

Mass Requisitions

Functions: Search View Create Update

Business context

The Mass Requisition functionality allows a user to create, approve, and pick multiple requisitions at once. This is useful for allocation of Influenza vaccines and distributing vaccine in a pandemic.

Triggers

- Need to requisition for Influenza pre-allocation.
- Need to requisition for a pandemic.
- Need to distribute any vaccine to multiple sites.

Business Roles

Mass Requisitions is an Inventory Replenishment function. The functionality will be performed most frequently by the Zone Biological Coordinators and the Admin support staff who provide back-up.

Panorama Role

The Mass Requisitions permissions cover both the Inventory Zone and the Inventory Provincial roles.



Steps: Search

Overview Steps: Inventory Replenishment>Mass Requisitions>Search

- 1. Select Inventory Replenishment, then Mass Requisitions from the Left-Hand Navigation Menu.
- 2. The Mass Requisitions Search screen displays.
- 3. For an open search of all Mass Requisitions in the system, do not add criteria.
- 4. Click Search.
- 5. Results will display in the Mass Requisitions Search Results section.



Mass Requisition Search							*		
Mass Requisition Id Catalogue Item Code	3		Mass Requisition S Catalogue Item Alte	Status ernate Id		•			
Holding Point Type Requested Delivery Date From			Holding Point Eligi Requested Deliver	bility Group y Date To		• /			
Mass Requisition Description	yyyy mm		Replenishment Ho	Iding Point	yyyy iii		Search		
Override holding point security	/								
Search Retrieve Clear									
Mass Requisition Search	Results						*		
						Create M	ass Requisition		
Mass Requisition Id Catalo	ogue Item(s)	Catalogue Ite	<u>m Alternate Id(s)</u> ▼	<u>Mass Requ</u>	isition Status	Mass Requisit	ion Description 💙		
<u>3</u> Pneu-F	P-23 0.5mL Vial (10/Box)	Pneu-P-23(10))	Shipped		-			
Total: 1	ge 1 of 1					Jump to	page:		

Steps: View

Overview Steps: Search> Click Requisition Id>View>Cancel

- 1. Complete a search, following the Mass Requisitions process.
- 2. To view the Mass Requisition, click on the Mass Requisition Id.
- 3. View the Mass Requisition, including the catalogue items and list of requisitions.
- 4. In the **Mass Requisition Summary** section, click the **Requisition Id** hyperlink of the record to view details about each requisition.

Row Actions: Select All Deselect All Expand All Collapse All Add Holding Point(s) Recalculate Quantities Cancel Requisition(s) Pack Ship Reset to Packed Return to Draft									
No Filter									
◯ Filter by minimum quantity									
C Filter by Requestor Holding Point									
		Requisition	Requestor Holding Point	Holding Point	Requested Delivery/Pickup Date	Packing Slip Comment	Requisition Status	Number of Containers	
	œ	<u>15</u>	Grand View Manor-HP	Grand View Manor	2017 Sep 6	-	Pending Pick	-	
	Ð	<u>16</u>	Evergreen Home for Special Care-HP	Evergreen Home for Special Care	2017 Sep 6	-	Pending Pick	-	
	Đ	<u>17</u>	Annapolis Royal Nursing Home Limited -HP	Annapolis Royal Nursing Home Limited	2017 Sep 6	-	Pending Pick	-	
otal	: 3	[4	Page 1 of 1				Jump to	page:	



- 5. The View/Edit Requisitions screen displays.
 - Review the address, the Delivery Zone, Preferred Delivery Method, and Requested Delivery/Pick-up Date.

Manage Requisitio	ns			? E
	S	save Requisition Submit Requis	create New	Requisition Cancel Print
View/Edit Requisition				
* Required field				
Requisition ID:	15	Requisition Type:	Mass R	equisition
* Ship To Holding Point:	Grand View Manor-HP - Gra	nd View Manor		
Requestor Document Reference Number:		Requestor R	Requisition Date: 2	017 Sep 5
* Ship-to Address:	110 Commercial Street, Ben	wick NS B0P 1E0, Canada 💌		
	Use Ad Hoc Address	Generate Ad hoc Address		
Ad Hoc Ship-to Address:				
* Bill-to Address:	110 Commercial Street, Berv	vick NS B0P1E0, Canada 💌		
	Use Ad Hoc Address	Generate Ad hoc Address		
Ad Hoc Bill-to Address:				
* Required Delivery:	Mass Requisition 💌	Requested I Date:	Delivery/Pickup 2	017 Sep 6
Urgent Reason:				
Preferred Delivery Method:	Courier	Carrier Name	e:	•
Ship-to Instructions:				
Delivery Zone: Bio D)epot del wk 2			
Requestor Contact Name: HP	Contact			
Requestor Phone Number: 9021	111111			

