

# CPSM MEDITECH 5.67

## MEDITECH

### Inventory Inquiries

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## CPSM – Inventory

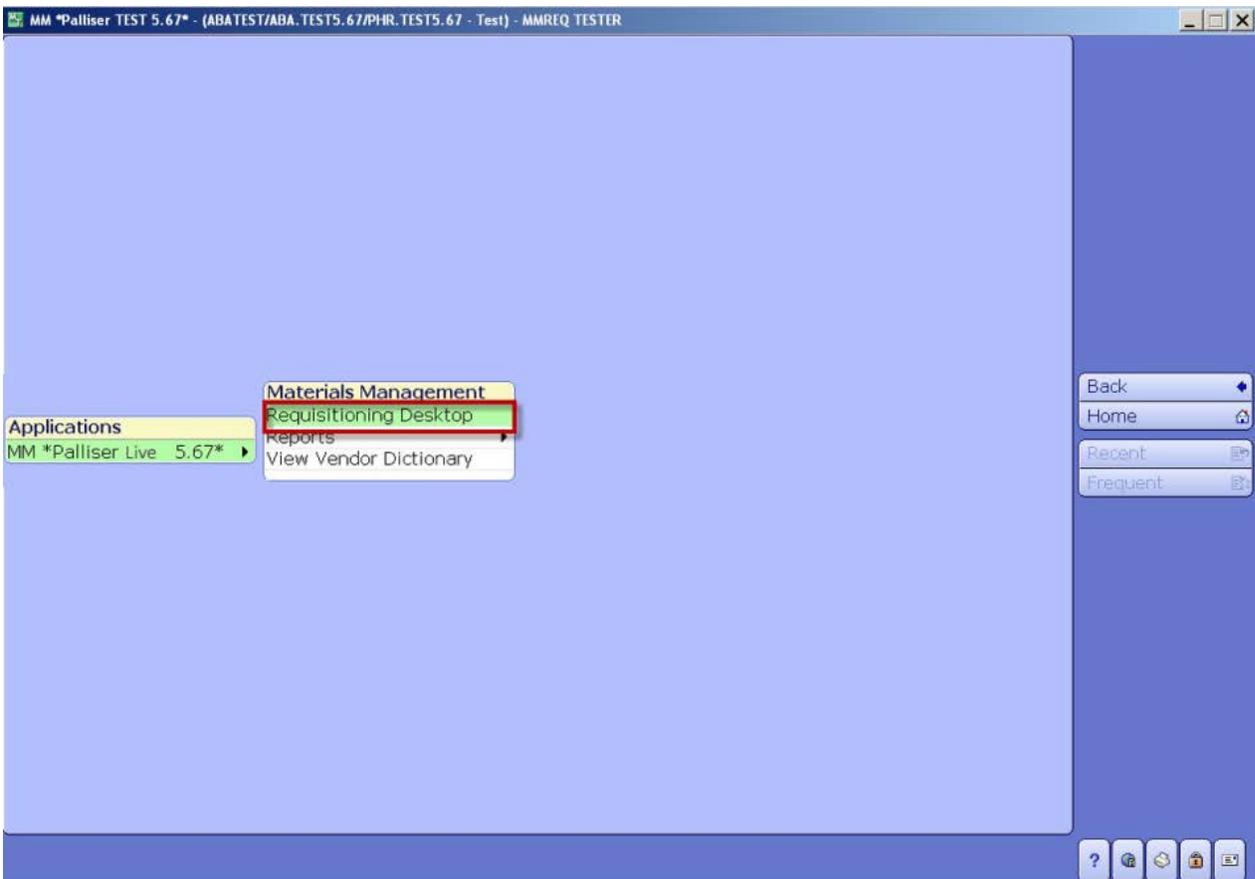
### Inquires Stock Inquiry

**Purpose:** Use this routine to View and/or Print Stock Item information.

These are the items that are available from your local CPSM Inventory.

