

## Product Requisitions – Receive Product

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### Function

[Receive Product](#)

### Business context

When products are delivered to a Public Health Office they must be received into Panorama.

### Triggers

- A product from the Bio Depot or another Public Health Office has arrived. It must be entered into inventory.

### Standard Operating Procedures (SOPs)

- Requisitioning and Shipping Products Between Holding Points

### Business Roles

Product Requisition – Receive Product is an inventory replenishment function. This functionality takes place at the Zone level and is performed by the Zone Biological Coordinators and the Admin support staff.

### Panorama Roles

Inventory Zone and Inventory Provincial have permissions for Product Requisitions – Receive Product. However, only the Inventory Zone role would complete this process.

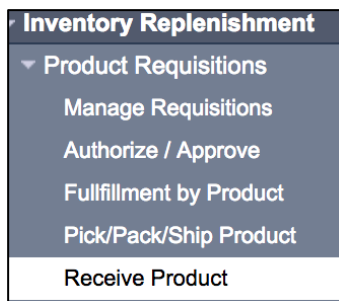
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### Steps: Receive Product

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**Overview Steps:** Search> Select Requisition> Click Receive Requisition> Select HPL for product> Click Receiving Completed> Confirm OK

1. Select **Inventory Replenishment** from the Left-Hand Navigation Menu, select the **Product Requisitions** link, then select **Receive Product**.



2. The Search Receive Requisition screen displays. Add the search criteria. The recommended search criteria include Shipped Status and Requisition ID.

### Receive Requisition

Search Receive Requisition Hide Search Receive Requisition

Ship To Holding Point:  [Search](#)

Ship From Holding Point:

Requisition Status:

Submit Date From:  /  /    
yyyy mm dd

Catalogue Item Code:

Catalogue Item Name:

Required Delivery:


Override Holding Point Security

Requisition ID:

Requisition Type:

Submit Date To:  /  /    
yyyy mm dd

Product Alternate ID:

 The Receive Requisition function is an internal function. External providers do not use Panorama.

3. The results display in the **Receive Requisition Search Results**.
4. Select the requisition and click the **Receive Requisition** button.

### Receive Requisition Search Results

Hide Receive Requisition Search Results

Your search criteria returned 1 result(s).

Row Actions:

	Submit Date	Requisition ID	Ship To Holding Point	Requisition Status	Requisition Type	Ship From Holding Point
<input checked="" type="radio"/>	2017 Oct 5	<a href="#">140</a>	Digby PHO-HP - Digby PHO	Shipped	Regular	Yarmouth PHO-HP

Total: 1   Page 1 of 1

Jump to page:

5. The **Receive Shipment** screen displays.
6. Expand the **Receive Shipment Details**.
  - **HINT:** If the product has not experienced a cold chain break, deselect **Cold Chain Quarantine** to see the Operational Fridge in the HPL dropdown.
7. Select the Operational Holding Point location for the order – the code will be HPL1-Op or HPL-2Op.
8. Confirm that the quantity received is correct.

**Receive Shipment**

\* Required field

**Requisition ID:** 140      **Requisition Type:** Regular

**Ship To Holding Point:** Digby PHO-HP - Digby PHO      **Requestor Document Reference Number:**      **Requestor Requisition Date:** 2017 Oct 5

**Ship-to Address:** #1st Floor - 75 Warwick Street, Digby NS B0V1A0, Canada      **Bill-to Address:** #1st Floor - 75 Warwick Street, Digby NS B0V1A0, Canada      **Urgent Reason:** Product shortage

**Required Delivery:** Urgent      **Requested Delivery/Pickup Date:** 2017 Oct 6      **Delivery Zone:**      **Delivery Method:** Courier

**Requestor Contact Name:** HP Contact      **Requestor Phone Number:**      **Ship-to Instructions:**      **Recipient:**

**Original Requisition ID:**      **Ship From HP:** Yarmouth PHO-HP - Yarmouth PHO      **Requisition Header Comments:**      **Packing Slip Comments:**

**Requisition Status:** Shipped      **Number of Containers Shipped:** 1      **Number of Containers Received:**       **Receiving Comments:**

**Receive Shipment Details**

     **Cold Chain Quarantine**  \* HPL Digby-HPL1-Op

See Container Contents		Container ID
-		1

**Row Actions:**

	Con ID	Line Item Status	Product Alternate ID	List Price	Catalogue Item Name	* Lot Number	Shipped Qty	* Received Qty	Cold Chain Quarantine	* HPL
<input type="checkbox"/>	1	Shipped	PPD(MDV)	-	Tubersol@(...	C5037AB	10	<input type="text" value="10"/>	<input type="checkbox"/>	Digby-HPL1-Op

9. Click the **Receiving Completed** button.
10. A confirmation message will display. Click OK.

Are you going to complete receiving the shipment?

Cold Chain Quarantine   \* HPL   Digby-HPL1-Op

**Receive Product** ? ☰

The receive shipment information has been successfully saved.

11. The received amount will be located in the assigned HPL. To confirm, view the inventory.