6. Click **Cancel** when finished viewing.

Steps: Create

Overview Steps: Search> Click **Create Mass Requisition**>Add Replenishment Holding Point> Save> Add Catalogue Items> Add Holding Points>Save> Add New Quantity> Save>Approve>Pick>Pack>Ship

- 1. Complete a search following the Mass Requisitions search process.
- 2. Click the **Create Mass Requisition** button.

Mass Requisition Search Results	Â
	Create Mass Requisition
Mass Requisition Id 🔶 Catalogue Item(s) 🎽 Catalogue Item Alternate Id(s) 🍼 Mass Requisition Status 🍼 Mass	Requisition Description
Total: 0 Page 1 of 1	Jump to page:



3. Enter the Replenishment Holding Point for the Mass Requisition in the **Replenishment Holding Point** field.

Mass Requisition				? =
(1) line item(s) have been created and	d added to the mass requisition and a	ssociated requisition(s).		
* Maintain Mass Requisition				\$
Mass Requisition Id	17	Earliest Status on this Mass Requisition	Draft	
Forecast Percentage				
Forecast Start Year		Forecast Start Period		
Forecast End Year	\$	Forecast End Period		
Description				
* Replenishment Holding Point	Wolfville PHO-HP			
Order Set				
Apply Payer Code	Apply Payer Code			

4. Click **Save** at the bottom of the screen.

Row Actions: Select All Deselect All Expand All Collapse All Add Holding Point(s) Recalculate Quantities Cancel Requisition(s) Pack Ship Reset to Packed Return to Draft	
O Filter	
Filter by minimum quantity	
Filter by Requestor Holding Point	
Requisition Requestor Holding Requested Packing Slip Requisition Number of Id Holding Point Point Name Delivery/Pickup Date Comment Status Containers	
Total: 0 Meret Page 1 of 1	1
Save Submit Approve Pick Car	ncel

5. A confirmation message displays on the Maintain Mass Requisition screen. The **Earliest Status on this Mass Requisition** field displays as Draft.



Mass Requisitio	n		? E					
The mass requisition has been saved successfully.								
* Maintain Mass Requis	sition		*					
Mass Requisition Id	3	Earliest Status on this Mass Draft Requisition						

6. Under the Requisition Update Table, click Add Catalogue Item(s).

equester Requisition Date		1	1	🔛 * Requeste	d Delivery/Pickup Da	ite	1	1	
	уууу	mm	dd			уууу	mm	dd	
acking Slip Comment									
ow Actions: Select All Dese	lect All	Add Catalo	gue Item(s	Use Forecast fro	m Cancel Catalog	ue Item(s)			
Catalogue Catalogue Item Code Item Alter	<u>nate</u>	<u>Catalogue</u> Item Name	Foreca <u>From</u>	st <u>New</u> Quantity	Minimum Tot Quantity Quantity	al ocated antity	Quantity Available	▼ <u>Unit of</u> <u>Measu</u>	re `

7. The Catalogue Item Search screen displays. Search for the Mass Requisition product, select the product, and click **Add Catalogue Item(s)**.

Catalogue Item Searc	ch									
Search/Add Catalogue Ite	m - Search Required	Before Add	ing							
Catalogue Item Code:				Pro	luct Alternate ID:					
Catalogue Item Status:	Active Discontinued Inactive			Find	Search String:					
evel 1 - Category:		Add	Edit	Vaccine	3				•	
Level 2 - Product Group: Add				Pneu-P-23					•	
evel 3 - Generic Produc	t Strength:	Edit	Pneu-P-23 0.5mL				•			
evel 4 - Generic Produc	t Presentation:	Edit Pneu-P-23 0.5mL Vial					•			
evel 5 - Generic Produc.	t Package Size:	Add	Edit	Pneu-P-	23 0.5mL Vial (10/Box	:)			-	
								Search	Retrieve	Clea
Search Results F our search criteria returne Select All Deselect All	Returned									
Catalogue Item Code	Product Alternate ID	Catalog <u>Name</u>	ue Item	_ ▲	Catalogue Item Des	cription 🔻	<u>Catalogue</u> <u>Level</u>	Curre Statu	ent Catalogu Is	<u>e Item</u>
	Pneu-P-23(10)	Pneu-P- (10/Box)	23 0.5m)	nL Vial	Pneumococcal Polys 23-Valent	accharide	5	Active	9	
✓ 44										
✓ 44										



