

REPUBLIC OF GHANA
MINISTRY OF HEALTH



GHILMIS SYSTEM END-USER
AID

Receiving Functionality

Contents

Acronyms 2

Introduction 3

Commodity Receipt based on shipment received from the RMS..... 4

Receiving items from Private Suppliers 15

Receipt verification process..... 26

System Roles and Responsibilities 30

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 receiving 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

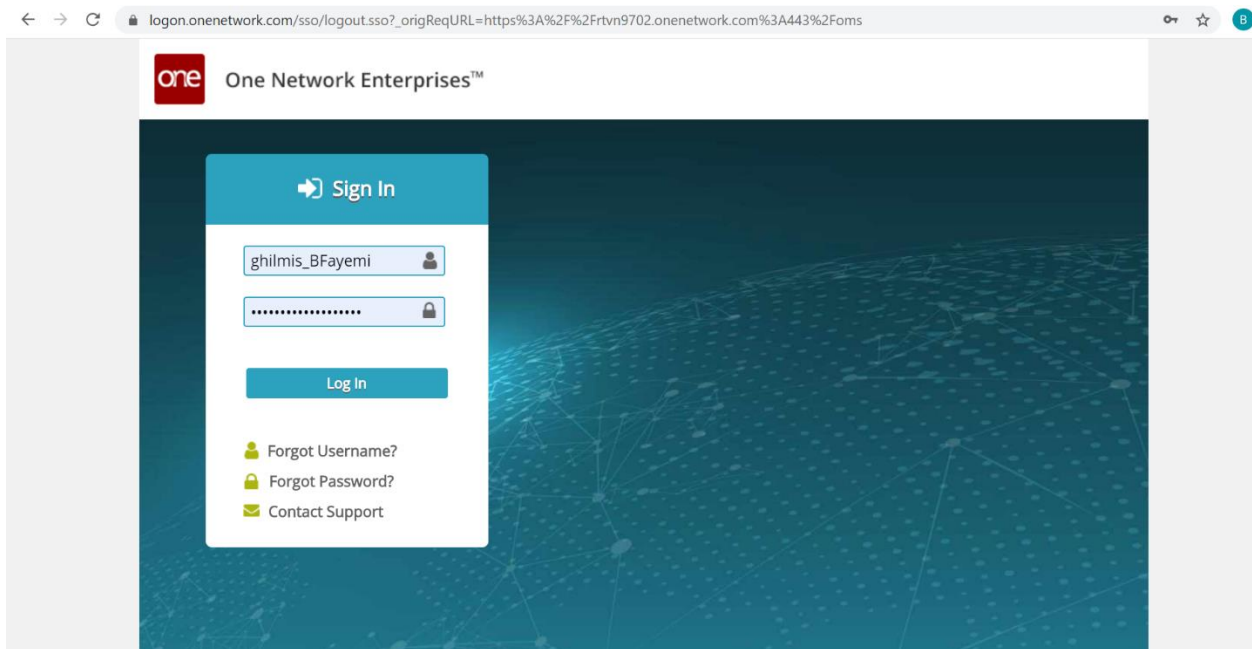
Whom to perform this Activity

Warehouse Manager

How to perform this Activity

Log in to the url: www.rtvn9702.onenetwork.com

Type in your username and password to log in

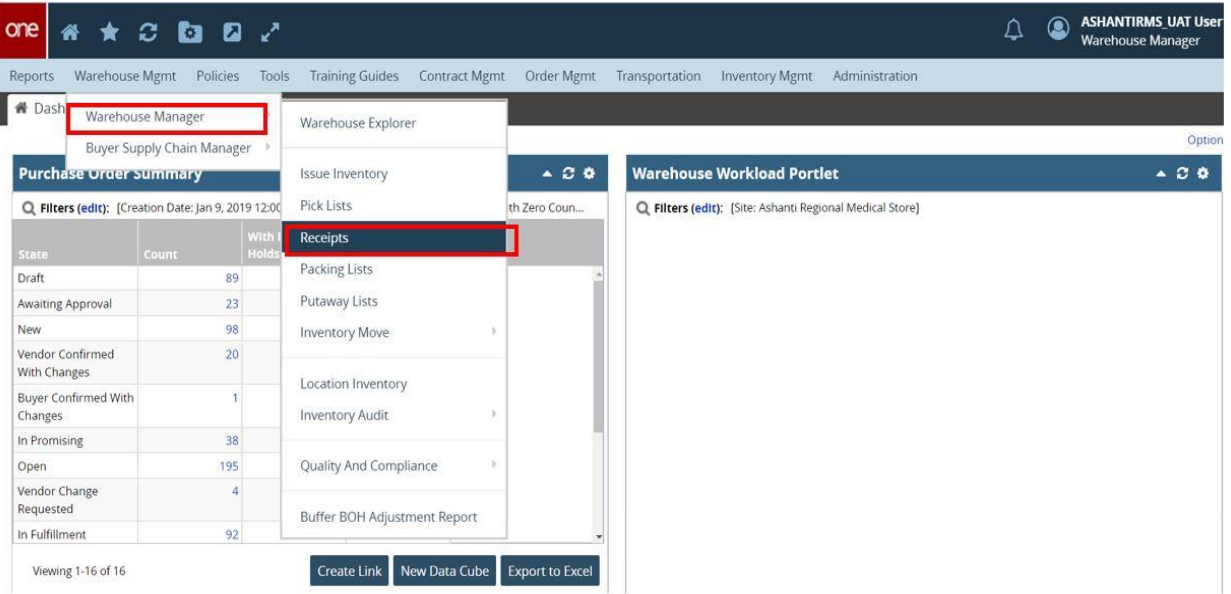


Commodity Receipt based on shipment received from the RMS

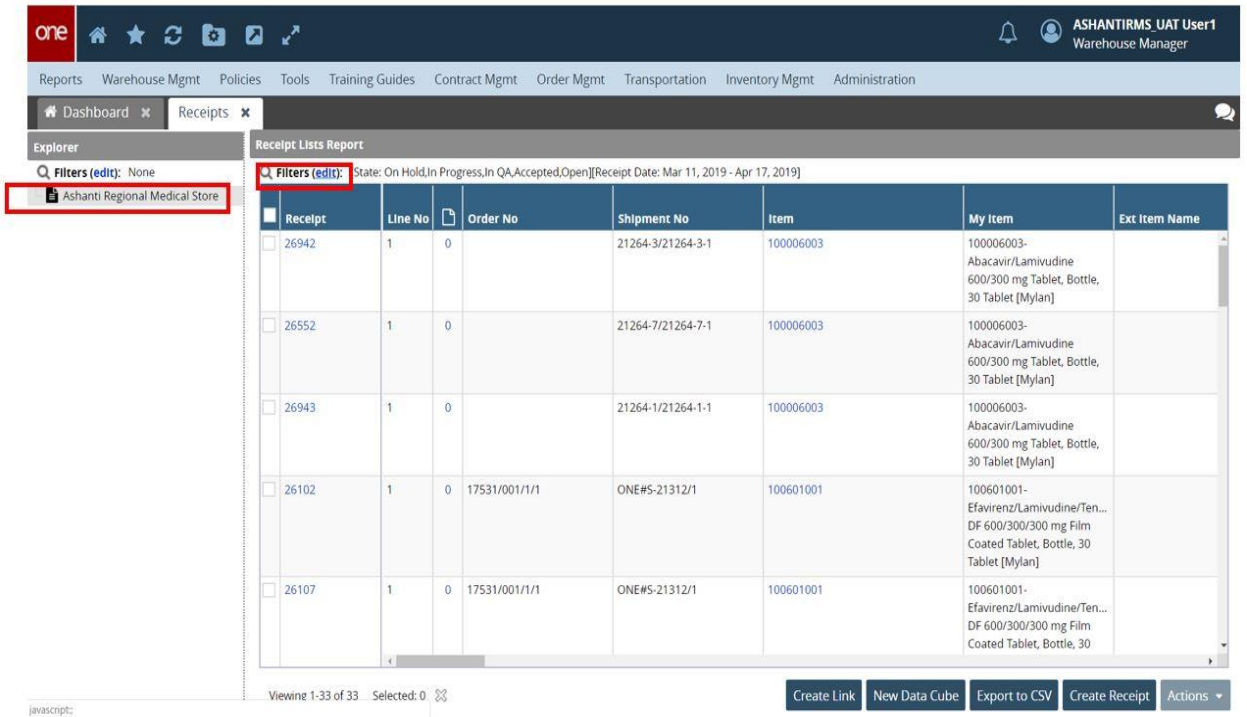
- Log in as a warehouse manager at your facility

State	Count	With Blocking Holds
Draft	89	
Awaiting Approval	23	
New	98	
Vendor Confirmed With Changes	20	
Buyer Confirmed With Changes	1	0
In Promising	38	0
Open	195	0
Vendor Change Requested	4	0
In Fulfillment	92	0

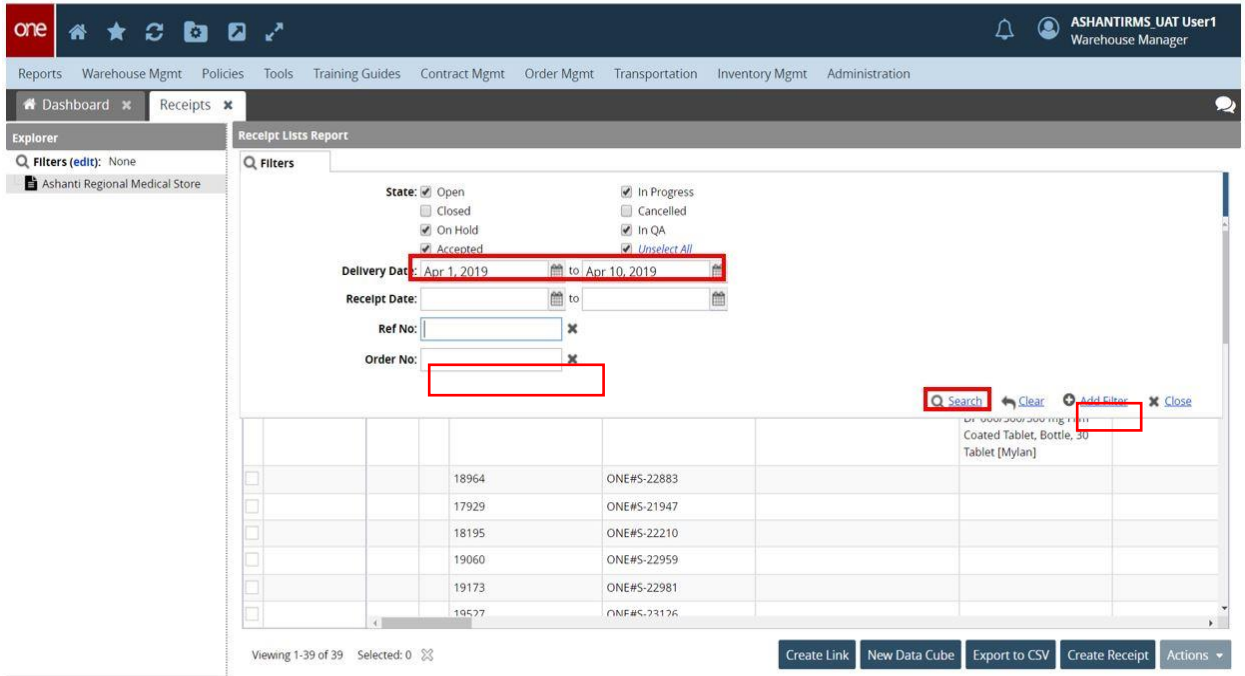
- Navigate to the warehouse management tab
- Select Receipts



