Medical Store EN-078-6865 New Juaben Unknown koforidua Eastern GH	Asamankese Goveri Hospital
	ġ	30182	30182	•		Temporary Central Medical Store-Vendor - TCMS	Eastern Regional Medical Store - Ghana Health Service,Eastern Regional Medical Store-Eastern	Temporary Central Medical Store	Temporary Central Medical Store Unknown Ledzokuku Unknown Accra Greater Accra GH	Eastern Regional M Store
	ë	30303	30303			Temporary Central Medical Store-Vendor - TCMS	Eastern Regional Medical Store - Ghana Health Service,Eastern Regional Medical Store-Eastern	Temporary Central Medical Store	Temporary Central Medical Store Unknown Ledzokuku Unknown Accra Greater Accra GH	Eastern Regional M Store
	. ₽	30611	30611	•		Temporary Central	Eastern Regional Medical	Temporary Central	Temporary Central	Eastern Regional M 👻
4										+
Viewi	ng 1-10 of 1	0						Create Link New I	Data Cube Export to CSV	Print Actions -

With * at the end

one	*	* ៩ 🖬 🛛 🗆	E , 1	=	40+	Q			🐥 \varTheta ghili Cust	nis_BFayemi omer Order Manager
Contra	et Mgmt	Order Mgmt Transportation	Warehouse Mgmt Inventory	Mgmt Replenishment	Administration Reports	Tools Training Guides				
M B	iyer SCI	M Dashboard × Search Purch	ase Orders 🗶							2
Q Filte	ers (edit):	[Outbound: Yes][Creation Date: Mar 27, 20	19 5:41 PM - Mar 26, 2020 5:41 PM][Ret	trieve For Last 30 Days][inbou	nd: Yes][Order Number: *0*]					
			Purchase Order No	Line/ Schedule	Fulfillment Org	Vendor		Ship From	Ship From Addr	Ship To
	N	29204	29204			Eastern Regional Medical Store-Vendor - RMS	Asamankese Government Hospital - Ghana Health Service,Asamankese Government Hospital- Eastern	Eastern Regional Medical Store	Eastern Regional Medical Store EN-078-6865 New Juaben Unknown koforidua Eastern GH	Asamankese Goverr A Hospital
	Gi	29205	29205			Eastern Regional Medical Store-Vendor - RMS	Asamankese Government Hospital - Ghana Health Service,Asamankese Government Hospital- Eastern	Eastern Regional Medical Store	Eastern Regional Medical Store EN-078-6865 New Juaben Unknown koforidua Eastern GH	Asamankese Goveri Hospital
		30182	30182			Temporary Central Medical Store-Vendor - TCMS	Eastern Regional Medical Store - Ghana Health Service,Eastern Regional Medical Store-Eastern	Temporary Central Medical Store	Temporary Central Medical Store Unknown Ledzokuku Unknown Accra Greater Accra GH	Eastern Regional M Store
	.9	30303	30303	r.		Temporary Central Medical Store-Vendor - TCMS	Eastern Regional Medical Store - Ghana Health Service,Eastern Regional Medical Store-Eastern	Temporary Central Medical Store	Temporary Central Medical Store Unknown Ledzokuku Unknown Accra Greater Accra GH	Eastern Regional M Store
	. 2	30611	30611	•		Temporary Central	Eastern Regional Medical	Temporary Central	Temporary Central	Eastern Regional M 👻
Views	vg 1-10 of	10						Create Link New	Data Cube Export to CSV	Print Actions •

c) The last alternative is to select Order Management then select Purchase Order and click on Search PO.



A Search PO window will open. Any of the fields can be used to filter for the purchase order we want to search. Populate any of the fields and click on Search.

one 🔺	* 8 🖻	02			17404					Q		¢	٩	ABUAKWA_UAT User1 Customer Order Manager
Contract Mgmt	Order Mgmt \	Warehouse Mgmt	Inventory	Replenishmen	t Demand Planning	Administration	Reports 1	Tools	Training Guides	Dashboard Mgmt	Command & Control Config			
🕷 Buyer SCA	Dashboard 🗙	Search POs 🗴												Q
Q Filters														
State: 🗵														
Vende	pr:								Customer:					
Outbour	ıd: 🕑								Order Number:					
Ship To Si	te:								Retrieve For:					
Creation Dat	te: Jan 4, 2019 12:00	0 AN 🛗 🕗 to Apr	7, 2019 11:59 F	РІ 🛗 🕗					Inbound:					
Ship Da	te:	🛗 🕗 to		1					ltem:					
Delivery Dat	te:	🛗 🕗 to		<u>ا</u>					Emergency:					
	Cloned From Order	:	×											
											Q Sea	irch hC	lear (Add Filter X Close