8. The Mass Requisition screen populates with the selection.

Mass Requisition				0 🗄
 Iine item(s) have been created a Maintain Mass Requisition 	and added to the mass requisition and	d associated requisition(s).		*
Mass Requisition Id	17	Earliest Status on this Mass	Draft	
Forecast Percentage		Requisition		
Forecast Start Year		Forecast Start Period		
Forecast End Year	\	Forecast End Period		
Description				
* Replenishment Holding Point	Wolfville PHO-HP			
Apply Paver Code	Apply Payor Code			
Requisition Update Table Requester Requisition Date	2017 / 09 / 28 yyyy mm dd	* Requested Delivery/Pickup	Date 2017 УУУУУ	/ 09 / 29 III mm dd
Packing Slip Comment				
Catalogue Item Code	Deselect All Add Catalogue Item Le Catalogue Foreca: Item Name From E Id	New Minimum Quantity Quantity	Catalogue Item(s <u>Total</u>	Duantity Unit of Measure
44 Pneu-P-2	23(10) Pneu-P-23 - 0.5mL Vial (10/Box) -		0.0 0	Doses
				Apply opuales Clear

 Next, add Holding Points to the Mass Requisitions. Under the Mass Requisitions Summary, which is located directly under the Requisition Update Table, click on the Add Holding Point(s) button.

Mass Requisition Summary	\$
Row Actions: Select All Descloct All Expand All Collapse All Add Holding Point(s) Recalculate Quantities Cancel Requisition(s) Pack Ship Reset to Packed Return to Draft	
O No Filter	
Filter by minimum quantity	
Filter by Requestor Holding Point	

10. The Holding Point Profile screen displays.

11. Add your organization to the **Organization** field.



- 12. Search for the holding points to add to the Mass Requisition. More than one Holding Point may be selected and added.
- 13. Select the holding points and click the Add Holding Points button.

Holding Point Profile Results											
Your s Selec Row	Your search criteria returned (9) result(s). Select All Deselect All Row Actions: Copy Add Holding Points Return Update Change Parameters for Multiple Holding Points										
	Holding Point	Secondary HP Name	HP Status	Ship from/return to	HP Type						
✓	Annapolis Royal Nursing Home Limited -HP - Annapoli	-	Active	9745 St. George Street Lequille B0S1A0	Long-Term Care Facility						
	Blomdon Court-HP - Blomdon Court	-	Active	58 Jessicas Way Greenwich B4P0B2	Long-Term Care Facility						
✓	Evergreen Home for Special Care-HP - Evergreen Hom	-	Active	655 Park Street Kentville B4N3V7	Long-Term Care Facility						
	Grace Haven-HP - Grace Haven	-	Active	9791 Highway 1 Bridgetown B0S1C0	Long-Term Care Facility						
✓	Grand View Manor-HP - Grand View Manor	-	Active	110 Commercial Street Berwick B0P1E0	Long-Term Care Facility						

14. The holding points are added to the Mass Requisition.

Select All Deselect All Expand All Collapse All												
Add Holding Point(s) Recalculate Quantities Cancel Requisition(s)												
Pack Ship Reset to Packed Return to Draft												
No Filter												
© Filter by minimum quantity												
O Filter by Requestor Holding Point												
		Requisition 📥	Requestor Holding 🔻	Holding Point	Requested V	Packing Slip 🔻	Requisition V	Number of				
		ld	Point	Name	Delivery/Pickup Date	Comment	Status	Containers				
	Đ		Grand View Manor-HP	Grand View Manor	-	-	Draft	-				
	Đ		Evergreen Home for Special Care-HP	Evergreen Home for Special Care	-	-	Draft	-				
	٠		Annapolis Royal Nursing Home Limited -HP	Annapolis Royal Nursing Home Limited	-	-	Draft	-				
Total:	3	(4 4	Page 1 of 1				Jump to	page:				

- 15. Click **Save** at the bottom of the screen. A confirmation message displays.
- 16. Select the Catalogue line item and enter the amount for the requisitions under **New Quantity** in the **Requisition Update Table** section. Add a minimum quantity.