**NOTE:** Profiles will vary between users. The first menu will be *Applications* followed by *Role* based (e.g. Nursing, Diagnostic Imaging etc.), at this point a user will select *MM Inventory Requisition*. The next menu will be *Materials Management*. The screen shots in this document show from Application menu to Materials Management Menu leaving out the *Role* based menu.

1. **Click** on the *Requisitioning Desktop*.





3. **Click** in the *Inventory* field. This may default for some users.
4. **Type** in your local *CPSM Inventory* or search for your local CPSM Main Inventory by **clicking** on the dropdown arrow.

Requisitioning Desktop - (ABATEST/ABA.TEST5.67/PHR.TEST5.67 - Test) - MMREQ TESTER

Stock - Item: Name: Category: Packaging: UP:

Inventory Stock Number  

|          |  |                    |  |                 |  |
|----------|--|--------------------|--|-----------------|--|
| Active   |  | Allergen/Hazardous |  | Other Locations |  |
| Transfer |  |                    |  |                 |  |
| Location |  |                    |  |                 |  |

Vendor| Catalog  
Manufacturer| Catalog  
Comment  
Asset Account

|          |  |                   |  |                  |       |
|----------|--|-------------------|--|------------------|-------|
| Dept UI  |  | Max Shelf Qty     |  | Qty on Hand      |       |
| Dept EOC |  | Safety Stock      |  | Qty on Order     |       |
| Dept Max |  | Lead Time         |  | Qty Backordered  |       |
| Dept Min |  | Min Reorder Point |  | UI/Period        | 0     |
| Pt UI    |  | OOQ               |  | Days on Hand     |       |
| Pt EOC   |  | Standing/Blanket  |  | Cost/UI          |       |
| Pt Max   |  | ABC Status        |  | Average Cost/UI  | .0000 |
| Pt Min   |  | Critical Item     |  | Value on Hand    | .00   |
| Pt Code  |  | Order on PO       |  | Last Adjusted Dt |       |

Item Reqs   
Inventory Reqs   
PO Inquiry   
Check PO Num   
Item Inquiry   
Stock Inquiry   
Select 

Rpts Current Breakdown Issues Returns Adj Xfers Backorders POs All Txns Item Inquiry Prev Stock Next Stock Cancel     

5. **Click** in the *Stock Number* field.
6. **Type** in your *Stock Number* or search for a stock number by **clicking** on the dropdown arrow.

Requisitioning Desktop - (ABA TEST/ABA. TEST5.67/PHR. TEST5.67 - Test) - MMREQ TESTER

Stock - Item: Name: Category: Packaging: UP:

Inventory Stock Number MHSTORES

|          |  |                    |  |                 |  |
|----------|--|--------------------|--|-----------------|--|
| Active   |  | Allergen/Hazardous |  | Other Locations |  |
| Transfer |  |                    |  |                 |  |
| Location |  |                    |  |                 |  |