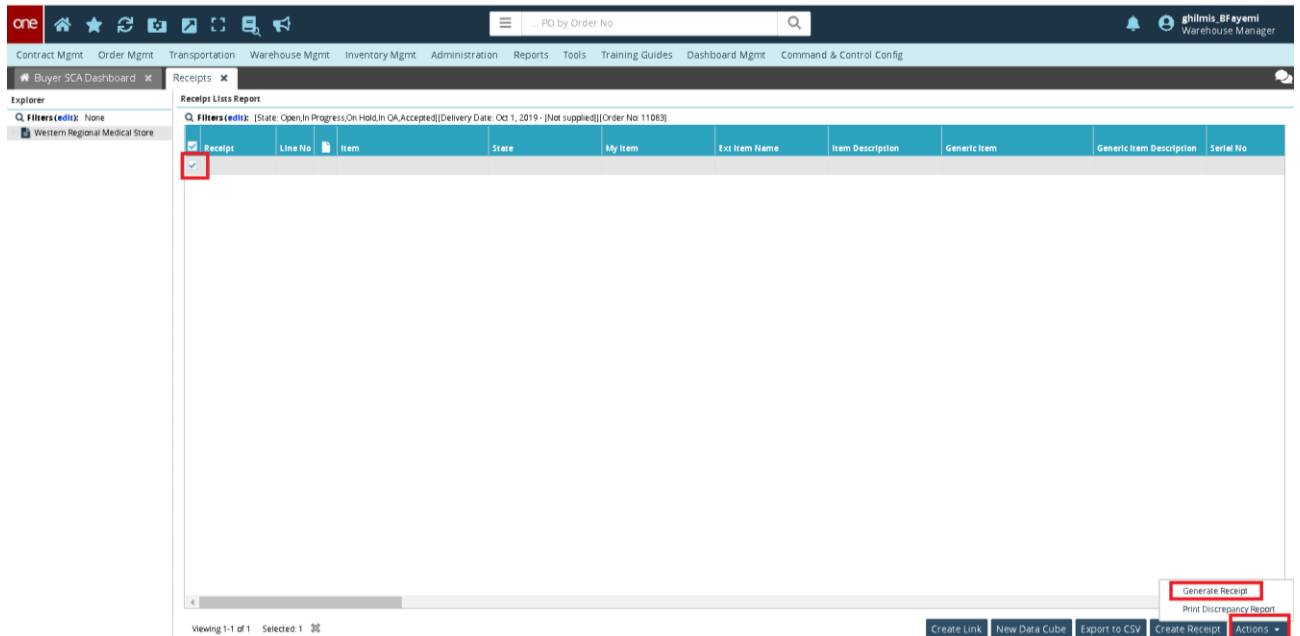
- In the receipts window, Click on Filter **edit** in the right window to look for the delivered shipment



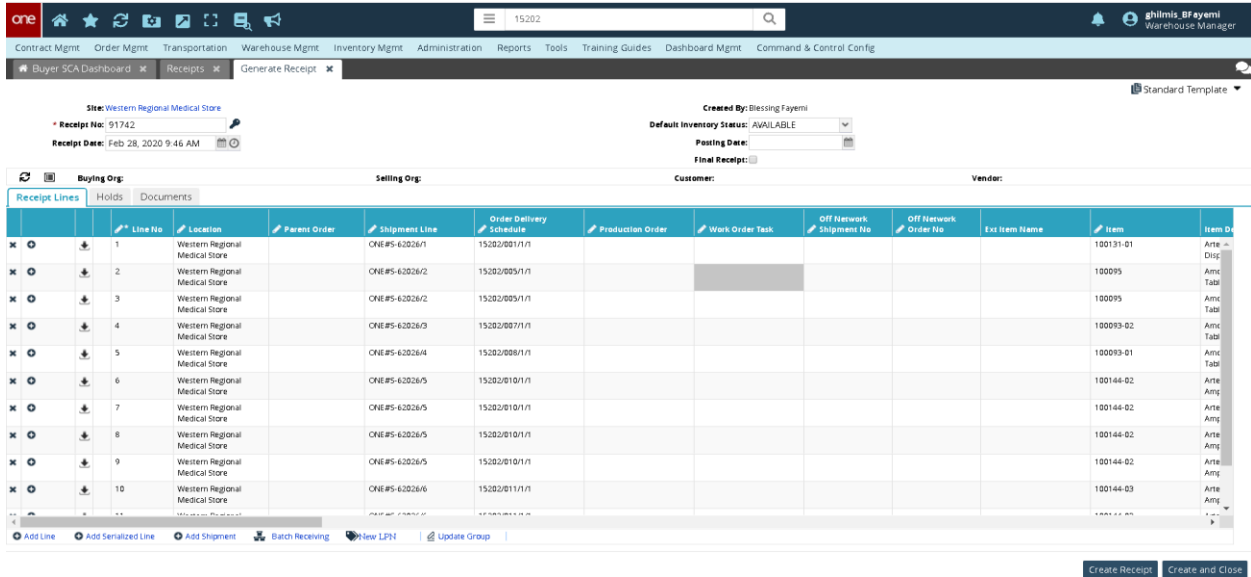
- Delete the default Receipt Date and populate the **delivery date** (usually a wide range date) and not the receipt date
- Click on **Add filter** and select the *order number* from the list to narrow the search, click on **search** once you enter the order number



- 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**,

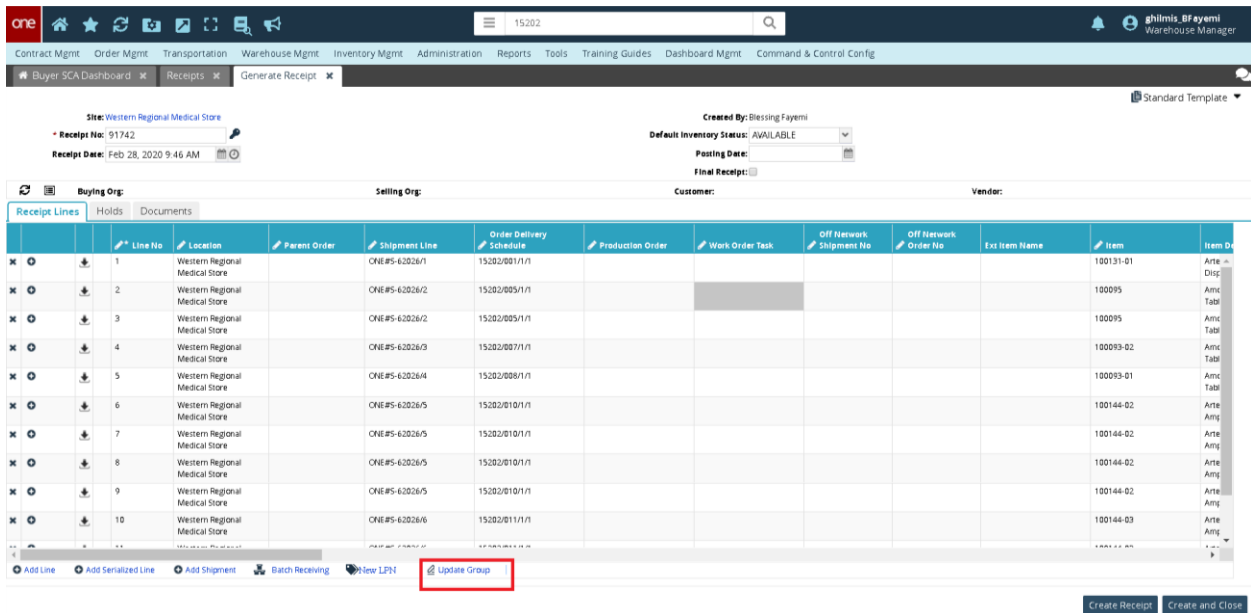


- A receipt screen will open



➤ 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



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

➤ Click on **start**.

