REPUBLIC OF GHANA MINISTRY OF HEALTH



GHILMIS SYSTEM END-USER AID

Receiving Functionality

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Acronyms

UOM	Unit of Measure
SDP	Service Delivery Point
SOP	Standard Operating Procedures
RMS	Regional Medical Stores

Introduction

The steps below explain the processes for receiving commodities at the facility.

Purpose of the Manual

This System End-User Aid is intended to provide guidance on how to use the recieving functions of the GhiLMIS to facilitate end users effectively use the GhiLMIS to receive commodities at the Service Delivery Point (SDP).

Why should you use this System End-User Aid ?

This System End-User Aid will provide you with the basic system function requirement to enable you to receive commodities at your site.

Overview of system generated and manual receipt

A system generated receipt is a receipt that is executed when a vendor ships commodity to the facility through the system.

A manual receipt is a receipt that is executed when the commodities are not shipped through the system

Whom to perform this Activity

Warehouse Manager

How to perform this Activity

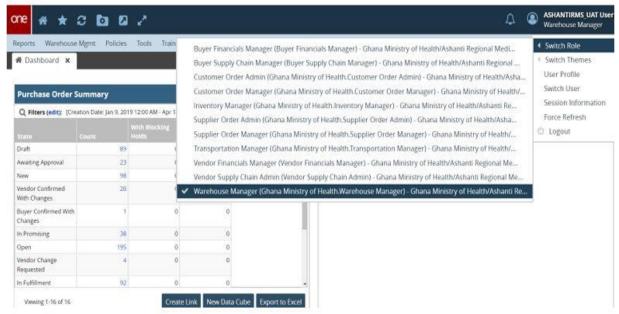
Log in to the url: <u>www.rtvn9702.onenetwork.com</u>

Type in your username and password to log in

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		ghilmis_BFayemi Log In		
		 Forgot Username? Forgot Password? Contact Support 		

Commodity Receipt based on shipment received from the RMS

> Log in as a warehouse manager at your facility



- > Navigate to the warehouse management tab
- Select Receipts

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In the receipts window, Click on Filter edit in the right window to look for the delivered shipment

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- Delete the default Receipt Date and populate the **delivery date** (usually a wide range date) and not the receipt date
- Click on Add filter and select the order number from the list to narrow the search, click on search once you enter the order number

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- > An empty line opens on the receipt page, scroll to the right to confirm your order number.
- > Tick the box, go to **Actions** and click **Generate Receipts**,

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> A receipt screen will open

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> Input the appropriate location where the commodities are to be stored

To select same location for multiple items, click on *update group* at the bottom of the screen

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Tick all boxes for the commodities that are supposed to go to the same location

> Click on **start**.

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> On the window that populates choose the appropriate location in the *location* field

Click on **Ok**

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> Verify the actual quantities against the shipped quantities from the RMS, lot/batch and expiry dates against the physical commodities received on the invoice or waybill

When certain of the accuracy of the commodities after comparing the invoice/waybill to the system generated receipt, click on "create receipt"

NB: For any omissions or variations, input the actuals before creating the receipt

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Vendor:
Lot Expiry Date Production Order
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- > A message stating that the receipt has been successfully created appears on the green bar. The receipt will be in the **Open** state
- Note down the receipt number

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Update Inspect Update and Close Cancel Claim 9

> **NB:** The newly created receipt will have to be inspected by a different user by reviewing and validating the receipt

Receipt verification process

Whom to perform this Activity - Warehouse Manager/Auditor /Stores Verifier

- > With the receipt number from the warehouse manager (recipient/creator of receipt)
- Log in as a warehouse manager at your facility

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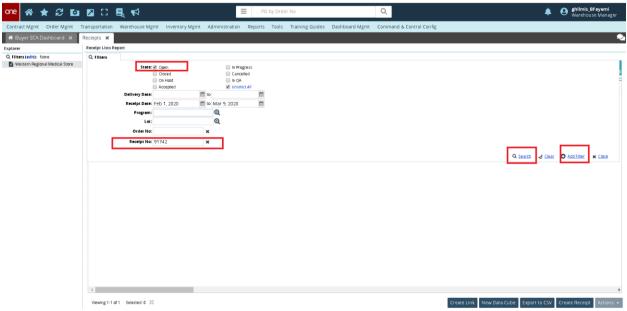
- > Navigate to the warehouse management tab
- > Select receipts

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 \succ When the window opens, the receipt number will be in the opened window

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- > But if not found, Filter *edit* to search for the receipt number using the receipt date
- > Add filter to include the receipt number
- > A list of open receipts that fall within the receipt date range will appear



> Open the receipt that needs to be verified by clicking the receipt number.