one	ñ	* 2 🖻 🛛 2		17404			Q		Custon	(WA_UAT User1 ner Order Manager
Contr	act Mgmt	: Order Mgmt Warehouse Mgmt II	nventory Replenishment	Demand Planning Adm	inistration Reports To	ools Training Guides D	lashboard Mgmt Comma	and & Control Config		
# B	uyer SCA	A Dashboard 🗶 Search POs 🗙								2
Q File	ers (edit):	[Outbound: Yes][Creation Date: Jan 4, 2019 12	:00 AM - Apr 7, 2019 11:59 PM][I	nbound: Yes]	1		1	1	1	
	⊛ ₁	0rder 17053	Purchase Order No 17063	Line/ Schedule	Fulfillment Org	Vendor Ashanti Regional Medical	Customer	Ship From Ashanti Regional Medical	Ship From Addr	Ship To Abuakwa Health (A
	144	17002	1700			Store - Vendor - Ashanti Regional Medical Store	Abuakwa Health Centre	Store	Store Unknown Unknown Unknown Unknown Unknown GH	
	<u>ک</u> ا	17103	17103			Ashanti Regional Medical Store - Vendor - Ashanti Regional Medical Store	Abuakwa Health Centre - Abuakwa Health Centre	Ashanti Regional Medical Store	Ashanti Regional Medical Store Unknown Unknown Unknown Unknown Unknown GH	Abuakwa Health (
		17125	17125			Ashanti Regional Medical Store - Vendor - Ashanti Regional Medical Store	Abuakwa Health Centre - Abuakwa Health Centre	Ashanti Regional Medical Store	Ashanti Regional Medical Store Unknown Unknown Unknown Unknown GH	Abuakwa Health (
		17126	17126			Ashanti Regional Medical Store - Vendor - Ashanti Regional Medical Store	Abuakwa Health Centre - Abuakwa Health Centre	Ashanti Regional Medical Store	Ashanti Regional Medical Store Unknown Unknown Unknown Unknown Unknown GH	Abuakwa Health (
	2	17127	17127	•		Ashanti Regional Medical Store - Vendor - Ashanti Regional Medical Store	Abuakwa Health Centre - Abuakwa Health Centre	Ashanti Regional Medical Store	Ashanti Regional Medical Store Unknown Unknown	Abuakwa Health C
•										•
$\in \rightarrow$	Page: 1	I more Viewing 1-50						Create Link New Da	ta Cube Export to CSV	Print Actions -

A list of order lines within the selected filtered criteria will appear.

To review an order for completeness, submission and approval, click on the order number that you want to review and submit from the list of retrieved orders after the search

one	*	* 2 8 2 2		17404			Q		Custon	(WA_UAT User1 her Order Manager
Cont	ract Mgm	nt Order Mgmt Warehouse Mgmt In	ventory Replenishment	Demand Planning Adm	inistration Reports T	ools Training Guides D	ashboard Mgmt Comma	and & Control Config		
*	Buyer SC	CA Dashboard 🗶 Search POs 🗙								2
Q Fi	lters (edit)	t): [Outbound: Yes][Creation Date: Jan 4, 2019 12:0	IO AM - Apr 7, 2019 11:59 PM][I	nbound: Yes]						
		Order	Purchase Order No	Line/ Schedule	Fulfiliment Org	Vendor	Customer	Ship From	Ship From Addr	Ship To
	X	17063	17063			Ashanti Regional Medical Store - Vendor - Ashanti Regional Medical Store	Abuakwa Health Centre - Abuakwa Health Centre	Ashanti Regional Medical Store	Ashanti Regional Medical Store Unknown Unknown Unknown Unknown Unknown GH	Abuakwa Health C ^
	2	17103	17103			Ashanti Regional Medical Store - Vendor - Ashanti Regional Medical Store	Abuakwa Health Centre - Abuakwa Health Centre	Ashanti Regional Medical Store	Ashanti Regional Medical Store Unknown Unknown Unknown Unknown Unknown GH	Abuakwa Health (
	2	17125	17125			Ashanti Regional Medical Store - Vendor - Ashanti Regional Medical Store	Abuakwa Health Centre - Abuakwa Health Centre	Ashanti Regional Medical Store	Ashanti Regional Medical Store Unknown Unknown Unknown Unknown Unknown GH	Abuakwa Health (
	2	17126	17126			Ashanti Regional Medical Store - Vendor - Ashanti Regional Medical Store	Abuakwa Health Centre - Abuakwa Health Centre	Ashanti Regional Medical Store	Ashanti Regional Medical Store Unknown Unknown Unknown Unknown GH	Abuakwa Health C
	2	17127	17127	,		Ashanti Regional Medical Store - Vendor - Ashanti Regional Medical Store	Abuakwa Health Centre - Abuakwa Health Centre	Ashanti Regional Medical Store	Ashanti Regional Medical Store Unknown Unknown	Abuakwa Health (