Site: Western Regional Medical Store
 * Receipt No: 91702
 Receipt Date: Feb 27, 2020 10:44 AM

Created By: Blessing Fayemi
 Default Inventory Status: AVAILABLE
 Posting Date:
 Final Receipt:

Group Selection	Line No	Location	Parent Order	Shipment Line	Order Delivery Schedule	Production Order	Work Order Task	Off Network Shipment No	Off Network Order No	Ext Item Name	Item
<input checked="" type="checkbox"/>	1	Western Regional Medical Store		ONE#5-62024/1	15205/001/1/1						100574
<input checked="" type="checkbox"/>	2	Western Regional Medical Store		ONE#5-62024/2	15205/002/1/1						100578-01
<input checked="" type="checkbox"/>	3	Western Regional Medical Store		ONE#5-62024/3	15205/003/1/1						100997
<input checked="" type="checkbox"/>	4	Western Regional Medical Store		ONE#5-62024/4	15205/005/1/1						100998
<input checked="" type="checkbox"/>	5	Western Regional Medical Store		ONE#5-62024/5	15205/006/1/1						101558
<input checked="" type="checkbox"/>	6	Western Regional Medical Store		ONE#5-62024/6	15205/007/1/1						100005-02
<input checked="" type="checkbox"/>	7	Western Regional Medical Store		ONE#5-62024/7	15205/008/1/1						100006

Buttons: Add Line, Add Serialized Line, Add Shipment, Batch Receiving, New LPN, Update Group, Start, Cancel

Buttons: Create Receipt, Create and Close

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

Click on **Ok**

Update Group

Item: [Search]
 Rejected Qty: [Text]
 Shipment Line: [Search]
 Parent Order: [Search]
 Work Order Task: [Search]
 Off Network Order No: [Text]
 Location: 05 PROGRAMS [Search]
 From LPN: [Search]
 Repack Option: [Dropdown]
 Lot No: [Text]
 Vendor: Imperial Managed Solution [Search]
 Program: HIVAIDS [Search]
 Expiry Date: [Calendar]
 Owner Code: [Dropdown]
 External Doc Number: [Text]
 Lot Instance: [Search]
 Kit: [Search]
 Actual Qty: [Text] Each [Dropdown]
 Order Delivery Schedule: [Search]
 Production Order: [Search]
 Off Network Shipment No: [Text]
 Off Network Ref No: [Text]
 Stocking UOM: [Dropdown]
 To LPN: [Search]
 Lot: [Search]
 Lot Owner: [Text]
 Customer: [Search]
 Status: [Dropdown]
 Condition Code: [Dropdown]
 Purpose Code: [Dropdown]
 Extra Attributes: [Text]
 Person: [Search]
 Reject Reason Code: [Search]

Buttons: OK, Cancel

- 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

The screenshot shows the 'Generate Receipt' screen in the OneSource Warehouse Manager. The interface includes a navigation bar at the top with options like 'Contract Mgmt', 'Order Mgmt', 'Transportation', 'Warehouse Mgmt', 'Inventory Mgmt', 'Administration', 'Reports', 'Tools', 'Training Guides', 'Dashboard Mgmt', and 'Command & Control Config'. Below the navigation bar, there are tabs for 'Buyer SCA Dashboard', 'Receipts', and 'Generate Receipt'. The main area displays receipt details for 'Site: Western Regional Medical Store' and 'Receipt No: 91742'. A table titled 'Receipt Lines' is shown with columns for 'Parent Order', 'Shipment Line', 'Order Delivery Schedule', 'Item', 'Item Description', 'Shipped Qty', 'Actual Qty', 'Lot', 'Lot Expiry Date', 'Production Order', and 'Work Order Task'. Several rows of data are visible, including items like 'Artemether/Lumefantrine 20/120 mg Dispersible Tablet, Blister, 6 Tablet' and 'Amodiaquine/Artesunate 67.5/25 mg Tablet'. A 'Create Receipt' button is highlighted with a red box at the bottom right.

- 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*

The screenshot shows the 'Receipts' screen in the OneSource Warehouse Manager. A green message bar at the top states 'Record was created successfully'. The interface includes a navigation bar at the top with options like 'Contract Mgmt', 'Order Mgmt', 'Transportation', 'Warehouse Mgmt', 'Inventory Mgmt', 'Administration', 'Reports', 'Tools', 'Training Guides', 'Dashboard Mgmt', and 'Command & Control Config'. Below the navigation bar, there are tabs for 'Buyer SCA Dashboard', 'Receipts', and '91742'. The main area displays receipt details for 'Site: Western Regional Medical Store' and 'Receipt No: 91742'. A 'Create Receipt' button is highlighted with a red box at the bottom right. The 'Receipt Lines' table is visible, showing the receipt is in the 'Open' state.

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

Receipt verification process

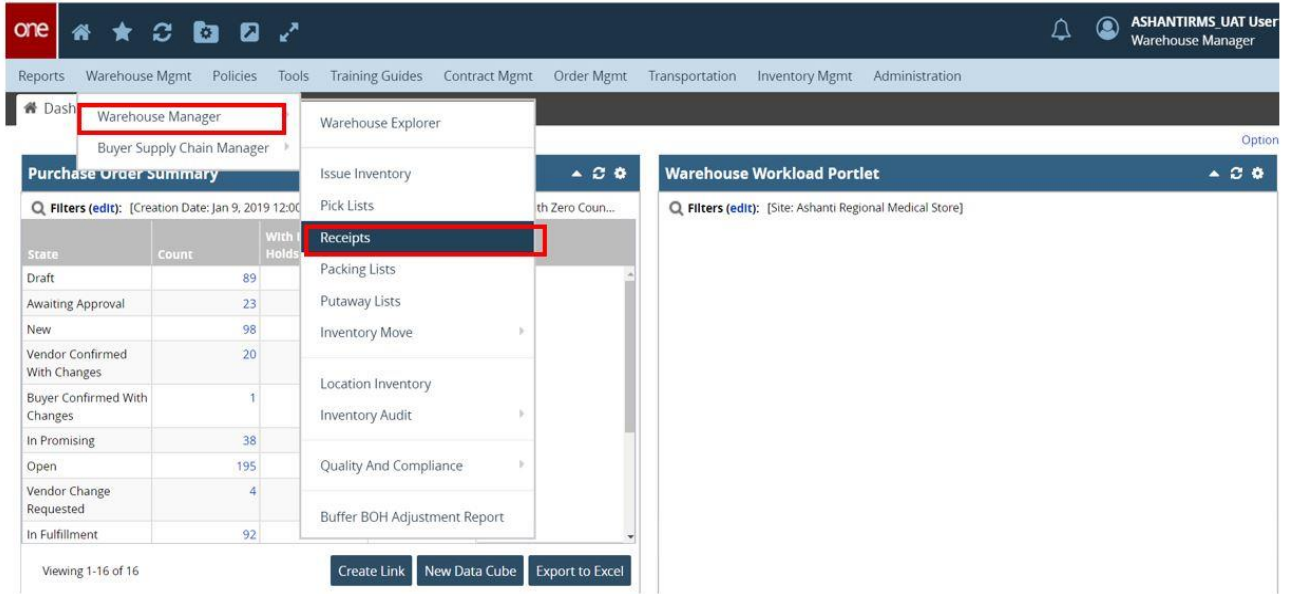
Whom to perform this Activity – Warehouse Manager/Auditor /Stores Verifier

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

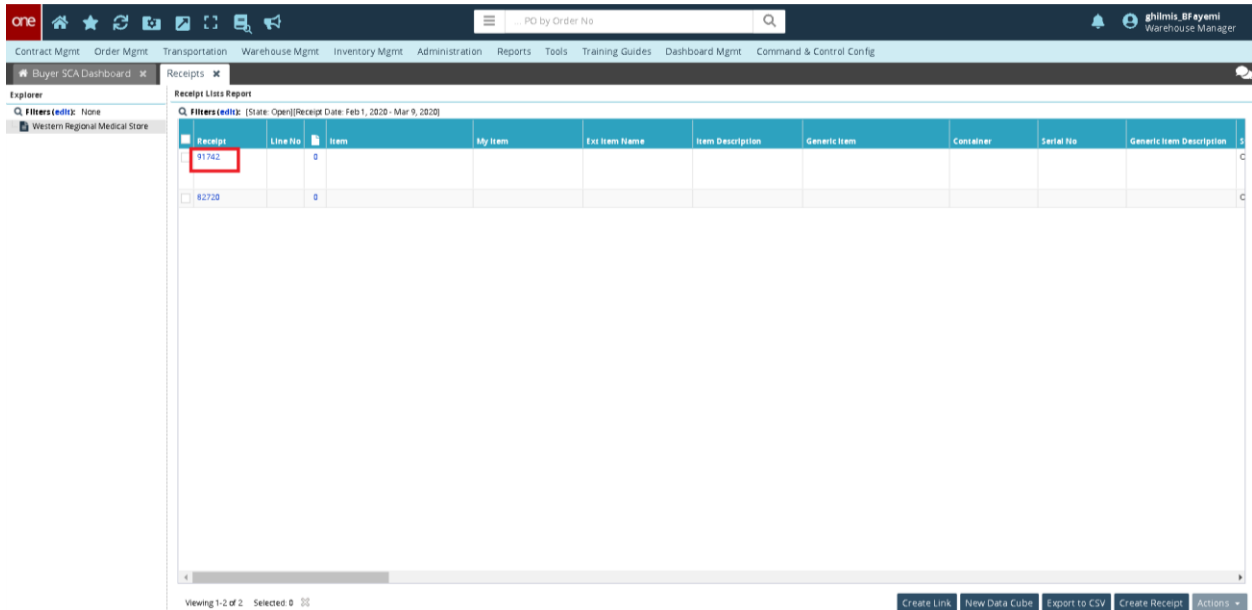
The screenshot displays the ASHANTIRMS UAT User interface. The top navigation bar includes 'one' logo, navigation icons, and the user profile 'ASHANTIRMS UAT User Warehouse Manager'. The main content area shows a 'Purchase Order Summary' table with filters for 'Creation Date: Jan 9, 2019 12:00 AM - Apr 1'. A dropdown menu is open, listing various roles such as 'Buyer Financials Manager', 'Buyer Supply Chain Manager', 'Customer Order Admin', 'Customer Order Manager', 'Inventory Manager', 'Supplier Order Admin', 'Supplier Order Manager', 'Transportation Manager', 'Vendor Financials Manager', 'Vendor Supply Chain Admin', and 'Warehouse Manager'. The 'Warehouse Manager' role is selected and highlighted. A 'Switch Role' dropdown menu is also visible on the right side of the interface.