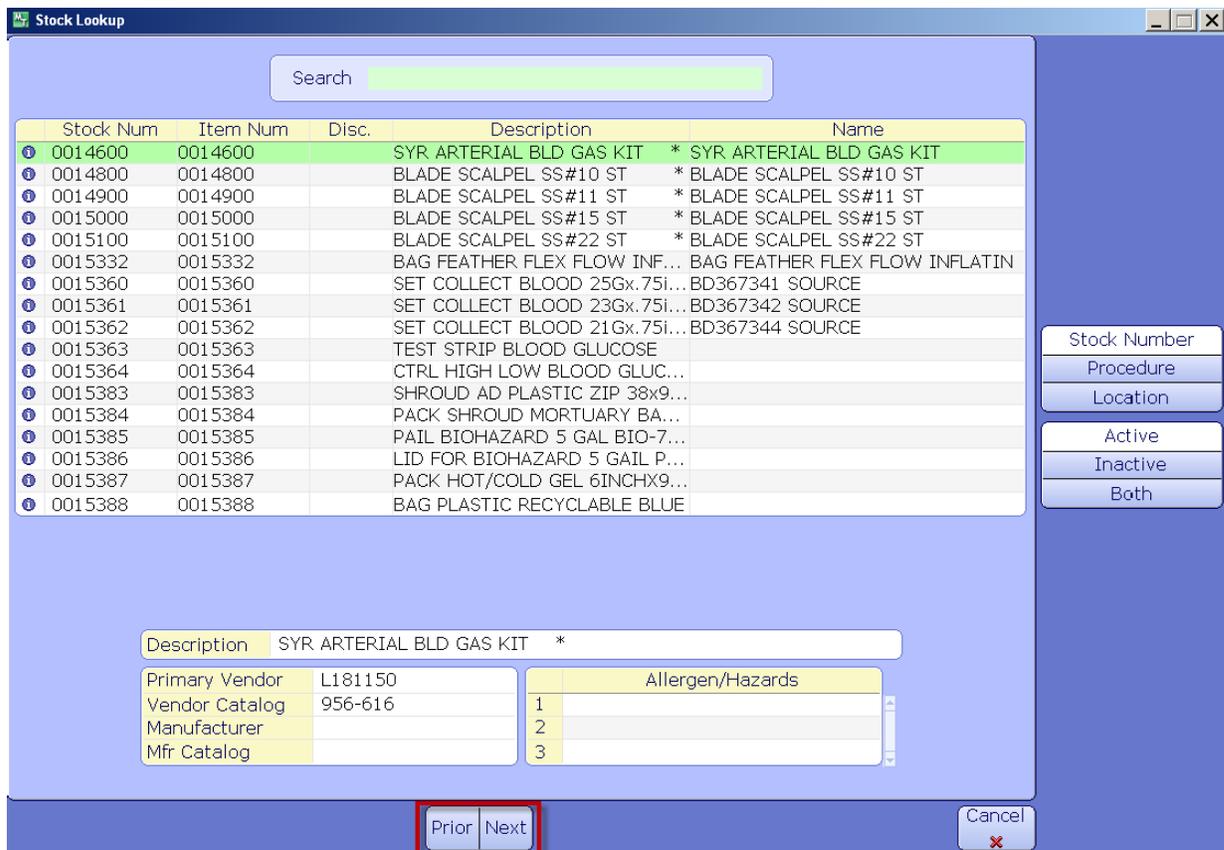
|                       |  |  |  |
|-----------------------|--|--|--|
| Vendor  Catalog       |  |  |  |
| Manufacturer  Catalog |  |  |  |
| Comment               |  |  |  |
| Asset Account         |  |  |  |

|          |  |                   |  |                  |       |
|----------|--|-------------------|--|------------------|-------|
| Dept UI  |  | Max Shelf Qty     |  | Qty on Hand      |       |
| Dept EOC |  | Safety Stock      |  | Qty on Order     |       |
| Dept Max |  | Lead Time         |  | Qty Backordered  |       |
| Dept Min |  | Min Reorder Point |  | UI/Period        | 0     |
| Pt UI    |  | OOQ               |  | Days on Hand     |       |
| Pt EOC   |  | Standing/Blanket  |  | Cost/UI          |       |
| Pt Max   |  | ABC Status        |  | Average Cost/UI  | .0000 |
| Pt Min   |  | Critical Item     |  | Value on Hand    | .00   |
| Pt Code  |  | Order on PO       |  | Last Adjusted Dt |       |

Item Reqs  
Inventory Reqs  
PO Inquiry  
Check PO Num  
Item Inquiry  
Stock Inquiry  
Select

Rcpt Current Breakdown Issues Returns Adj Xfers Backorders POs All Txns Item Inquiry Prev Stock Next Stock Cancel

If searching for a Stock Number, use the keyboard Page Up/Page Down keys and/or the Next and Prior footer button to navigate through this listing.