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A receipt screen opens with the receipt details in the open state, verify if the actual quantities, batch and expiry dates are correct, then click on *Inspect*,

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	eipt Line	25 H	Iolds Docur Image: Constraint of the second secon	DS PROGRAMS DS PROGRAMS DS PROGRAMS DS PROGRAMS DS PROGRAMS	Parent Order	Shipment Line ONE#5-62026/1 ONE#5-62026/2 ONE#5-62026/2	Grane-Imperial Custo Order Delivery \$5cbedule 15202/005/1/1 15202/005/1/1 15202/005/1/1 15202/005/1/1 15202/005/1/1 15202/005/1/1	Notes: 🖉		Off Network	Off Network

> After inspection the state changes to in **QA**, click on Acknowledge

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ntract Mgmt	Order Mgmt Tr	ansportation Wareh	house Mgmt Inventor	y Mgmt Administration	Reports Tools Train	ning Guides Dashboard M	Igmt Command & Contr	rol Config	
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	Site: Western Region	al Medical Store				Created By: Blessing Favemi			
	pt No: 91702 t Date: Feb 27, 2020	10:44 AM 🛗 🕑			Default laur	State: In QA	~		
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	☐ ²	D5 PROGRAMS		ONE#5-62024/2	15205/002/1/1				
	2 3	D5 PROGRAMS D5 PROGRAMS		ONE#S-62024/2 ONE#S-62024/3	15205/002/1/1				

> The state changes to **Accepted**, click on**Update and close** to finish the receipt

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3 🔳	Buying Org: Western R	egional Medical Store-Gh	ana Healt Selling O	rg: Imperial Managed Solution	s Ghana-Imperial Cusi	Notes: 🕜	Ve	ndor: Imperial Manage	ed Solutions Ghana-Vendor-P
🖯 🔳 leceipt Lin			ana Healt Selling O	rg: Imperial Managed Solution	s Ghana-Imperial Cusi	Notes: 🖉	Ve	ndor: Imperial Manage	ed Solutions Ghana-Vendor-P
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eceipt Lin	Holds Docur	DS PROGRAMS	Parent Order	✓ Shipment Line ONE#5-62024/1 ONE#5-62024/2	Order Delivery ✓ Schedule 15205/001/1/1 15205/002/1/1	Notes: 🗹	Work Order Task	Off Network	Off Network Order No

> The state changes to **Closed**

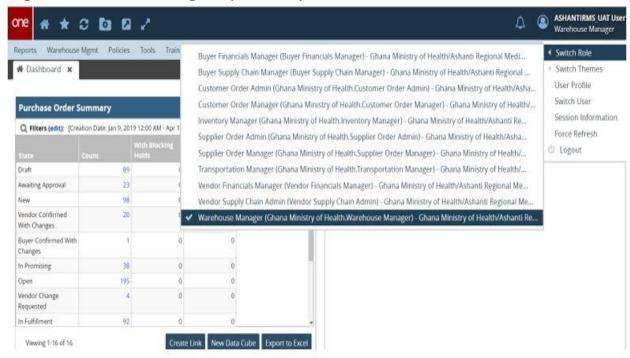
	\star 🕄 🛙	🖬 🗖 🖸	8, ≮		■ PO by 0	order No	Q			۹	ghilmis_jHan Warehouse M	
Contract Mgmt	Order Mgmt	Transportation	Warehouse Mgmt	Inventory Mgmt	Administration	Reports Tools	Training Guides	Dashboard Mgmt	Command & Control	Config		
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> The receipt process ends when the receipt is **closed**

Receiving items from Private Suppliers

Whom to perform this activity - Warehouse Manager

Log in as a warehouse manager at your facility



- Navigate to the warehouse management tab
- Select Receipts

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eports Warehouse	e Mgmt Policie	s Tools	Training Guides Contract Mg	mt Order Mgmt	Transportation Inventory Mgmt Administration			
🕷 Dash 🛛 Warehou	ise Manager		Warehouse Explorer					
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Purchase Orger :	summary		Issue Inventory	A C 0	Warehouse Workload Portlet			▲ C ♦
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		With I Holds	Receipts					
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						 Warehouse Manager
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Explorer	Receipt Lists Report					
Q Filters (edit): None		n QA,Accepted,Open)[Receipt Date: Jan 28, 2020 - Mar 5,	2020			
🔒 Abuakwa Polyclinic	Receipt Line No 🖥 Item	State	My Item Ext	t item Name Item Description	Generic kem G	eneric item Description Serial No
	•					•
	Selected: 0 🛛				Create Link New Data Cube Expo	rt to CSV Create Receipt Actions 👻

In the receipt window, click on *Create receipt* at the bottom right of the screen

- In the create receipt screen, input the Location where you wish to put the items eg. D12
- Be sure to add lines totaling the number of items you are to receive

To select same location for multiple items, click on *update group* at the bottom of the screen

			lo:8270: te: Feb	13 9 7, 2020 10	48 AM 🗂 🔿				Default I	State: Open Inventory Status: Posting Date: Authorization: View Pendi Final Receipt: Notes: 2	r Authorizations				
			ng Org:				Selling Org:		C1	istomer:			Vendor:		
	eceipt Lir	es		Docum	Location	Parent Order		Order Delivery	Production Order	🖋 Work Order Task	Off Network	Off Network	Ext Item Name	/ item	item
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	0 0	٤	3		D12						0007572			101199-01	Sodiu 1 × 5i

Tick all boxes for the commodities that are supposed to go to the same location Click on **start.**

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<i>c</i> .	Buyir	ng Org:				Selling Org:			Customer:			Vendor:		
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Group Selection				🥕 Line No	/ Location	/ Parent Order	Shipment Line	Order Delivery	Production Order	🖋 Work Order Task	Off Network	Off Network	Ext Item Name	Item
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<	O Ad	d Serializ	ed Line	Add Shipment	Batch Receiving	g 🏶 New LPN	& Update Group Start	Cancel						,
												Update Ins	pect Update an	d Close Cancel Claim