State	Count	With Blocking Holds
Draft	89	
Awaiting Approval	23	
New	98	
Vendor Confirmed With Changes	20	
Buyer Confirmed With Changes	1	0
In Promising	38	0
Open	195	0
Vendor Change Requested	4	0
In Fulfillment	92	0

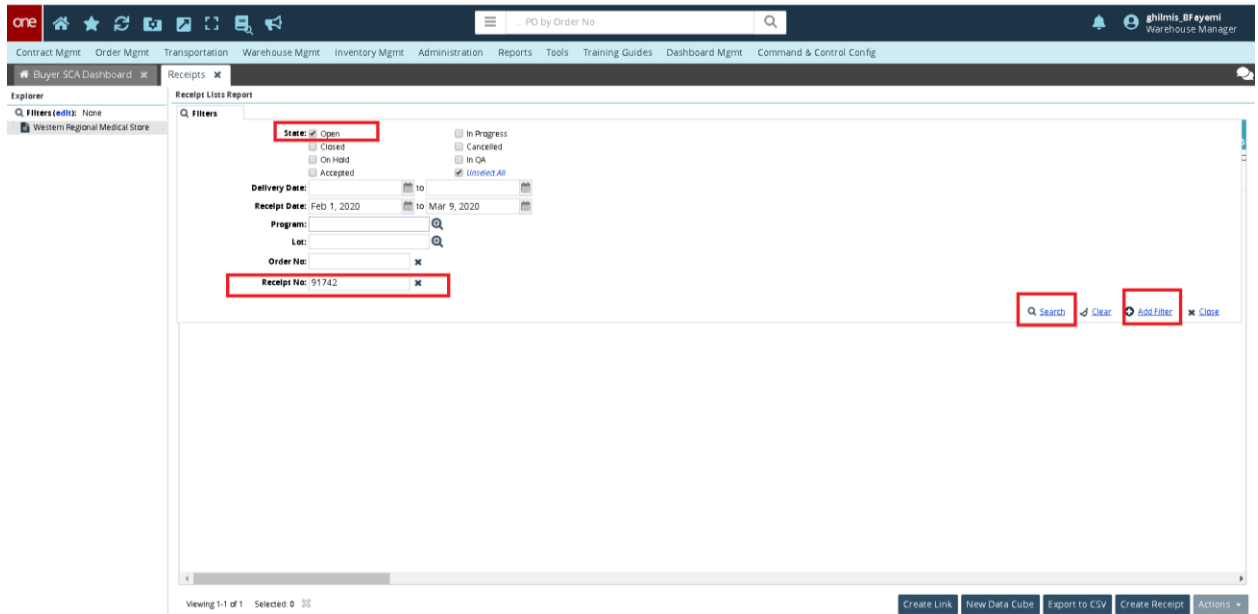
- Navigate to the warehouse management tab
- Select receipts



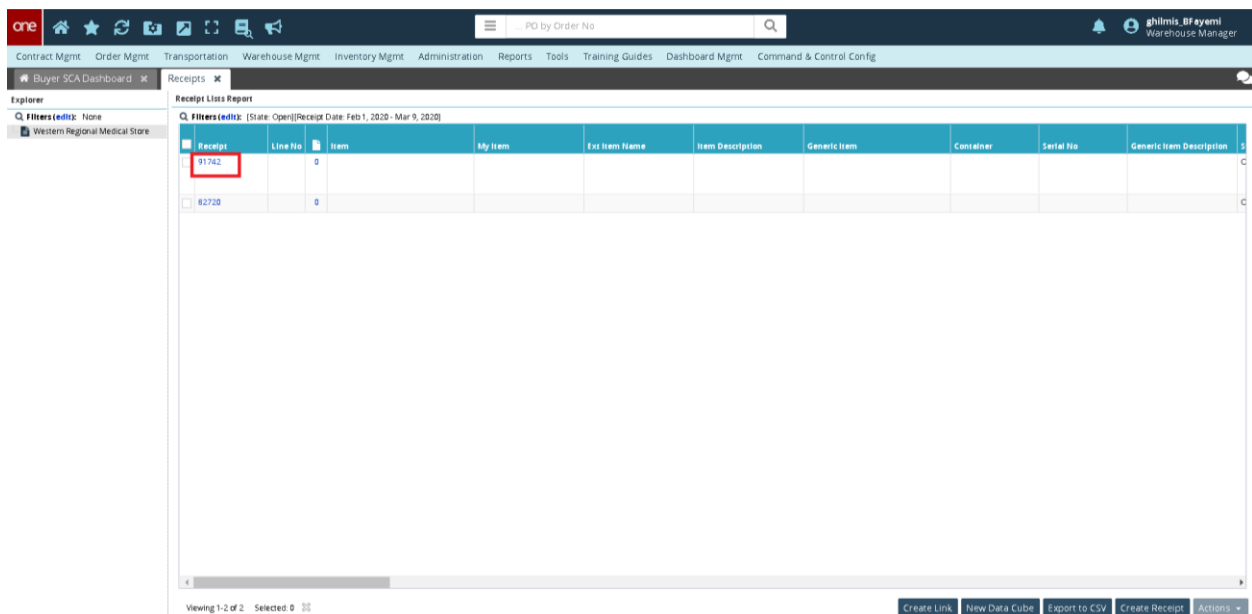
➤ When the window opens, the receipt number will be in the opened window



- 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.



- 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**,

one ... PO by Order No

Contract Mgmt Order Mgmt Transportation Warehouse Mgmt Inventory Mgmt Administration Reports Tools Training Guides Dashboard Mgmt Command & Control Config

Buyer SCA Dashboard Receipts 91742 91702

Standard Template

Site: Western Regional Medical Store
 Receipt No: 91742
 Receipt Date: Feb 28, 2020 9:46 AM

Created By: Blessing Fayemi
 State: Open
 Default Inventory Status:
 Posting Date:
 Authorization: View Pending Authorizations
 Final Receipt:
 Notes:

Buying Org: Western Regional Medical Store-Ghana Healt... Selling Org: Imperial Managed Solutions Ghana-Imperial... Customer: Vendor: Imperial Managed Solutions Ghana-Vendor-PVT

Line No	Location	Parent Order	Shipment Line	Order Delivery Schedule	Production Order	Work Order Task	Off Network Shipment No	Off Network Order No
1	D5 PROGRAMS		ONE#5-62026/1	15202/001/1/1				
2	D5 PROGRAMS		ONE#5-62026/2	15202/005/1/1				
3	D5 PROGRAMS		ONE#5-62026/2	15202/005/1/1				
4	D5 PROGRAMS		ONE#5-62026/3	15202/007/1/1				

Update Inspect Update and Close Cancel Claim

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

one ... PO by Order No

Contract Mgmt Order Mgmt Transportation Warehouse Mgmt Inventory Mgmt Administration Reports Tools Training Guides Dashboard Mgmt Command & Control Config

Buyer SCA Dashboard Receipts 91702

Standard Template

Site: Western Regional Medical Store
 Receipt No: 91702
 Receipt Date: Feb 27, 2020 10:44 AM

Created By: Blessing Fayemi
 State: In QA
 Default Inventory Status:
 Posting Date:
 Authorization: View Pending Authorizations
 Final Receipt:
 Notes:

Buying Org: Western Regional Medical Store-Ghana Healt... Selling Org: Imperial Managed Solutions Ghana-Imperial... Customer: Vendor: Imperial Managed Solutions Ghana-Vendor-PVT

Line No	Location	Parent Order	Shipment Line	Order Delivery Schedule	Production Order	Work Order Task	Off Network Shipment No	Off Network Order No
1	D5 PROGRAMS		ONE#5-62024/1	15205/001/1/1				
2	D5 PROGRAMS		ONE#5-62024/2	15205/002/1/1				
3	D5 PROGRAMS		ONE#5-62024/3	15205/003/1/1				

Update Acknowledge Cancel Claim

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

one ... PO by Order No

Contract Mgmt Order Mgmt Transportation Warehouse Mgmt Inventory Mgmt Administration Reports Tools Training Guides Dashboard Mgmt Command & Control Config

Buyer SCA Dashboard Receipts 91702

Record was updated successfully

Site: Western Regional Medical Store
 Receipt No: 91702
 Receipt Date: Feb 27, 2020 10:44 AM

Created By: Blessing Fayemi
 State: Accepted
 Default Inventory Status:
 Posting Date:
 Authorization: View Pending Authorizations
 Final Receipt:
 Notes:

Buying Org: Western Regional Medical Store-Ghana Health... Selling Org: Imperial Managed Solutions Ghana-Imperial... Customer: Vendor: Imperial Managed Solutions Ghana-Vendor-PVT

Receipt Lines Holds Documents

Line No	Location	Parent Order	Shipment Line	Order Delivery Schedule	Production Order	Work Order Task	Off Network Shipment No	Off Network Order No
1	DS PROGRAMS		ONE#5-62024/1	15205/001/1/1				
2	DS PROGRAMS		ONE#5-62024/2	15205/002/1/1				

Update Update and Close Cancel Claim

➤ The state changes to **Closed**

one ... PO by Order No

Contract Mgmt Order Mgmt Transportation Warehouse Mgmt Inventory Mgmt Administration Reports Tools Training Guides Dashboard Mgmt Command & Control Config

Buyer SCA Dashboard Receipts 91702

Record was updated successfully

Site: Western Regional Medical Store
 Receipt No: 91702
 Receipt Date: Feb 27, 2020 10:44 AM

Created By: Blessing Fayemi
 State: Closed
 Posting Date:
 Authorization: View Pending Authorizations
 Final Receipt: No
 Notes:

Buying Org: Western Regional Medical Store-Ghana Health... Selling Org: Imperial Managed Solutions Ghana-Imperial... Customer: Vendor: Imperial Managed Solutions Ghana-Vendor-PVT

Receipt Lines Holds Documents

Line No	Location	Parent Order	Shipment Line	Order Delivery Schedule	Production Order	Work Order Task	Off Network Shipment No	Off Network Order No
1	DS PROGRAMS		ONE#5-62024/1	15205/001/1/1				
2	DS PROGRAMS		ONE#5-62024/2	15205/002/1/1				
3	DS PROGRAMS		ONE#5-62024/3	15205/003/1/1				

Update Update and Close Generate Putaway List Generate Return Order Generate Negative Receipt

➤ 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

The screenshot shows the 'one' system interface. The top navigation bar includes 'Reports', 'Warehouse Mgmt', 'Policies', 'Tools', and 'Train'. The main content area displays a 'Purchase Order Summary' table with filters for 'Creation Date: Jan 9, 2019 12:00 AM - Apr 1'. The table has columns for 'State', 'Count', and 'With Blocking Holds'. A dropdown menu is open, showing a list of roles, with 'Warehouse Manager (Ghana Ministry of Health.Warehouse Manager) - Ghana Ministry of Health/Ashanti Re...' selected.