- 17. Add the Requestor Requisition Date.
- 18. Add the Requested Delivery/Pickup Date.
- 19. Select the product line item.
- 20. Select the requisitions under the Mass Requisition Summary.
- 21. Click Apply Updates.

Req	uisition Up	date Table										\$
Req	uester Requis	sition Date	2017	/ 09	/ 28		* Requeste	ed Deliver	y/Picku	up Date 2017	/ 09	/ 29
Packing Slip Comment									уууу	mm	aa	
Row Actions: Select All Deselect All Add Catalogue Item(s) Use Forecast from Cancel Catalogue Item(s)												
	Catalogue Item Code	Catalogue Item Alternate Id	▼ <u>Cata</u> Item	<u>logue</u> Name	For Fro	<u>ecast</u> m	New Quantity	Minimu Quantit	<u>m</u> 🔻	Total Allocated Quantity	Quantity Available	▼ <u>Unit of</u> <u>Measure</u>
	44	Pneu-P-23(10)) Pneu 0.5m (10/B	-P-23 L Vial lox)	-		3	1		9.0	0.0	Doses
L		I					1			1		
											Apply	Updates Clear

22. The Allocated Quantity is updated with the amounts on each requisition.



lass Requis	ition	Summ	nary							
Row Actions:	Sele Add Pack	ect All Holdin k Shi	Deselect All g Point(s) Rec p Reset to Pa	Ex alcul	pand All Collaps ate Quantities Ca Return to Draft	e All ancel Requisition(s)				
No Filter										
	\bigcirc	Filter b	y minimum quar	tity						
Filter by Requestor Holding Point										
	equisit	tion 📥	<u>Requestor</u> Holding Point	•	Holding Point Name	Requested Delivery/Pickup Date	▼ Pack Com	<u>ting Slip</u> ment	Requisition Status	Number of Containers
			Annapolis Royal Nursing Home Limited-HP		Annapolis Royal Nursing Home Limited	2017 Sep 29	-		Draft	-
Catalogue Ite Code	em	Catalo Altern	ogue Item nate Id	Cata	logue Item Name	Catalogue Item Desci	ription	Payer Code	Allocated Quantity	Unit of Measure
00000000004	4	Pneu-	P-23(10)	Pneu (10/E	u-P-23 0.5mL Vial 3ox)	Pneumococcal Polysad 23-Valent	ccharide	-	3.0	Doses
			Evergreen Home Special Care-HP	for	Evergreen Home for Special Care	2017 Sep 29	-		Draft	-
Catalogue Ite Code	əm	Catale Altern	ogue Item nate Id	Cata	logue Item Name	Catalogue Item Desc	ription	Payer Code	Allocated Quantity	Unit of Measure
00000000004	4	Pneu-	P-23(10)	Pneu (10/E	u-P-23 0.5mL Vial 3ox)	Pneumococcal Polysad 23-Valent	ccharide	-	3.0	Doses
			Grand View Man HP	or-	Grand View Manor	2017 Sep 29	-		Draft	-
Catalogue Ite Code	em	Catalo Altern	ogue Item nate Id	Cata	logue Item Name	Catalogue Item Desci	ription	Payer Code	Allocated Quantity	Unit of Measure
00000000004	4	Pneu-	P-23(10)	Pneu (10/E	u-P-23 0.5mL Vial 3ox)	Pneumococcal Polysac 23-Valent	ccharide	-	3.0	Doses
īotal: 3			Page 1 of 1 🕨 🗎						Jump	to page:
								Save	Submit Approv	ve Pick Can

Nice to Know - Other Information Specific to Mass Requisitions

- <u>No action</u> is needed. This information will be added to Panorama.
- A Preferred Delivery Method must be recorded in the holding point profile.
- A Delivery Zone must be selected on the Holding Point Profile.

23. Click Save.

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24. Select all the requisitions and click the **Submit** button. A confirmation message will display.

Mass Requisition	? 🗏
The mass requisition has been saved successfully.	
The mass requisition has been successfully submitted.	