On the window that populates choose the appropriate location in the *location* field Click on **Ok**

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Contra	ct Mgmt	Orde	r Mgmt	Tra	nsportation	Warehouse Mgm	t Inventory	Mgmt Administration	Reports Tools Tr	aining C	Guides Dashboard Mgm	t Command & Cont	rol Config				
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																	📙 Standard Template 🔻
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Group Group							# Pa	Off Network Order No:			Off Network Ref No:			Off Network Shipment No			/ Item
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O Add Li	ine O	Add Seri	alized Lir	ne 🔇	Add Shipmer	nt 📲 Batch Recei	ving 🕬N	Overwrite existing values				OK	Cancel				
															Update Ins	pect Update ar	nd Close Cancel Claim

Use the **Update Group** dialogue box to populate the fields listed below and click **OK** once you are done

- Actual Quantity UOM Each
- Off network shipment number eg. 100010 (Invoice/Waybill No.)
- Off Network Ref No: eg Donation received from Hon. MP
- Program eg Essential Medicine
- Status eg Available
- Vendor eg. Ernest Chemists

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Contract Mg	mt O	rder Mgn	nt Tra	insportation	Warehouse Mg	mt invento	ry Mgmt Administratio	in Reports Tools Traini	ng Guides Dashboard Mgm	nt Command & Contro	ol Config				
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	Site	: Western R	egional M	Aedical Store					Created	By: Samuel Afful					
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							It	em 🖸	Actual Qty	: Each	*				
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8 E							Shipment L	ine: G	Order Delivery Schedule	c	Q				
	Buying						Parent Or				Q	∀en	dor:		
Receipt Lin	es F	lolds l					Work Order T								
Group						19	Off Network Order	No:	Off Network Ref No	c	Off Net Shipme				🖋 Item
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							Lot Insta	nce: G	Person	:	Q				
								Kit:	Reject Reason Code	c	Q				
O Add Line	O Add	Serialized I	ine	O Add Shipme	nt 🕌 Batch Rec	eiving 👀N	 Overwrite existing valu 	es		ок с	ancel				,
													Update Ins	pect Update and	l Close Cancel Claim

Once you click OK, each line will be populated with the details above, now for each line, be sure to populate the Item, Quantity, Lot/Batch No. and its Expiry Date

NB: If the lot does not exist in the system from the list of lots, type at the **lot no**. column and input the expiry dates

NB: The **Off Network Shipment No**. can be the invoice or receipt number Click on **Create Receipt** once all the fields have been populated

Buyer SCA Da		portation Warehouse M	fgmt Inventory Mgmt Admir	nistration Reports To	ools Training Guides D	shboard Mgmt Command	& Control Config				
iyer SCA Da	ishboard k Rece	create Receip	x x							🕒 Standard T	Templa
	Ite: Central Regional Medic	al Store				Created By: Blessing Fayer					
	No: 91841 Mar 3, 2020 12:06	PM mo			Defau	Posting Date:	Ť				
	1101 3, 2020 12:001					Final Receipt:					
	ing Org:		Selling Org:			Customer:		Ven dor:			
pt Lines	Holds Document	s									
tion	Off Network Shipment No	🖋 Item	Item Description	🥒 Accual Oty	/ LOI / LO	1 No 🥜 Lot Owner	🖋 Expiry Date	🖋 Program	/ Vendor	Stetus	
itores	000123	100180 - Bendrofluazide 5 mg Tablet	Bendrofluazide 5 mg Tablet	20,000 Each	0109V/Ministry Of 0109V Health Ghana	Ministry Of Health Ghana	Mar 3, 2021	Essential Medicine	Ernest Chemists Limited-Vendor - PVT	AVAILABLE	
ine 🔾 Al	od Sensitzed Line 🔹 🖉 A	Nod Shipment 🗸 Batch R	ecning States 1991 @ L	ipdate Group							

Note down the receipt number,

The **receipt** will be in the **open** state

NB: The newly created receipt will be inspected by a different user to review and validate the receipt

												() S	tandard Templa
	Site	Western Regiona	Medical Store				Cr	eated By: Samuel Afful State: Open					
		Feb 7, 2020 1	00 AM 🗂 🕐				Default Invento		~				
							Post	ting Date:	m				
								orization: View Pending Au	thorizations				
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	Buyin	g Org:			Selling Org:		Customer			Ve	ndor:		
eipt Lin	ies H	lolds Docur	nents										
	TT	Line No.	Location	Off Network	/ Item	Item Description	🖉 Actual Oty	Lat	/ Vendor	Program	Status	Parent Order	🖋 Shipment
0	۲	1	D10	0003508	101053	Paracetamol 120 mg/5 mL Syrup	7,660 Each		Pharmanova Limited- Vendor	ssential Medicine	AVAILABLE		
0	٠	2	D1	0003508	100490	Diclofenac 1% Topical Gel	17,400 Each		Pharmanova Limited- Vendor	ssential Medicine	AVAILABLE		
0	۲	3	101	0003507	100499	Diclofenac 25 mg/mL Injectable Solution	25,000 Each	A91T/Ministry Of Health Ghana	Pharmanova Limited- Vendor	ssential Medicine	AVAILABLE		
0	۲		D1	0003506	100179	Bendrofluazide 2.5 mg Tablet	480,000 E ach	R013/Ministry Of Health Ghana	Pharmanova Limited- Vendor	ssential Medicine	AVAILABLE		
0	۲	5	D1	0003506	100180	Bendrofluazide 5 mg Tablet	48,000 Each	H002/U/6/Minist Of Health Ghana	Pharmanova Limited- Vendor	ssential Medicine	AVAILABLE		
0													