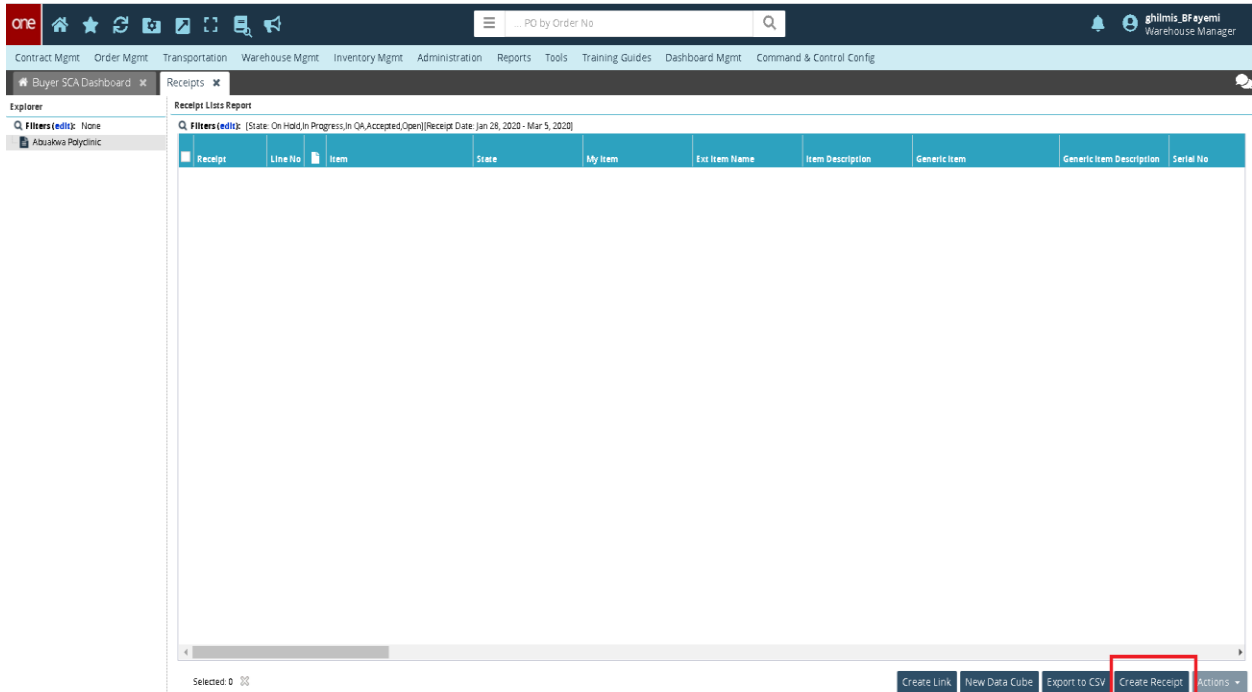
State	Count	With Blocking Holds
Draft	89	
Awaiting Approval	23	
New	98	
Vendor Confirmed With Changes	20	
Buyer Confirmed With Changes	1	0
In Promising	38	0
Open	195	0
Vendor Change Requested	4	0
In Fulfillment	92	0

- Navigate to the warehouse management tab
- Select Receipts

The screenshot shows the 'one' system interface with the 'Warehouse Manager' tab selected. The main content area displays a 'Purchase Order Summary' table with filters for 'Creation Date: Jan 9, 2019 12:00 AM - Apr 1'. A dropdown menu is open, showing a list of options, with 'Receipts' highlighted. The 'Warehouse Workload Portlet' is also visible on the right side of the screen.

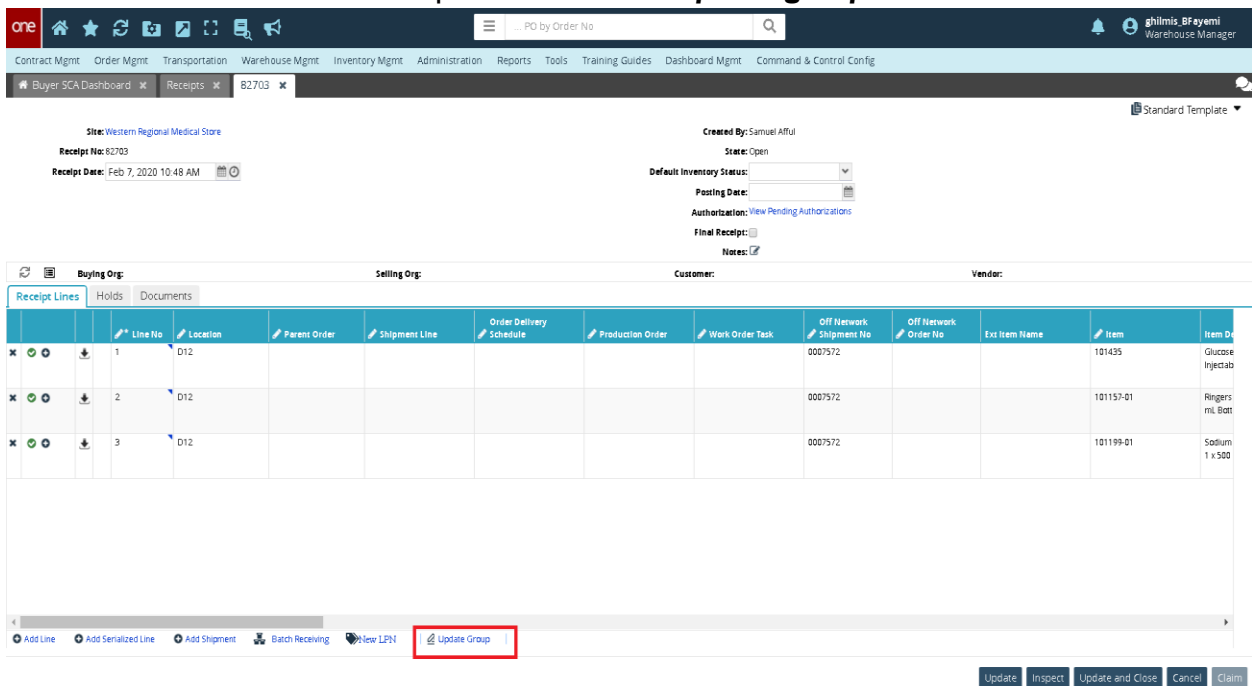
State	Count	With Holds
Draft	89	
Awaiting Approval	23	
New	98	
Vendor Confirmed With Changes	20	
Buyer Confirmed With Changes	1	
In Promising	38	
Open	195	
Vendor Change Requested	4	
In Fulfillment	92	

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



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

Site: Western Regional Medical Store
 Receipt No: 82703
 Receipt Date: Feb 7, 2020 10:48 AM

Created By: Samuel Afful
 State: Open
 Default Inventory Status: [Dropdown]
 Posting Date: [Calendar]
 Authorization: View Pending Authorizations
 Final Receipt: [Dropdown]
 Notes: [Text Area]

Group Selection	Line No	Location	Item
<input checked="" type="checkbox"/>	1	D12	101435
<input checked="" type="checkbox"/>	2	D12	101157-01
<input checked="" type="checkbox"/>	3	D12	101199-01

Buttons: Add Line, Add Serialized Line, Add Shipment, Batch Receiving, New LPN, Update Group, **Start**, Cancel

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

Update Group

Item: [Search]
 Rejected Qty: [Text]
 Actual Qty: [Text] Each [Dropdown]

Shipment Line: [Search]
 Parent Order: [Search]
 Work Order Task: [Search]
 Order Delivery Schedule: [Search]
 Production Order: [Search]
 Off Network Shipment No: 0007572
 Off Network Order No: [Text]
 Off Network Ref No: [Text]

Location: **D12** [Search]

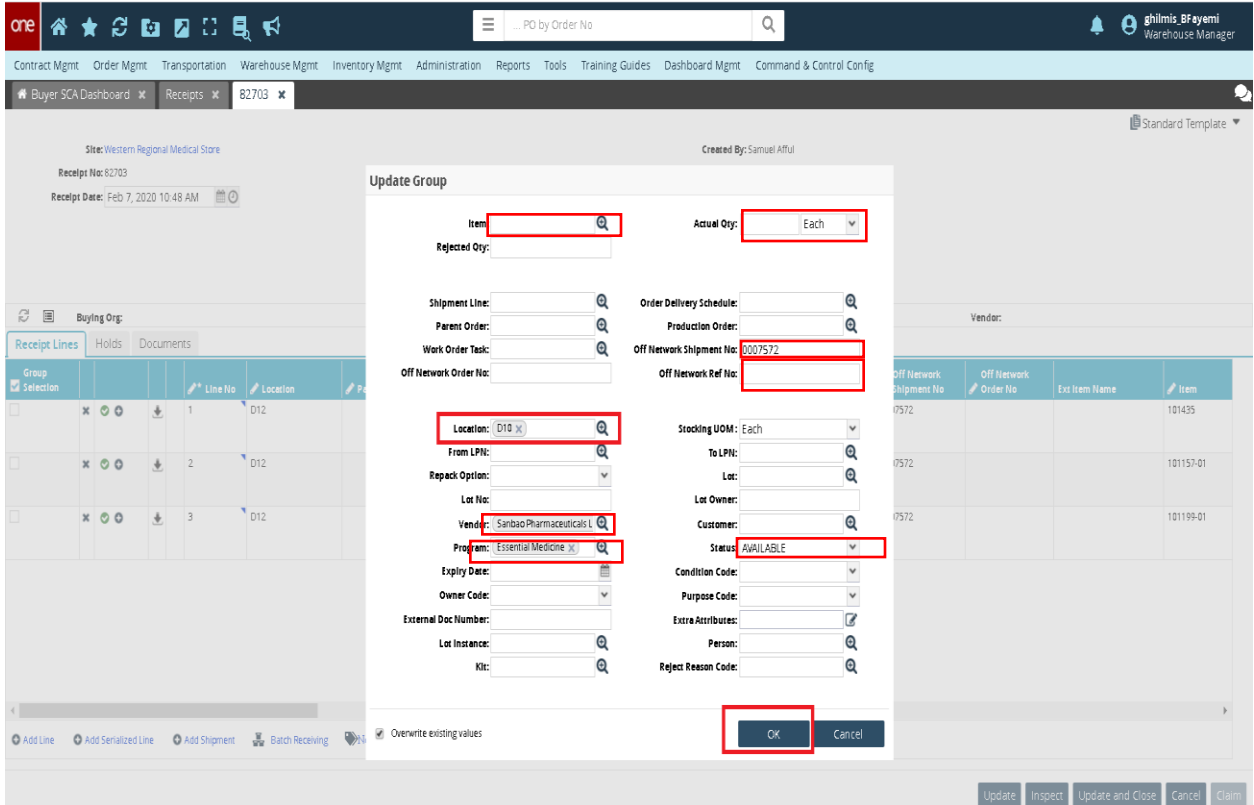
From LPN: [Search]
 Repack Option: [Dropdown]
 Lot No: [Text]
 Vendor: Sanbao Pharmaceuticals L [Search]
 Program: Essential Medicine [Search]
 Expiry Date: [Calendar]
 Owner Code: [Dropdown]
 External Doc Number: [Text]
 Lot Instance: [Text]
 Kit: [Text]