← → Page: 1 more... Viewing 1-50

Create Link New Data Cube Export to CSV Print Actions 🕶

Review the following:

- Item
- Request Quantity
- Program

If changes are made on the relevant fields on the order, click the **update** button to save the changes.

one	*	8 🗖	2		39432			C	l.		۵ (ABUAKWA_UAT Use Customer Order Mar	r 1 nager
Contra	ct Mgmt Ord	er Mgmt	Warehouse Mgmt	Inventory	Replenishment	Demand Plar	nning Administra	ation Reports	Tools Trainin	g Guides Dashb	oard Mgmt		≡
🖨 Bu	iyer SCA Dashl	oard 🗙	Search POs 🗴	Search P	urchase Orders	× 39432	×						2
Order : 3	9432									6	Standard Or	der Template 🔻 📍	
	Or	der No: 3943	32				State	Awaiting Approval					A
	* Buyl	ng Org: Abi	uakwa Health Centr	2			* Vendor:	Ashanti Regional	Medical Sto				. 1
	*	Ship To: My	Site 💙 Abu	akwa Health C	entre		Ship From:	Vendor's Site 💌	Ashanti Region	al Medical			- 1
	* Ship To A	ddress: Unk	own, Atwima Mwabiag nown Abuakwa, Ashan	ya ti, GH			Ship From Address	Unknown, Unknown Unknown Unknown,	ı , Unknown,				
_	* Trans	Mode: TR	CK				Parent Order No:	:					
*	Request Deliver	y Date: Ma	r 12, 2019 4:45 PM	₩ 0			Fulfillment Org	:					
Lines	Promise Deliver Billing & Co	v Date: ontact 1	erms SAC & Pe	nalty Codes	Tracking M	Milestones N	Votes And Attach	ments Holds	Problems	Other Links	Document	s Authorization	* \$
0	♂ * Line Typ	e Lli De	ne Type Isc State	1	* Item i	tem Desc	🖋 Product Group Level	🖋 Promise item	🖋 Ext Promise Item	🗨 Program	🖋 Reques Quantit	t / Promise ty Quantity	/ Uni
	Product		Awaitir	g Approval 10 Ch 5% mL Bo [Sh	0367003 - C loramphenicol 5 5 Ear Drops, 10 n . Dropper B ttle [1 nreechem]	ihloramphenicol % Ear Drops, 10 nL Dropper lottle Shreechem]		100367003 - Chloramphenicol 5% Ear Drops, 10 mL Dropper Bottle [Shreechem]		EM		0	
4													Þ
Viewin	g 1-1 of 1											0	Add Line
								li 👔 🕅	i 🚺 🚳 i	I 🛛 🚺 🕷	🕄 🕄 Add Li	ne(s) Update Acti	ions 🔻

To approve the order, navigate to the bottom right corner of the screen and select Actions then click Approve