To receive the same commodities with different quantities, batch/lot and expiry, select **split line** on the default line

> Populate all the mandatory fields as shown below

	* 🕄 🖸					PO by Order No	С					🌲 🤮 🖁	Imis_MFrimpong rehouse Manager
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w Buyers	CA Dashboard 🗶 🛛	Receipts × Crea	ate Receipt ×									I Stan	dard Template
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2 🔳	Buying Org:			Selling Org:			Customer:			Vendor:			
Receipt Lin	es Holds Docum	nents											
	d* Line No.		Off Network	Off Network	✓ Item	Item Description	🖋 Actual Qty	🖋 Vendor	🖋 Program	🖉 Status	🖋 Expiry Date		Parent Order
0	± 1	ASSB 1	123	123	100900 - Malaria Rapid Diagnostic Test (RDT) HRP2/pLDH (Pf) Cassette	Malaria Rapid Diagnostic Test (RDT) HRP2/pLDH (Pf) Cassette	2,000 Each	Tobinco Pharmaceuticais Limited-Vendor - PVT	Malaria	AVAILABLE	Oct 31, 2025		Parent Order
Add Line	O Add Serialized Line	O Add Shipment	🖌 Batch Receiving 🛛 🖤	New LPN 🖉 U	pdate Group								:
												Create Receipt	

Click on the split line icon

		house Mgmt Inventor	y Mgmt Administra	ition Reports Tools	Training Guides Dashboard Mgmt	Command & Control Cor	ntig				
yer SCA Dashboard		ate Receipt									Standard Tem
Site: Achimota Hospit						Created By: Mina Fr					
* Receipt No: 91981 Receipt Date: Mar 9, 2020 1	2:00 PM 兰 🕐				Defau	It Inventory Status: AVAIL Posting Date: Mar 9					
Mar 9, 2020 1.	200 PM					Final Receipt:	, 2020 till				
Buying Org:			Selling Org:			Customer:			Vendor:		
t Lines Holds Docur	ments										
Line No	✓ Location	Off Network	Off Network	/ Item	Item Description	🖋 Actual Qty	✓ Vendor	🖋 Program	🖋 Status	🖋 Expiry Date	Parent O
★ 1	ASSB 1	123	123	100900 - Maiaria Rapid Diagnostic Test (RDT)	Malaria Rapid Diagnostic Test (RDT) HRP2/oLDH (Pf) Cassette	2,000 Each	Tobinco Pharmaceuticais	Malaria	AVAILABLE	Oct 31, 2025	
Cilck to split line 1				HRP2/pLDH (Pf) Cassette	nkr2/pLbn (Pt) Cassette	_	Limited-Vendor - PVT				
				TRP2/pcbH (PI) Cassette			Entitled-verticion - PVT				
Circle of applications of				HRP2/pLDH (PT) Cassette			Limited-vendor - PVT				
ck to split line 1				HRP2/pLDH (Pf) Cassette			Limited-Vendor - PVT				
				HRP2/pLDH (Pf) Cassette			Limited-vendor - PVT				
Click to split line 1				HRP2/pLDH (Pf) Cassette			Limited-Vendor - PVT				
	Add Shipment	Satch Receiving	Non-IN d	port Grup							

> A duplicate line appears showing all the information on the first line

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, rec	eipt Line		Line No		Off Network	Off Network	🖋 Item	Item Description	Actual Qty	Vendor	Program	🖋 Status	🖋 Expiry Date	Parent Order
× (>	٠	1	ASSB 1	123	123	100900 - Malaria Rapid	Malaria Rapid Diagnostic Test (RDT)	2,000 Each	Tobinco	Malaría	AVAILABLE	Oct 31, 2025	p rucit order
							Diagnostic Test (RDT) HRP2/pLDH (Pf) Cassette	HRP2/pLDH (Pf) Cassette		Pharmaceuticais Limited-Vendor - PVT				
× (>	*	2	ASSB 1	123	123	100900 - Malaria Rapid Diagnostic Test (RDT) HRP2/pLDH (Pf) Cassette	Malaria Rapid Diagnostic Test (RDT) HRP2/pLDH (Pf) Cassette	2,000 Each	Tobinco Pharmaceuticais Limited-Vendor - PVT	Malaria	AVAILABLE	Oct 31, 2025	
	1d Line	O Add	Serialized Line	• Add Shipment	👗 Batch Receiving 🖣	Non-1.9N & U	pdate Group							>
		-												e Receipt Create and Close