Stocking UOM: Each [Dropdown]
 To LPN: [Search]
 Lot: [Search]
 Lot Owner: [Text]
 Customer: [Search]
 Status: AVAILABLE [Dropdown]
 Condition Code: [Dropdown]
 Purpose Code: [Dropdown]
 Extra Attributes: [Text]
 Person: [Search]
 Reject Reason Code: [Search]

Buttons: Add Line, Add Serialized Line, Add Shipment, Batch Receiving, Overwrite existing values, **OK**, Cancel

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

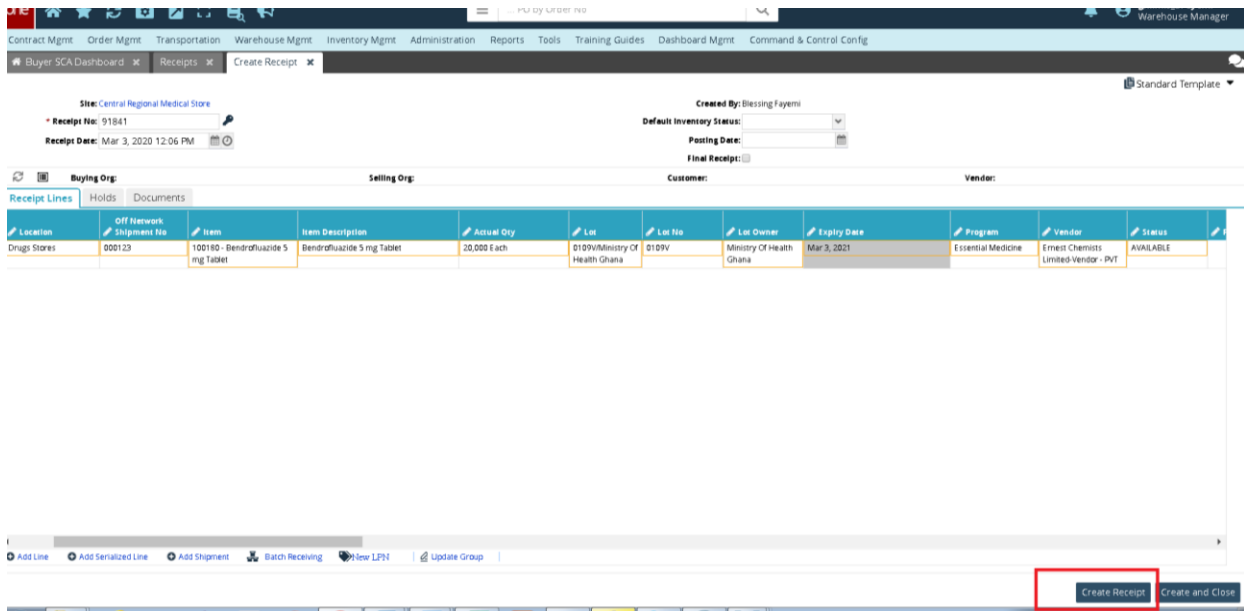


Once you click OK, each line will be populated with the details above, now for each line, be sure to populate the Item, Quantity, Lot/Batch No. and its Expiry Date

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

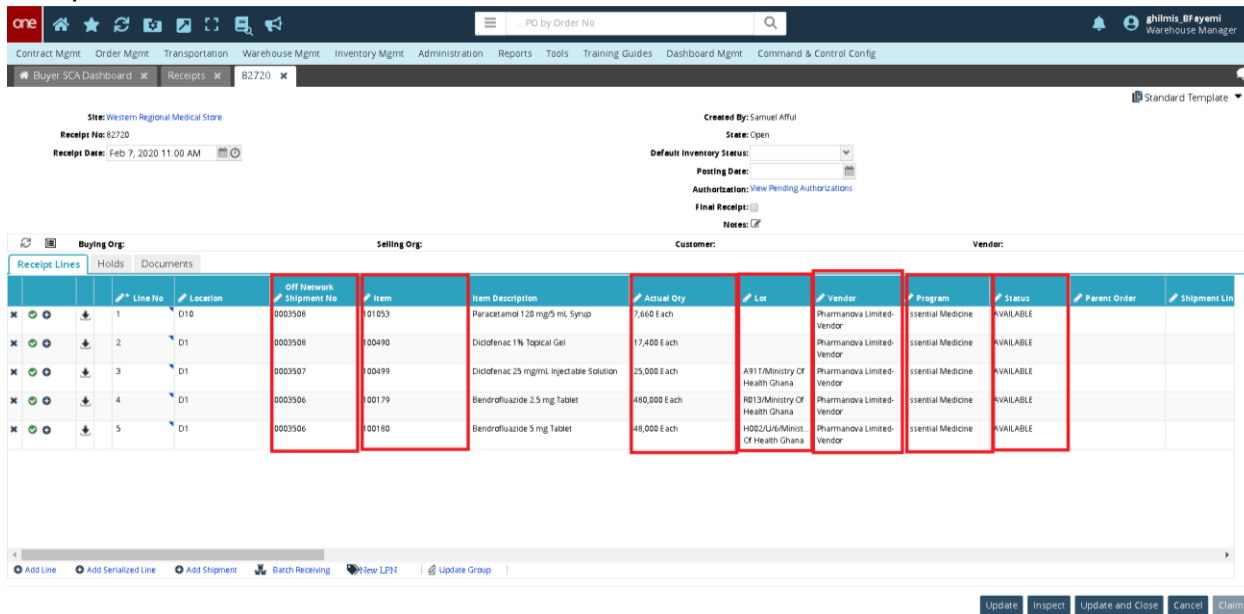
Click on **Create Receipt** once all the fields have been populated



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



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

one | PO by Order No | ghimis_MFrimpong Warehouse Manager

Contract Mgmt | Order Mgmt | Transportation | Warehouse Mgmt | Inventory Mgmt | Administration | Reports | Tools | Training Guides | Dashboard Mgmt | Command & Control Config

Buyer SCA Dashboard | Receipts | Create Receipt

Standard Template

Site: Achimota Hospital
 * Receipt No: 01981
 Receipt Date: Mar 9, 2020 12:00 PM

Created By: Mina Frimpong
 Default Inventory Status: AVAILABLE
 Posting Date: Mar 9, 2020
 Final Receipt:

Buying Org: Selling Org: Customer: Vendor:

Receipt Lines	Line No	Location	Off Network Shipment No	Off Network Order No	Item	Item Description	Actual Qty	Vendor	Program	Status	Expiry Date	Parent Order
+	1	ASSB 1	123	123	100900 - Malaria Rapid Diagnostic Test (RDT) HRP2/PLDH (PI) Cassette	Malaria Rapid Diagnostic Test (RDT) HRP2/PLDH (PI) Cassette	2,000 Each	Tosinco Pharmaceuticals Limited-Vendor - PVT	Malaria	AVAILABLE	Oct 31, 2025	

➤ Click on the split line icon

one | PO by Order No | ghimis_MFrimpong Warehouse Manager

Contract Mgmt | Order Mgmt | Transportation | Warehouse Mgmt | Inventory Mgmt | Administration | Reports | Tools | Training Guides | Dashboard Mgmt | Command & Control Config

Buyer SCA Dashboard | Receipts | Create Receipt

Standard Template

Site: Achimota Hospital
 * Receipt No: 01981
 Receipt Date: Mar 9, 2020 12:00 PM

Created By: Mina Frimpong
 Default Inventory Status: AVAILABLE
 Posting Date: Mar 9, 2020
 Final Receipt:

Buying Org: Selling Org: Customer: Vendor:

Receipt Lines	Line No	Location	Off Network Shipment No	Off Network Order No	Item	Item Description	Actual Qty	Vendor	Program	Status	Expiry Date	Parent Order
+	1	ASSB 1	123	123	100900 - Malaria Rapid Diagnostic Test (RDT) HRP2/PLDH (PI) Cassette	Malaria Rapid Diagnostic Test (RDT) HRP2/PLDH (PI) Cassette	2,000 Each	Tosinco Pharmaceuticals Limited-Vendor - PVT	Malaria	AVAILABLE	Oct 31, 2025	

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

Site: Achimota Hospital
 * Receipt No: 01981
 Receipt Date: Mar 9, 2020 12:00 PM

Created By: Mina Firimpong
 Default Inventory Status: AVAILABLE
 Posting Date: Mar 9, 2020

Line No	Location	Off Network Shipment No	Off Network Order No	Item	Item Description	Actual Qty	Vendor	Program	Status	Expiry Date	Parent Order
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	Tobico Pharmaceuticals Limited-Vendor - PVT	Malaria	AVAILABLE	Oct 31, 2025	
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	Tobico Pharmaceuticals Limited-Vendor - PVT	Malaria	AVAILABLE	Oct 31, 2025	

➤ Input the quantity, batch/lot and expiry date

Site: Achimota Hospital
 * Receipt No: 01981
 Receipt Date: Mar 9, 2020 12:00 PM

Created By: Mina Firimpong
 Default Inventory Status: AVAILABLE
 Posting Date: Mar 9, 2020

Line No	Location	Off Network Shipment No	Off Network Order No	Item	Item Description	Actual Qty	Vendor	Program	Status	Expiry Date	Lot No
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	Tobico Pharmaceuticals Limited-Vendor - PVT	Malaria	AVAILABLE	Oct 31, 2025	BA 834
2	ASSB 1	123	123	100900 - Malaria Rapid Diagnostic Test (RDT) HRP2/pLDH (Pf) Cassette	Malaria Rapid Diagnostic Test (RDT) HRP2/pLDH (Pf) Cassette	4,000 Each	Tobico Pharmaceuticals Limited-Vendor - PVT	Malaria	AVAILABLE	Oct 31, 2025	CH 790

https://rtvn9702-spt.onenetwork.com/oms/public/renderPanel.jsp?theme=modulethemes%2FDefaultTheme&cls=WMS.Receipts