25. The Earliest Status on this Mass Requisition has changed to Pending Approval.

tow i	ACTIO	Add Holdin Pack Sh O No Filt Filter t	Deselect All Ex ng Point(s) Recalcul ip Reset to Packed ter by minimum quantity by Requestor Holding I	a All				
		Requisition A	Requestor Holding Point	Holding Point Name	Requested Delivery/Pickup Date	Comment	Requisition Status	Number of Containers
V	Đ	<u>115</u>	Grand View Manor- HP	Grand View Manor	2017 Sep 29	-	Pending Approval	-
V	Ð	<u>116</u>	Evergreen Home for Special Care-HP	Evergreen Home for Special Care	2017 Sep 29	-	Pending Approval	-
	Đ	117	Annapolis Royal Nursing Home Limited-HP	Annapolis Royal Nursing Home Limited	2017 Sep 29	-	Pending Approval	-
Fotal	: 3	•	Page 1 of 1 🕨 💌				Jump to	page:

- 26. To approve the Mass Requisition, select the requisitions and click the **Approve** button at the bottom of the screen.
- **27.** An approval confirmation message displays.

Mass Requisition	
The mass requisition has been saved successfully.	
The mass requisition and requisition(s) were successfully approved.	

28. The Pick button is enabled at the bottom of the screen next to **Approve**.



κοw	Actio	Add Holdin Pack St O No Fil Filter	Deselect All Ex ng Point(s) Recalcu hip Reset to Packed ter by minimum quantity	pand All Collaps	e All			
i		Filter <u>Requisition</u> ▲ <u>Id</u>	by Requestor Holding Requestor Holding Point	Point Holding Point Name	Requested Delivery/Pickup Date	▼ Packing Slip Comment	Requisition Status	Number of Containers
 Image: A start of the start of	Ð	<u>115</u>	Grand View Manor- HP	Grand View Manor	2017 Sep 29	-	Pending Pick	-
V	Đ	<u>116</u>	Evergreen Home for Special Care-HP	Evergreen Home for Special Care	2017 Sep 29	-	Pending Pick	-
 Image: A start of the start of	Đ	<u>117</u>	Annapolis Royal Nursing Home Limited-HP	Annapolis Royal Nursing Home Limited	2017 Sep 29	-	Pending Pick	-
Total	: 3		Page 1 of 1 🕨 🗎		1		Jump to	page:

- 29. Select the requisitions and click **Pick**.
- 30. A confirmation message displays stating the mass requisitions have been picked. The status changes to Picked.
- 31. In the Mass Requisition Summary section, check the checkbox for each requisition to be packed. Optionally, click the **Select All** button to select all requisitions.
- 32. Click Pack.

low	Action	s: Select All	Deselect All Ex	pand All Collapse	e All			
		Add Holdin Pack Sh No Filt Filter t	g Point(s) Recalcul ip Reset to Packed er by minimum quantity by Requestor Holding I	ncel Requisition(s)				
1		Requisition	Requestor Holding Point	Holding Point	Requested Delivery/Pickup Date	Packing Slip Comment	Requisition Status	Number of Containers
	Ð	<u>115</u>	Grand View Manor- HP	Grand View Manor	2017 Sep 29	-	Picked	-
	Ð	<u>116</u>	Evergreen Home for Special Care-HP	Evergreen Home for Special Care	2017 Sep 29	-	Picked	-
	ŧ	<u>117</u>	Annapolis Royal Nursing Home Limited-HP	Annapolis Royal Nursing Home Limited	2017 Sep 29	-	Picked	-
Total	: 3	•	Page 1 of 1 🕨 🗎				Jump to	page:



Since packing and shipping a large set of requisitions may occur over a
number of days, these two functions may be applied to individual requisitions.

33. The screen is redisplayed with a message confirming the record is saved. The selected requisitions are packed and the status of the requisitions is updated to Packed.

Mass	s Req / Actio	uisition Sumn ns: Select All Add foldin Pacl Sh • No Fill • Filter b • Filter b	Deselect All Ex Ig Pont(s) Recalcul ip Reset to Packed ter by minimum quantity by Requestor Holding I	pand All Collaps ate Quantities Ca Return to Dr. ft Point	e Ali Incel Requisition(s)			*
		Requisition ▲ Id	Requestor ▼ Holding Point	Holding Point Name	Requested Delivery/Pickup Date	Packing Slip Comment	Requisition Status	Number of Containers
<	Ð	<u>115</u>	Grand View Manor- HP	Grand View Manor	2017 Sep 29	-	Packed	1
	Ð	<u>116</u>	Evergreen Home for Special Care-HP	Evergreen Home for Special Care	2017 Sep 29	-	Packed	1
	ŧ	<u>117</u>	Annapolis Royal Nursing Home Limited-HP	Annapolis Royal Nursing Home Limited	2017 Sep 29	-	Packed	1
Tota	al: 3		Page 1 of 1 🕨 🗾				Jump to	page:
						Save	ubmit Approve	Pick Cancel

- 34. In the Mass Requisition Summary section, select the check box for each requisition to be shipped. Optionally, click the **Select All** button to select all the available lines.
- 35. A requisition may also be cancelled at this point. To cancel a requisition, select the requisition and click **Cancel Requisition(s)**.
- 36. Click the **Ship** button once the product has been picked up by the courier or the provider. If the product has been picked up for delivery to a Transit Point, Ship is also selected.
- 37. The screen is redisplayed with a message confirming the record is saved. The selected requisitions are shipped and the status of those requisitions is updated to Shipped.