> Input the quantity, batch/lot and expiry date

1		No: 91981 ate: Mar 9, 2020	12:00 PM 🖄 🔿				Defa	Created By: Mina ault Inventory Status: A//A Posting Date: Mai Final Receipt:	NLABLE Y				
		ring Org:			Selling Org	:		Customer:			Vendor:		
ot	Lines	Holds Doc	o Location	Off Network	Off Network	✓ Item	Item Description	🖋 Actual Qty	/ Vendor	🖋 Program	🖋 Status	🖋 Expiry Date	Lot No
	*		ASSB 1	123	123	100900 - Malaria Rapid Diagnostic Test (RDT) HRP2/pLDH (Pf) Cassette	Malaria Rapid Diagnostic Test (RDT) HRP2/pLDH (Pf) Cassette	2,000 Each	Tobinco Pharmaceuticais imited-Vendor - PVT	Malaria	AVAILABLE	Oct 31, 2025	BA 234
	*	2	ASSB 1	123	123	100900 - Malaria Rapid Diagnostic Test (RDT) HRP2/pLDH (Pf) Cassette	Maiaria Rapid Diagnostic Test (RDT) HRP2/pLDH (Pf) Cassette	4,000 Each	obinco harmaceuticais Jmited-Vendor - PVT	Malaria	AVAILABLE	Oct 31, 2025	CH 798
						HRP2/pLDH (Pf) Cassette			Imited-Vendor - PvT				

The batch receiving function allows the user to receive items of a batch in the system.

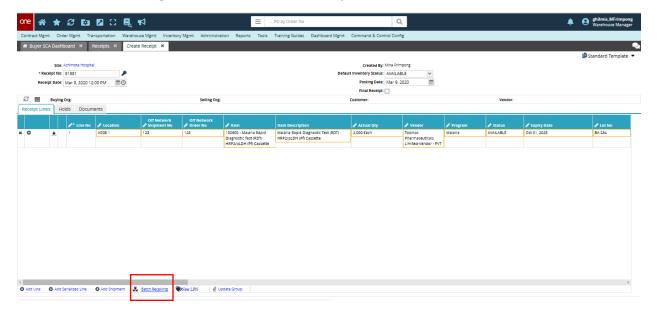
The user first needs to populate the default line by capturing the item, actual quantity, lot, expiry date etc. as shown in the picture below.

After populating the default line, the batch receiving function can be used to populate the same or different items.

For the same item the user can use the function to add a line which shows the same information as on the default line to populate the actual quantity and batch number. For the different item, the user will use this function to populate the item and its attributes (ie program, expiry date, status etc.)

To receive commodities using batch receiving function

Select **batch receiving** at the bottom of the receipt



A dialogue box will populate with information's in the first line eg. Location, item, vendor, program, expiry, status etc.

one 🖀 ★ 윤 🖬 🛛 🗆 💐 📢		PO by Order No	Q	G ghilmis_MFrimpong Warehouse Manager
Contract Mgmt Order Mgmt Transportation Warehouse Mgm	nt Inventory Mgmt Administration Reports	s Tools Training Guides Dashboard Mgmt Cor	mmand & Control Config	
H Buyer SCA Dashboard X Receipts X Create Receipt	pt ×			
Stee Actimited Hospital * Receipt too: [9195] Receipt Date: Mar 9, 2020 12:00 PM CO CO Buying org: Receipt Lines: Holds Documents	Setting Org Cch Processing Leaters: K253 1 yr Rem: 10000-Majara Bap Di Do Kumber: Constituto Cele: Unione Cele: Verso: Folico Planarastel Coutomer: Coutomer:		Created By: Mina Primping entrory States:	Estandard Template
	Lot (Enter or Scan):			
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			Add Lines Delete Clear All Close	
https://rtvn9702-spt.onenetwork.com/oms/public/rend		DefaultTheme&cls=WMS.ReceiptL		c

When receiving commodities in a different location. Edit the location

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Buyer SCA Dashboard Receipts Create Receipt X			۹
Stee: Activitota Hospital * Receipt No: 91981 Receipt Date: Mar 9, 2020 12:00 PM @		Created By: Mina Frimpong entory Status: AVAILABLE V Posting Date: Min 5, 2020 (Min Final Receipt:	🕼 Standard Template 🗢
Buying Org. Selling Org. Receipt Lines Holds Documents	Cust	omer: V	endor:
* • • • • • • • • • • • • • • • • • • •	Shipment Line Q betweey Schedule Q deree Placed Ob: Program (Marka B) Q program (Marka B) Q program (Marka B) Q status (MALABLE V LINE Q	Available Inventories	o Cert 31. 2025 BA 234
		Totals: 0 line(s), 0 lot(s), 0 serial(s)	
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<			>

When receiving a different commodity. Edit the commodity

이 🖌 🛨 🗗 🖬 🛛 🗆 🗮 📢	PO by Order No	Q	e ghilmis_MFrimpong Warehouse Manager
Contract Mgmt Order Mgmt Transportation Warehouse Mgmt Invent	ntory Mgmt Administration Reports Tools Training Guides Dashboard	d Mgmt Command & Control Config	
H Buyer SCA Dashboard X Receipts X Create Receipt X			Q
Stret - Antimicas Hospital * Receipt No: §1 051 Receipt Date: Mar 9, 2020 12:00 PM ID Buying Org:	Setting Org:	Created By: Mink Primpong Default Inventory Status: AVAILABLE Presting Date: Mar 9, 2020 Im Final Receipt Customer:	Under:
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		Add Lines Delete Clear All	Close
Add Line O Add Serialized Line O Add Shipment 💥 Batch Receiving	New LPN dupdate Group		