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

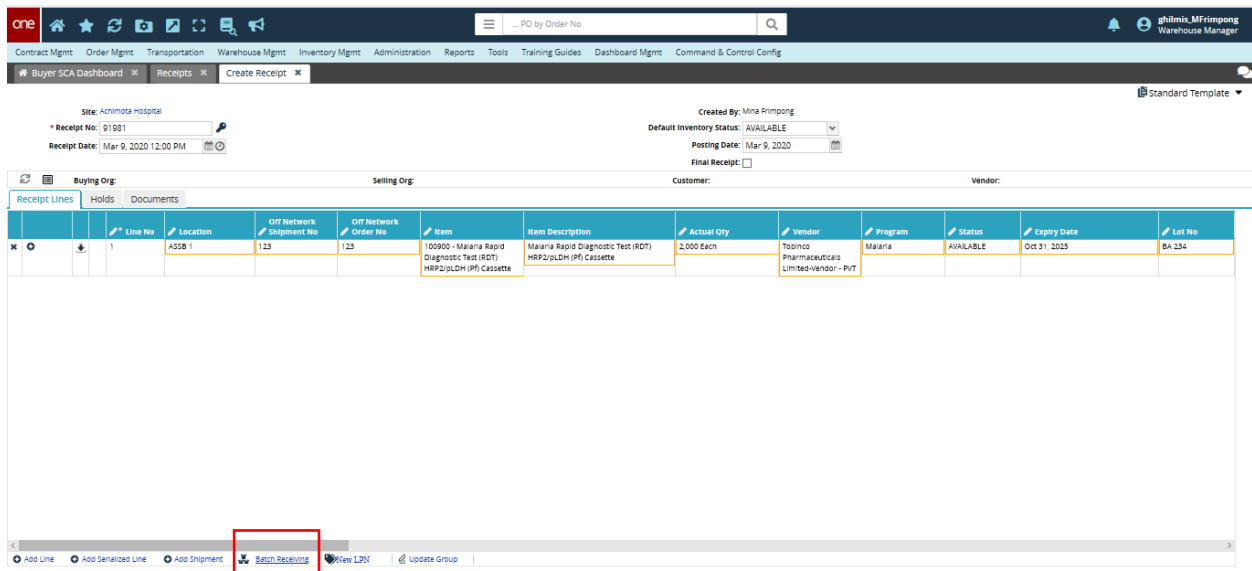
The user first needs to populate the default line by capturing the item, actual quantity, lot, expiry date etc. as shown in the picture below.

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

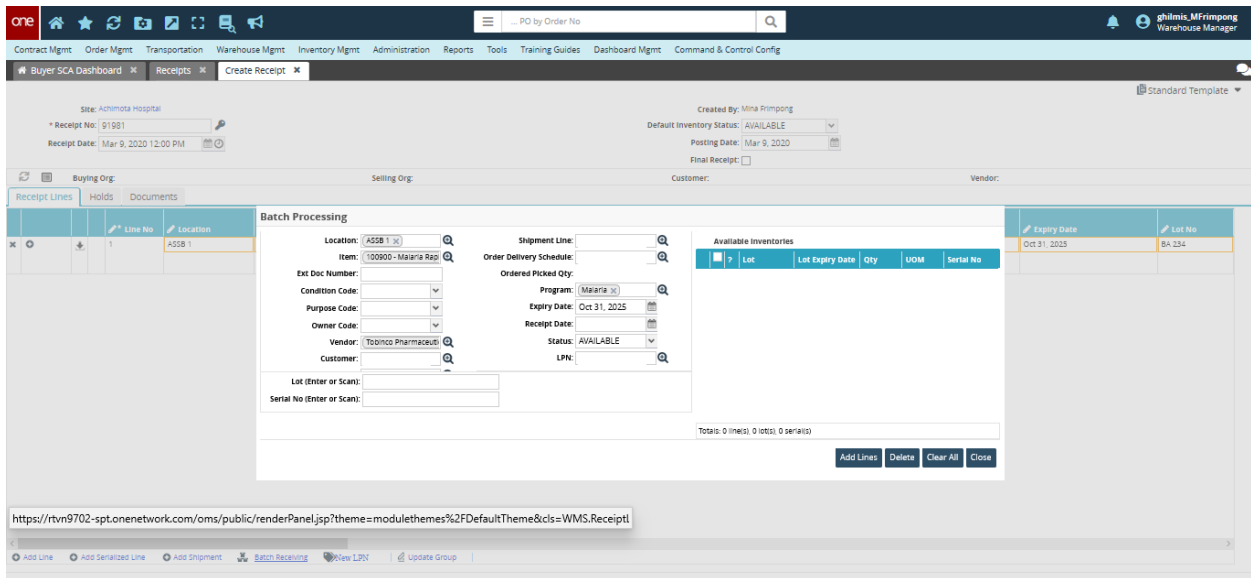
For the same item the user can use the function to add a line which shows the same information as on the default line to populate the actual quantity and batch number. For the different item, the user will use this function to populate the item and its attributes (ie program, expiry date, status etc.)

To receive commodities using *batch receiving* function

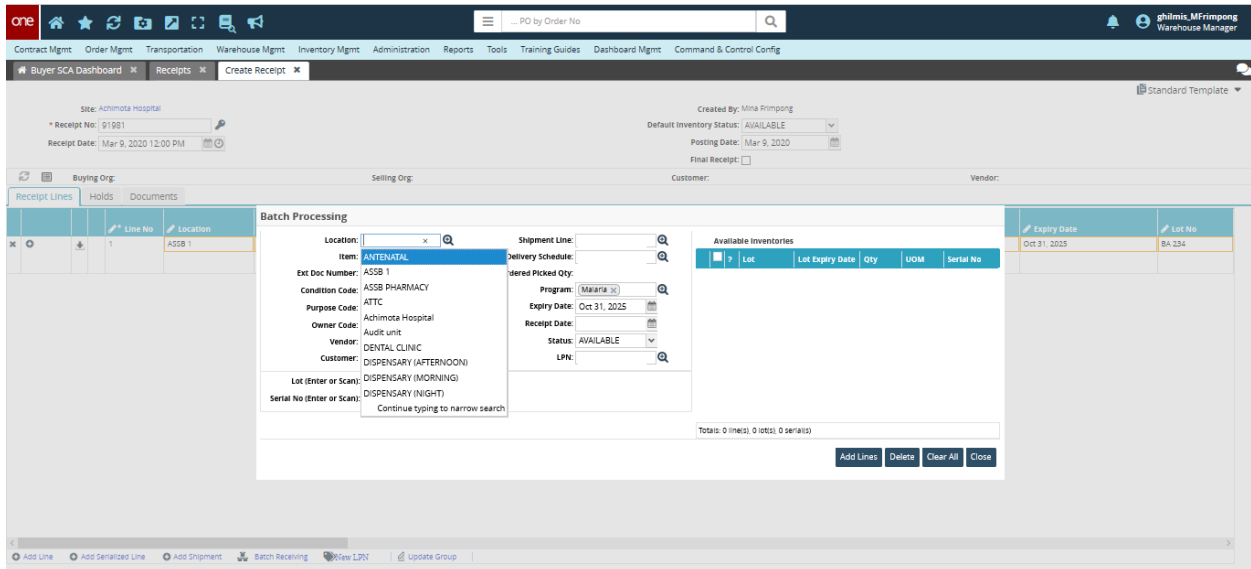
Select **batch receiving** at the bottom of the receipt



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



When receiving commodities in a different location. Edit the location



When receiving a different commodity. Edit the commodity

The screenshot shows the Oracle Warehouse Manager interface. At the top, there's a navigation bar with 'one' logo and various icons. Below it, a menu bar includes 'Contract Mgmt', 'Order Mgmt', 'Transportation', 'Warehouse Mgmt', 'Inventory Mgmt', 'Administration', 'Reports', 'Tools', 'Training Guides', 'Dashboard Mgmt', and 'Command & Control Config'. The main area is titled 'Buyer SCA Dashboard' and 'Create Receipt'. It shows details for 'Site: Achimota Hospital', 'Receipt No: 91981', and 'Receipt Date: Mar 9, 2020 12:00 PM'. The 'Batch Processing' window is open, showing a search for 'ASB PHARMACY'. The 'Available Inventories' table has the following data:

Lot	Lot Expiry Date	Qty	UOM	Serial No
	Oct 31, 2025			BA 234

When receiving from a different vendor, edit the vendor

This screenshot shows the same Oracle Warehouse Manager interface, but the 'Vendor' field in the 'Batch Processing' window is selected. A dropdown list of vendors is displayed, including 'Gokals Laborex-Vendor - PVT', 'Abeant Agency General Merchants-Vendor - PVT', 'Abiron Enterprise-Vendor - PVT', 'Aduana Printing Press-Vendor - PVT', 'AEM Medical Supplies-Vendor - PVT', 'Ajanta Pharma Limited-Vendor - PVT', 'Alfakay Enterprise-Vendor - PVT', 'Alpha Duo Pharma Limited-Vendor - PVT', 'Alpha Innovations-Vendor - PVT', and 'Ama Saw Company Limited-Vendor - PVT'. The 'Available Inventories' table remains the same as in the previous screenshot.