Steps: Update

Overview Steps: Search>Click Requisition ID>Make updates



- 1. Search for the Mass Requisition following the search process.
- 2. In the **Mass Requisition Search Results** section, click the **Mass Requisition Id** hyperlink of the record.
- 3. A requisition in Shipped Status may be changed back to Packed status by clicking **Reset to Packed**.

M	ass	Req	uisition Summ	nary						\$			
R	Row Actions: Select All Deselect All Expand All Collapse All Add Holding Point(s) Recalculate Quantities Cancel Requisition(s) Pack Ship Reset to Packed teturn to Draft Image: Second State												
			Requisition A	Requestor Holding Point	Holding Point ▼ Name	Requested Delivery/Pickup Date	Packing Slip Comment	Requisition Status	<u>Number of</u> Containers				
		Ð	<u>98</u>	Oakwood Terrace- HP	Oakwood Terrace	2017 Sep 29	-	Cancelled	-				
		Ð	<u>99</u>	Parkland at the Gardens-HP	Parkland at the Gardens	2017 Sep 29	-	Cancelled	1				
		Ð	<u>100</u>	Saint Vincent's Nursing Home-HP	Saint Vincent's Nursing Home	2017 Sep 29	-	Shipped	1				

4. Once Reset to Packed, it can be cancelled or Shipped (of for some reason it was returned and did go to the destination).

-										
Row Actions:		ns: Select All	Deselect All E	xpand All Colla	pse All					
		Add Holdin	Id Holding Roint(s) Recalculate Quantities Cancel Requisition(s)							
		Pack Sh	k Ship Reset to Packed Return to Draft							
 No Filter 										
○ Filter by minimum quantity										
	Filter by Requestor Holding Point									
		Requisition	Requestor Holding Point	Holding Point	Requested Delivery/Pickup Date	Packing Slip Comment	Requisition <u>Status</u>	Number of Containers		
	Đ	<u>98</u>	Oakwood Terrace- HP	Oakwood Terrace	2017 Sep 29	-	Cancelled	-		
	Ð	<u>99</u>	Parkland at the Gardens-HP	Parkland at the Gardens	2017 Sep 29	-	Cancelled	1		
	æ	<u>100</u>	Saint Vincent's Nursing Home-HP	Saint Vincent's Nursing Home	2017 Sep 29	-	Packed	1		
Total: 3 Imp to page:										
Save Submit Approve Bick Cancel										



- 5. If the Mass Requisition is in Draft Status:
 - Catalogue Items may be added or cancelled.
 - Holding Points may be added.
 - Requisitions may be cancelled.

Requisition Update Table										
Requester Requisition Date			y mm	/ Requested Delivery/Pickup Date / / / / / / / / / / / / / / / / / / /				dd		
Pack	ting Slip Commen	t								
Row Actions: Select All Deselect All Add Catalogue Item(s) Use Forecast from Cancel Catalogue Item(s)										
	Catalogue	Catalogue Item Alternate Id	Catalogue Item Name	Forecast From	New Quantity	Minimum Quantity	Total Allocated Quantity	Guantity Available	Unit of Measure	
	24	HPV-4(10)	HPV-4 0.5mL Vial (10/Box)	-			0.0	1,275.0	Doses	

Mass Requisition Summary										
Row Actions: Select All Deselect All Expand All Collapse All Add Holding Point(s) Recalculate Quantities Cancel Requisition(s) Pack Ship Reset to Packed No Filter Filter by minimum quantity Filter by Requestor Holding Point										
		Requisition ▲ Id	Requestor Holding Point	Holding Point Name	Requested Delivery/Pickup Date	Packing Slip Comment	Requisition ▼ Status	<u>Number of</u> <u>Containers</u>		
	œ	<u>78</u>	The Magnolia-HP	The Magnolia	-	-	Draft	-		

6. Click the **Save** button.