When receiving from a different vendor, edit the vendor

이현 🔺 🛨 🗗 🖬 🛛 🗆 🗒 📢	PO by Order	r No	Q		Grilmis_MFrimpong Warehouse Manager
Contract Mgmt Order Mgmt Transportation Warehouse Mgmt Inventory Mgmt	Administration Reports Tools Training Gui	ides Dashboard Mgmt Comman	d & Control Config		
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					🖺 Standard Template 🔻
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* Receipt No: 91981			y Status: AVAILABLE v Ing Date: Mar 9, 2020		
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🖉 🗐 Buying Org:	Selling Org:	Customer:		Vendor:	
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Batch Processing					
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	100003 - Abacavir 60 🧿 Order Delivery Schedul	le: Q	2 Lot Lot Expiry Date Qty UOM	Serial No	
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Condition Code:		m: Malaria 🗙 🧿			
Purpose Code:		te: Oct 31, 2025			
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	Abeant Agency General Merchants-Vendor - PVT Abiron Enterorise-Vendor - PVT				
	Aduana Printing Press-Vendor - PVT				
	AEM Medical Supplies-Vendor - PVT				
	Ajanta Pharma Limited-Vendor - PVT	Tota	tais: 0 line(s), 0 lot(s), 0 serial(s)		
	Alfakay Enterprise-Vendor - PVT		Add Lines Delete C	lear All Close	
	Alpha Duo Pharma Limited-Vendor - PVT Alpha Innovations-Vendor - PVT				
	Alpha Innovations-vendor - PVI Ama Siaw Company Limited-Vendor - PVT				
	Continue typing to narrow search				
					>
O Add Line O Add Serialized Line O Add Shipment 🐰 Batch Receiving New LP	N 🛛 🖉 Update Group				

When the commodity has a different expiry date, edit it

\leftrightarrow \rightarrow \circlearrowright \pitchfork https://rtvn	9702-spt.onenetwork.com/oms/base	/home.action#				□ ☆		
ne 🛪 ★ 🕫 🔯 🛛 🖸 🕄 💐 🛪	1	PO by Order No		Q			ghilmis_MFrimpo Warehouse Mana	ong iger
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Site: Achimota Hospital				reated By: Mina Frimpong				
* Receipt No: 91981 🖉			Default Invent	ory Status: AVAILABLE	~			
Receipt Date: Mar 9, 2020 12:00 PM			Po	sting Date: Mar 9, 2020				
			Fin	al Receipt: 🗌				
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Receipt Lines Holds Documents								
	Batch Processing							
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	Ext Doc Number:	Ordered Picked Qty:						
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	Purpose Code:	Expiry Date: 0	t 31, 2025 🛗					
	Owner Code: 🗸 🗸	Receipt Date:	October 2025 -	Relative Date				
	Vendor: Abiron Enterprise-Ver 🧕	Status:	SMTWTF	s Pattern 🕤				
	Customer:	LDM:	8 29 30 1 2 3	A Day				
	Lot (Enter or Scan):		5 6 7 8 9 10	Week 🕑				
	Serial No (Enter or Scan):	1.	2 13 14 15 16 17					
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		2	6 27 28 29 30 <mark>31</mark>	1				
			2 3 4 5 6 7	8	Delete Clear All Close			
			Today		Delete Clear All Close			
Add Line 🛛 Add Serialized Line 🔘 Add Shipment 🐰 B	atch Receiving 🛛 🔍 New LPN 🛛 🕴 Update Grou	p						

After editing all the information click on **add lines**

one 🚓 🚖 🗗 🖸 🖸 🖸 🕄 🖳 📢	E PO by Order No	Q	ghilmis_MFrimpong Warehouse Manager
Contract Mgmt Order Mgmt Transportation Warehouse Mgmt Inventory Mgmt Administration Report	s Tools Training Guides Dashboard M	gmt Command & Control Config	
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Site: Achimota Hospital		Created By: Mina Frimpong	
* Receipt No: 91981		Default Inventory Status: AVAILABLE 🗸	
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		Final Receipt:	
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AEM Medical Supplies-Vend			
Ajanta Pharma Limited-Ven	dor - PVT	Totals: 0 line(s), 0 lot(s), 0 serial(s)	
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Aipna innovations-vendor - Ama Siaw Company Limited			
Continue typing to narro			
			>
🛇 Add Line 🔹 Add Serialized Line 🔹 Add Shipment 👯 Batch Receiving 🌒 New LPN 🛛 🖉 Update Group			

Receipt verification process

Whom to perform this Activity - Warehouse Manager/Auditor /Stores Verifier

With the receipt number from the warehouse manager (recipient/creator of receipt)