one	* \star 😂	õ 🛛	¥.	≡ 394	32		C	۹.		4 🔕	ABUAKWA_UAT Use Customer Order Mar	r 1 nager
Contra	t Mgmt 🛛 Order N	lgmt Wareho	use Mgmt Invento	ry Replenishme	nt Demand Pla	nning Administr	ation Reports	Tools Traini	ng Guides Dash	board Mgmt		≡
🕷 Bu	yer SCA Dashboar	rd 🗙 Sear	ch POs 🗶 Searc	h Purchase Orde:	ers 🗙 39432	×						2
Order : 3	9432 🖬								6	Standard Or	der Template 👻 🥊	12 III 🛛
	Order M	No: 39432				State	: Awaiting Approval					-
	* Buying O	rg: Abuakwa He	ealth Centre			* Vendor	Ashanti Regional	l Medical Sto				- 1
	* Ship	To: My Site	Y Abuakwa Heal	th Centre		Ship From	Vendor's Site 💙	Ashanti Regior	nal Medical			
	* Ship To Addre	ss: Unkown, Atwir Unknown Abu	ma Mwabiagya akwa, Ashanti, GH			Ship From Address	Unknown, Unknown Unknown Unknowr	n 1, Unknown,				
	* Trans Mo	de: TRCK				Parent Order No	:					
*	Request Delivery Da	te: Mar 12, 201	9 4:45 PM 🛗 🕗			Fulfillment Org	;					
	Promise Deliverv Da	te:										
Lines	Billing & Conta	ct Terms	SAC & Penalty Cod	es Tracking	Milestones	Notes And Attach	ments Holds	Problems	Other Links	Document	s Authorization	ø
0	🧨 Line Type	🖋 Line Type Desc	State	🖋 Item	item Desc	Product Group Level	🧬 Promise Item	🖋 Ext Promise Item	🖋 Program	P* Reques Quanti	t 🖋 Promise ty Quantity	🥒 Uni
	Product		Awaiting Approval	100367003 - Chloramphenicol 5% Ear Drops, 10 mL Dropper Bottle [Shreechem]	Chloramphenicol 5% Ear Drops, 10 mL Dropper Bottle [Shreechem]		100367003 - Chloramphenicol 5% Ear Drops, 10 mL Dropper Bottle [Shreechem]		EM		0	
											Dold	ata
4 Viewin	7 1-1 of 1										Dele	ste ,
	511011										Арр	rove
https://rtvn!	9702-uat2.onenetwork.com	m/oms/public/render	Panel.jsp?theme=modulethe	emes%2FDefaultTheme&	kcls=One.ext.page.Detai	IPageSelectorPanel#		1 🕨 🍕	🔲 🔛 🚺 🎙	🛤 💿 Add Li	ne(s) Update Act	ions 🔻
	The ofA Succession	order s ccessfu	tate will c lly Appro [.]	hange fi ved mes	rom Aw sages w	aiting A ill appeai	pprova l r on the	l to Ne green l	w . band.			
one	* \star 😂	o 2	2	≡ 394	32		C	2		4 🔍	ABUAKWA_UAT Use Customer Order Mar	r 1 nager
Contra	t Mgmt 🛛 Order N	lgmt Wareho	use Mgmt Invento	ry Replenishme	nt Demand Pla	nning Administr	ation Reports	Tools Traini	ng Guides Dash	board Mgmt		≡
🕷 Bu	yer SCA Dashboar	rd 🛪 Sear	ch POs 🗴 Searc		ers 🛪 Updat	e Order 🗙						2
												^

der : 39	432												Standard	Order Template	- 680 ×
	(Order No:	39432						State: New						- i
	* Bu	iying Org:	Abuakwa	Health Centre	5			*	Vendor: Ashar	nti Regional	Medical Sto				
		* Ship To:	My Site	✓ Abu	akwa Health Cent	tre	Ship From: Vendor's Site 💌 Ashanti Regional Medical								
* Ship To Address: Unkown, Atwima Mwabiagya Unknown Abuakwa, Ashanti, GH							Ship From	Address: Unknoi Unknoi	wn, Unknown wn Unknown,	i , Unknown,					
	* Tra	ins Mode:	TRCK					Parent O	rder No:						
* R	equest Dellv	ery Date:	Mar 12, 2	019 4:45 PM	0			Fulfillm	ent Org:						
ines	Billing &	Contact	Terms	SAC & Pe	nalty Codes	Tracking	Milestones	Notes And	Attachments	Holds	Problem	ns Other	Links Docume	ents Authoriza	ation 🔯 🖄
		Line No	4	🔎 Line Type	🖋 Line Type Desc	State	/	* Item	Item Desc	Proc Grou	duct up Level	🖋 Promise Item	🖋 Ext Promise Item	🗨 Program	🖋 Request Quantity
	₽ =	001		Product		New	10 Cl 59 m B0 [S	00367003 - hloramphenicol % Ear Drops, 10 iL Dropper ottle hreechem]	Chloramphenio 5% Ear Drops, mL Dropper Bottle [Shreechem]	col 10		100367003 - Chloramphenicol 5% Ear Drops, 10 mL Dropper Bottle [Shreechem]		EM	

NB: The order has been submitted to the Supplier and the Supplier is now able to action the order.

System Roles and Responsibilities (Health Centre)

Below is a list of key personnel and their key responsibilities.

Org	Personnel	Roles and Responsibilities
SDP	Customer Order Admin	• The officer at the Health facility that is ordering stock from the next higher-level facility such as Regional Medical Store
SDP	Customer order manager	• The manager reviews the order that has been prepared by the customer order admin at the facility and approves the order which is submitted to the Regional Medical Stores to action the order.

System Roles and Responsibilities (CHPS)

Below is a list of key personnel and their key responsibilities.

Org	Personnel	Roles and Responsibilities
SDP	Customer Order Admin	• The officer at the CHPs that is ordering stock from the next higher- level facility such as Regional Medical Store
ана	Customer order manager	• The officer at the Directorate responsible for approving and submitting PO to the next higher-level facility such as Regional Medical Store

2/26/2020

Ghilmis Flow Chart



2/26/2020

Ghimis Flow Chart