When the commodity has a different expiry date, edit it

Site: Achimota Hospital
 * Receipt No: 91981
 Receipt Date: Mar 9, 2020 12:00 PM
 Created By: Mina Pimping
 Default Inventory Status: AVAILABLE
 Posting Date: Mar 9, 2020
 Final Receipt:

Buying Org: Selling Org: Customer: Vendor:

Batch Processing

Location: AS2B PHARMACY
 Item: 100003-Asacvir 60
 Ext Doc Number:
 Condition Code:
 Purpose Code:
 Owner Code:
 Vendor: Adion Enterprise-Ven
 Customer:
 Lot (Enter or Scan):
 Serial No (Enter or Scan):

Shipment Line:
 Order Delivery Schedule:
 Ordered Picked Qty:
 Program: (MARI) 30
 Expiry Date: Oct 31, 2025
 Receipt Date:
 Status:
 LPN:

Available Inventories

Lot	Lot Expiry Date	Qty	UOM	Serial No
	Oct 31, 2025			BA 234

Relative Dates:
 Pattern:
 Day:
 Week:
 Month:
 Year:

Buttons: Delete, Clear All, Close

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

Site: Achimota Hospital
 * Receipt No: 91981
 Receipt Date: Mar 9, 2020 12:00 PM
 Created By: Mina Pimping
 Default Inventory Status: AVAILABLE
 Posting Date: Mar 9, 2020
 Final Receipt:

Buying Org: Selling Org: Customer: Vendor:

Batch Processing

Location: AS2B PHARMACY
 Item: 100003-Asacvir 60
 Ext Doc Number:
 Condition Code:
 Purpose Code:
 Owner Code:
 Vendor: Gokalo Laborex-Vendor - PVT
 Customer: Gokalo Laborex-Vendor - PVT
 Lot (Enter or Scan):
 Serial No (Enter or Scan):

Shipment Line:
 Order Delivery Schedule:
 Ordered Picked Qty:
 Program: (MARI) 30
 Expiry Date: Oct 31, 2025
 Receipt Date:
 Status: AVAILABLE
 LPN:

Available Inventories

Lot	Lot Expiry Date	Qty	UOM	Serial No
	Oct 31, 2025			BA 234

Total: 0 lines, 0 lots, 0 serials

Buttons: Add Lines, Delete, Clear All, Close

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

The screenshot shows the 'one' system interface. The top navigation bar includes 'Reports', 'Warehouse Mgmt', 'Policies', 'Tools', and 'Train'. The main content area displays a 'Purchase Order Summary' table with columns for 'State', 'Count', and 'With Blocking Holds'. A dropdown menu is open, showing a list of roles, with 'Warehouse Manager (Ghana Ministry of Health.Warehouse Manager) - Ghana Ministry of Health/Ashanti Re...' selected. The table data is as follows:

State	Count	With Blocking Holds
Draft	89	
Awaiting Approval	23	
New	98	
Vendor Confirmed With Changes	20	
Buyer Confirmed With Changes	1	0
In Promising	38	0
Open	195	0
Vendor Change Requested	4	0
In Fulfillment	92	0

- Navigate to the warehouse management tab
- Select receipts

The screenshot shows the 'one' system interface with the 'Warehouse Workload Portlet' open. The 'Warehouse Manager' tab is selected in the top navigation bar. A dropdown menu is open, showing a list of options, with 'Receipts' selected. The 'Warehouse Workload Portlet' is currently empty. The table data is as follows:

State	Count	With Holds
Draft	89	
Awaiting Approval	23	
New	98	
Vendor Confirmed With Changes	20	
Buyer Confirmed With Changes	1	
In Promising	38	
Open	195	
Vendor Change Requested	4	
In Fulfillment	92	

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

Receipt Lists Report

Filters: (State: Open, In Progress, On Hold, In QA, Accepted) [Receipt No: 91841] [Receipt Date: Feb 2, 2020 - Mar 10, 2020]

Receipt	Line No	Item	State	My Item	Exs Item Name	Item Description	Generic Item	Generic Item Description	Serial No
91841	1	100180	Open	100180-Bendrofluazide 5 mg Tablet		Bendrofluazide 5 mg Tablet			

Viewing 1-1 of 1 Selected 0

Create Link New Data Cube Export to CSV Create Receipt Actions

- 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

Receipt Lists Report

Filters

State: Open In Progress Closed Cancelled On Hold In QA **Consent All** Accepted

Delivery Date: to

Receipt Date: Feb 2, 2020 to Mar 10, 2020

Program:

Lot:

Receipt No: 91841

Search Clear Add Filter Close

Viewing 1-1 of 1 Selected 0

Create Link New Data Cube Export to CSV Create Receipt Actions

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

Receipts Report

Q Filters (edit): [State: Open/In Progress/On Hold/In QA/Accepted][Receipt No: 91841][Receipt Date: Feb 2, 2020 - Mar 10, 2020]

Receipt	Line No	Item	State	My Item	Ex Item Name	Item Description	Generic Item	Generic Item Description	Serial No
91841	1	100180	Open	100180-Bendrofluazide 5 mg Tablet		Bendrofluazide 5 mg Tablet			

Viewing 1-1 of 1 Selected 0

Buttons: Create Link, New Data Cube, Export to CSV, Create Receipt, Actions

➤ 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**,

Site: Western Regional Medical Store
 Receipt No: 82720
 Receipt Date: Feb 7, 2020 11:00 AM

Created By: Samuel Afful
 State: Open
 Default Inventory Status: [Dropdown]
 Posting Date: [Calendar]
 Authorization: View Pending Authorizations
 Final Receipt: [Input]
 Notes: [Text Area]

Buying Org: [Dropdown] Selling Org: [Dropdown] Customer: [Dropdown] Vendor: [Dropdown]

Receipt Lines	Line No	Location	Off Network	Shipment No	Item	Item Description	Actual Qty	Lot	Vendor	Program	Status	Parent Order	Shipment Lin
1	D10	0003508	001053	0003508	000490	Paracetamol 120 mg/5 ml Syrup	7,660 Each		Pharmanova Limited-Vendor	Essential Medicine	AVAILABLE		
2	D1	0003508	000490	0003508	000499	Diclofenac 1% Topical Gel	17,400 Each		Pharmanova Limited-Vendor	Essential Medicine	AVAILABLE		
3	D1	0003507	000499	0003506	000179	Diclofenac 25 mg/ml Injectable Solution	25,000 Each		Pharmanova Limited-Vendor	Essential Medicine	AVAILABLE		
4	D1	0003506	000179	0003506	000180	Bendrofluazide 2.5 mg Tablet	480,000 Each		Pharmanova Limited-Vendor	Essential Medicine	AVAILABLE		
5	D1	0003506	000180	0003506		Bendrofluazide 5 mg Tablet	48,000 Each		Pharmanova Limited-Vendor	Essential Medicine	AVAILABLE		

Buttons: Add Line, Add Serialized Line, Add Shipment, Batch Receiving, New LPN, Update Group, Update, Inspect, Update and Close, Cancel, Claim

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

Record was updated successfully

Site: Western Regional Medical Store
 Receipt No: 82703
 Receipt Date: Feb 7, 2020 10:48 AM

Created By: Samuel Attul
 State: In QA

Default Inventory Status: [Dropdown]
 Posting Date: [Date Picker]
 Authorization: View Pending Authorizations
 Final Receipt: [Form]
 Notes: [Form]

Receipt Lines	Line No	Location	Parent Order	Shipment Line	Order Delivery Schedule	Production Order	Work Order Task	Off Network Shipment No	Off Network Order No	Ext Item Name	Item	Item Description
X	1	D10						0007572			101435	Glucose Injeciab
X	2	D10						0007572			101157-01	Ringers ml Bot
X	3	D10						0007572			101199-01	Sodium 1 x 500

Buttons: Update, Acknowledge, Cancel, Claim

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

Record was updated successfully

Site: Western Regional Medical Store
 Receipt No: 82703
 Receipt Date: Feb 7, 2020 10:48 AM

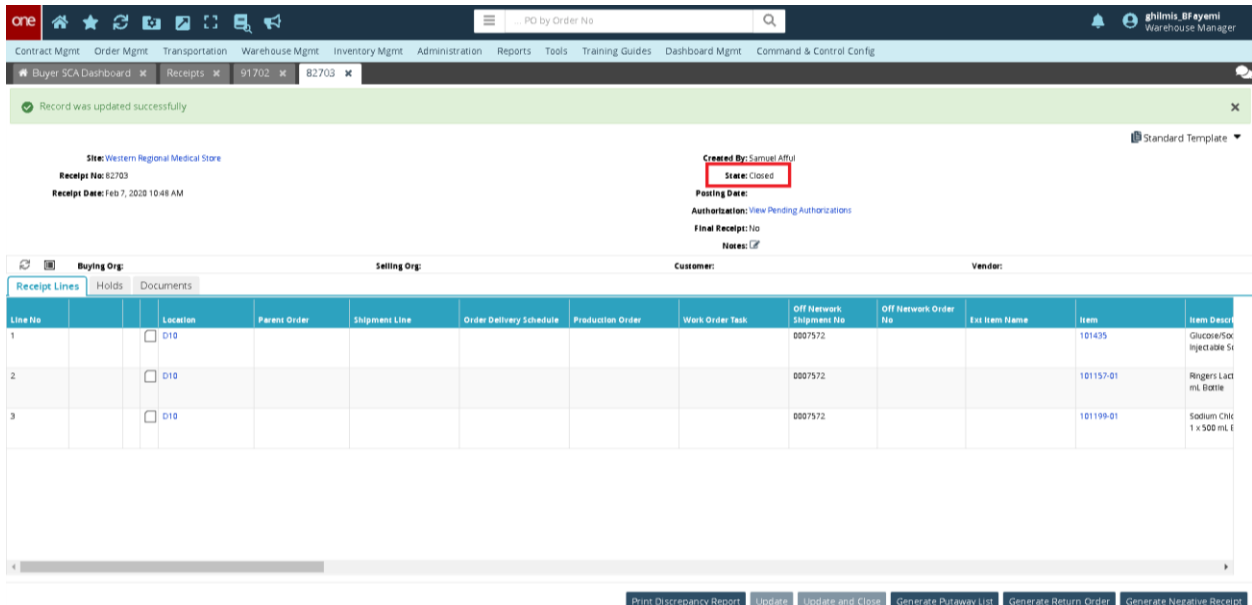
Created By: Samuel Attul
 State: Accepted

Default Inventory Status: [Dropdown]
 Posting Date: [Date Picker]
 Authorization: View Pending Authorizations
 Final Receipt: [Form]
 Notes: [Form]

Receipt Lines	Line No	Location	Parent Order	Shipment Line	Order Delivery Schedule	Production Order	Work Order Task	Off Network Shipment No	Off Network Order No	Ext Item Name	Item	Item Description
X	1	D10						0007572			101435	Glucose Injeciab
X	2	D10						0007572			101157-01	Ringers ml Bot
X	3	D10						0007572			101199-01	Sodium 1 x 500

Buttons: Update, Update and Close, Cancel, Claim

➤ The state changes to **Closed**



System Roles and Responsibilities

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

Org	Personnel	Roles and Responsibilities
SDP	Warehouse manager (personnel)	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • Inspects the receipt • Acknowledges receipt • Updates and closes the receipt