> Log in as a warehouse manager at your facility

eports Warehouse	e Mgmt Policies	Tools Train	Buyer Supply	Manager (Buyer Financials Manager) - Ghana Ministry of Health/A ain Manager (Buyer Supply Chain Manager) - Ghana Ministry of H Admin (Ghana Ministry of Health.Customer Order Admin) - Ghana	ealth/Ashanti Regional	Switch Role Switch Themes User Profile
Purchase Order	Summary			Manager (Ghana Ministry of Health.Customer Order Manager) - C		Switch User Session Information
Q Filters (edit): [Cre	sation Date: Jan 9, 20	19 12:00 AM - Apr 1		ter (Ghana Ministry of Health Inventory Manager) - Ghana Ministr		Force Refresh
		With Blocking Holds		idmin (Ghana Ministry of Health Supplier Order Admin) - Ghana M Aanager (Ghana Ministry of Health Supplier Order Manager) - Gha	and the second secon	C Logout
Draft	89		Transportation	Aanager (Ghana Ministry of Health.Transportation Manager) - Gha	na Ministry of Health/	
Awaiting Approval	23		Vendor Financ	ls Manager (Vendor Financials Manager) - Ghana Ministry of Healt	h/Ashanti Regional Me	
New	98	4	Vendor Supply	hain Admin (Vendor Supply Chain Admin) - Ghana Ministry of Hea	ath/Ashanti Regional Me	
Vendor Confirmed With Changes	20	1	✓ Warehouse M.	ager (Ghana Ministry of Health.Warehouse Manager) - Ghana Min	istry of Health/Ashanti Re	
Buyer Confirmed With Changes	1	0	0			
In Promising	38	0	0			
Open	195	0	0			
Vendor Change Requested	4	0	0			
In Fulfiliment	92	0	0			

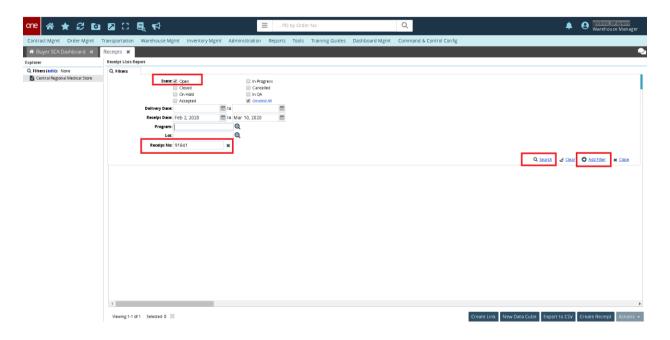
- > Navigate to the warehouse management tab
- > Select receipts

ne 🕋 ★		2			¢	ASHANTIRMS_UAT Us Warehouse Manager
eports Warehouse	Mgmt Policies	Tools Training Guides Contract Mg	mt Order Mgmt	Transportation Inventory Mgmt Administration		
	se Manager	Warehouse Explorer				Opt
Buyer Su Purchase Orger	pply Chain Manager Summary	Issue Inventory	A C 0	Warehouse Workload Portlet		▲ C ¢
Q Filters (edit): [Cre	ation Date: Jan 9, 2019 1	2:00 Pick Lists	th Zero Coun	Q Filters (edit): [Site: Ashanti Regional Medical Store]		
		ith I Receipts				
Draft	89	Packing Lists				
waiting Approval	23	Putaway Lists				
lew	98	Inventory Move	E			
endor Confirmed Vith Changes	20	A second s	-			
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n Promising	38		- 1			
pen	195	Quality And Compliance	E.			
/endor Change Requested	4	Buffer BOH Adjustment Report	-			
In Fulfillment	92	Barrer Borrriajustinent Report				

When the window opens, the receipt number will be in the opened window

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act Mgmt – Order Mgmt	Transportation	Warehouse Mgmt	Inventory Mgmt Administra	ation Reports Tools	Training Guides Dash	board Mgmt Comman	nd & Control Config			
Buyer SCA Dashboard 🛛 🗶	Receipts 🗙									
r.	Receipt Lists Rep	ort								
ters (edit): None	Q Filters(edit):	(State: Open, In Prog	ress,On Hold,In QA,Accepted][Receipt N	o: 91841][Receipt Date: Feb 2, 2	2020 - Mar 10, 2020]			1	1	
entral Regional Medical Store	Receipt	Line No	Item	State	My Item	Ext Item Name	Item Description	Generic Item	Generic Item Description	Serial No
	91841	1 0	100180	Open	100180-Bendrofluazide 5 mg Tablet		Bendrofluazide 5 mg Tablet			
	4									

- If you do not find the Receipt number Filter edit to search for the receipt number using the receipt date
- > Add filter to include the receipt number
- > A list of open receipts that fall within the receipt date range will appear



> Open the receipt that needs to be verified by clicking the receipt number.

ne 🔺 🚖 🗗 🔯	🛛 🖸 🗒	l 📢 🗌		■ PO by Ord	er No	Q				ghilmis_BFayemi Warehouse Manage
ontract Mgmt Order Mgmt 1			nt Inventory Mgmt Administ	tration Reports Tools	Training Guides Dash	board Mgmt Comman	d & Control Config			
🕷 Buyer SCA Dashboard 🗶	Receipts 🗙									
plorer	Receipt Lists Repo	rt								
Fliters (edit): None	Q, Filters (edit):	(State: Open, In Proj	gress,On Hold,In QA,Accepted][Receipt	No: 91841][Receipt Date: Feb 2,	2020 - Mar 10, 2020]					
Central Regional Medical Store	Receipt	Line No	ltem	State	My Item	Ext Item Name	Item Description	Generic item	Generic Item Desi	cription Serial No
	91841		0 100180	Open	100180-Bendrofluazide 5 mg Tablet		Bendrofluazide 5 mg Tablet			
	4									

> A receipt screen opens with the receipt details in the *open state* and verify if the actual quantities, batch and expiry dates are correct, then click on *Inspect*,

			No	Advantant Comm									e	Standard Templa
	Recei	Site: Ipt No:	Western Regional 82720	Medical Store				Cre	ated By: Samuel Afful State: Open					
	Receip	t Date:	Feb 7, 2020 11	:00 AM 🗂 🕐				Default Inventory	y Status:	*				
									ng Date:	m				
									rization: View Pending Au Receipt:	thorizations				
								Fille	Notes: 🖉					
Q		Buying	Org:			Selling Org:		Customer:			Ve	ndør:		
eip	Lines	н	olds Docum	nents									_	
			- Line No	✓ Location	Off Network	e Item	Item Description	Actual Oty	₽ Lot	/ Vendor	Program	✓ Status	🖋 Parent Order	🖋 Shipmen
0	'	٠	1	D10	0003508	101053	Paracetamol 120 mg/5 mL Syrup	7,660 Each		Pharmanova Limited- Vendor	ssential Medicine	AVAILABLE		
0		٠	2	D1	0003508	100490	Diclofenac 1% Topical Gel	17,400 Each		Pharmanova Limited- Vendor	ssential Medicine	AVAILABLE		
C		٠	3	D1	0003507	100499	Diclofenac 25 mg/mL Injectable Solution	25,000 Each	A91T/Ministry Of Health Ghana	Pharmanova Limited- Vendor	ssential Medicine	AVAILABLE		
0		٠	4	D1	0003506	100179	Bendrofluazide 2.5 mg Tablet	480,000 E ach	R013/Ministry Of Health Ghana	Pharmanova Limited- Vendor	ssential Medicine	AVAILABLE		
0			5	D1	0003506	100180	Bendrofluazide 5 mg Tablet	48,000 Each	H002/U/6/Minist Of Health Ghana	Pharmanova Limited- Vendor	ssential Medicine	AVAILABLE		

> After inspection the state changes to in **QA**, then Acknowledge

one	*	*	З	¢		1 0	٩, ۱	4				Ξ	PO by Orde	r No			Q,					۰	e ghilm Ware	is_BFayemi nouse Manager
Contra M B	-		_		_	portation ipts 🗙	Wareh 91702	_	mt Inve 32703 ¥		gmt Administ	ration	Reports Tools	Training Guides	s Dashboa	ard Mgmt	Command	& Control Config						₹.
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×] 1		D	0												0007572				10143	5	Glucose Injectab
×			2		D	0												0007572				10115	7-01	Ringers mL Batt
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< O Add	line	O Add S	erialize	d Line	0	Add Shipm	ent 💑	Batch Rec	elving G	New LF	PN 🖉 Upda	ite Group									Updat		nowledge	Cancel Claim

> The state changes to **Accepted**, then **Update and close** the receipt

Contract Mgmt Order M Buyer SCA Dashboard Record was updated	_	arehouse Mgmt Inver		ration Reports Tools	Training Guides Das	hboard Mgmt Comma	nd & Control Config				
	_	702 × 82703 ×									
Record was updated	d successfully										
										🕒 Star	ndard Template
	ern Regional Medical Store					Created By: Samuel Aff	al .				
Receipt No: 82703 Receipt Date: Feb 1	3 7, 2020 10:48 AM 🛗 🥝				Default	State: Accepted	~				
						Posting Date:	m				
						Authorization: View Pendi	ng Authorizations				
						Notes: 🖉					
Buying Org:			Selling Org:		c	astomer:			Vendor:		
eceipt Lines Holds	Documents						Off Network	Off Network			
	* Line No 🥜 Location	🥜 Parent Order	🖋 Shipment Line	Order Delivery 🖋 Schedule	🖋 Production Order	🖋 Work Order Task	🥜 Shipment No	Order No	Ext Item Name	🧨 item	item (
1	D10						0007572			101435	Gluca
2	D10						0007572			101157-01	Ringe mL Bo
3	D10						0007572			101199-01	Sodiu 1 x 50

> The state changes to **Closed**

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ontract Mgm	t Order Mj	gmt Trans	portation	Warehouse	Mgmt	Inventor	y Mgmt	Administratio	on Reports	Tools	Training Guides	Dashboard Mgmt	Command a	& Control Cont	le .			
🕈 Buyer SCA	Dashboard	× Rec	ipts 🗙	91702 ×	8270	з 🗙												
🔗 Record v	was updated	successfully																
																		🕼 Standard Templa
	Site: Western Not No: 82703 Not Date: Feb 7, 2	n Regional Med	ical Store										: Samuel Afful :: Closed ::					
												Authorization	View Pending A	uthorizations				
												Final Receipt						
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e No		Locat	on	Parent	Drder	Ship	ment Line	on	der Delivery Sch	edule	Production Order	Work Order Task		Network pment No	Off Network Order No	Ext Item Name	ltem	Item De
		D10											000	17572			101435	Glucose Injectab
		D10											000	17572			101157-0	Ringers mL Bott
		D10											000	17572			101199-0	500 Sodium 1 × 500 s

System Roles and Responsibilities

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

Org	Personnel	Roles and Responsibilities
SDP	Warehouse manager (personnel)	 Generate receipt Create the receipt The receipt will be in the open state Note down the receipt number Give it to the stores verifier
SDP	Warehouse manager (Stores verifier)	 Inspects the receipt Acknowledges receipt Updates and closes the receipt