| Stock Num | Item Num | Disc. | Description                   | Name                           |
|-----------|----------|-------|-------------------------------|--------------------------------|
| 0014600   | 0014600  |       | SYR ARTERIAL BLD GAS KIT      | * SYR ARTERIAL BLD GAS KIT     |
| 0014800   | 0014800  |       | BLADE SCALPEL SS#10 ST        | * BLADE SCALPEL SS#10 ST       |
| 0014900   | 0014900  |       | BLADE SCALPEL SS#11 ST        | * BLADE SCALPEL SS#11 ST       |
| 0015000   | 0015000  |       | BLADE SCALPEL SS#15 ST        | * BLADE SCALPEL SS#15 ST       |
| 0015100   | 0015100  |       | BLADE SCALPEL SS#22 ST        | * BLADE SCALPEL SS#22 ST       |
| 0015332   | 0015332  |       | BAG FEATHER FLEX FLOW INF...  | BAG FEATHER FLEX FLOW INFLATIN |
| 0015360   | 0015360  |       | SET COLLECT BLOOD 25Gx.75i... | BD367341 SOURCE                |
| 0015361   | 0015361  |       | SET COLLECT BLOOD 23Gx.75i... | BD367342 SOURCE                |
| 0015362   | 0015362  |       | SET COLLECT BLOOD 21Gx.75i... | BD367344 SOURCE                |
| 0015363   | 0015363  |       | TEST STRIP BLOOD GLUCOSE      |                                |
| 0015364   | 0015364  |       | CTRL HIGH LOW BLOOD GLUC...   |                                |
| 0015383   | 0015383  |       | SHROUD AD PLASTIC ZIP 38x9... |                                |
| 0015384   | 0015384  |       | PACK SHROUD MORTUARY BA...    |                                |
| 0015385   | 0015385  |       | PAIL BIOHAZARD 5 GAL BIO-7... |                                |
| 0015386   | 0015386  |       | LID FOR BIOHAZARD 5 GAIL P... |                                |
| 0015387   | 0015387  |       | PACK HOT/COLD GEL 6INCHX9...  |                                |
| 0015388   | 0015388  |       | BAG PLASTIC RECYCLABLE BLUE   |                                |

Description: SYR ARTERIAL BLD GAS KIT \*

Primary Vendor: L181150  
Vendor Catalog: 956-616  
Manufacturer:  
Mfr Catalog:

Allergen/Hazards:  
1  
2  
3

Prior Next Cancel

7. Click on the item and note the item specific details that are displayed on the screen.

This window gives a user the ability to View and/or Print transactional data by using the various options that are available on the footer.

Requisitioning Desktop - (ABATEST/ABA.TEST5.67/PHR.TEST5.67 - Test) - MMREQ TESTER

Stock - 0014600      Item: 0014600 - SYR ARTERIAL BLD GAS KIT \*  
 Name: SYR ARTERIAL BLD GAS KIT      Category: RESBGS  
 Packaging: CA/100 EA      UP: CA

|              |          |
|--------------|----------|
| Inventory    | MHSTORES |
| Stock Number | 0014600  |

|          |      |                    |  |                 |  |
|----------|------|--------------------|--|-----------------|--|
| Active   | Y    | Allergen/Hazardous |  | Other Locations |  |
| Transfer | N    |                    |  |                 |  |
| Location | B23D |                    |  |                 |  |

|                       |                           |         |
|-----------------------|---------------------------|---------|
| Vendor  Catalog       | L181150 RADIOMETER CANADA | 956-616 |
| Manufacturer  Catalog |                           |         |
| Comment               |                           |         |
| Asset Account         | 10001.115950000           |         |

|          |         |                   |     |                  |        |
|----------|---------|-------------------|-----|------------------|--------|
| Dept UI  | EA      | Max Shelf Qty     | 500 | Qty on Hand      | 500    |
| Dept EOC | 4606400 | Safety Stock      |     | Qty on Order     | 0      |
| Dept Max |         | Lead Time         |     | Qty Backordered  | 0      |
| Dept Min |         | Min Reorder Point | 200 | UI/Period        | 0      |
| Pt UI    |         | OOQ               |     | Days on Hand     |        |
| Pt EOC   |         | Standing/Blanket  | N   | Cost/UI          | 1.0913 |
| Pt Max   |         | ABC Status        |     | Average Cost/UI  | 1.0913 |
| Pt Min   |         | Critical Item     | Y   | Value on Hand    | 545.65 |
| Pt Code  |         | Order on PO       | Y   | Last Adjusted Dt |        |

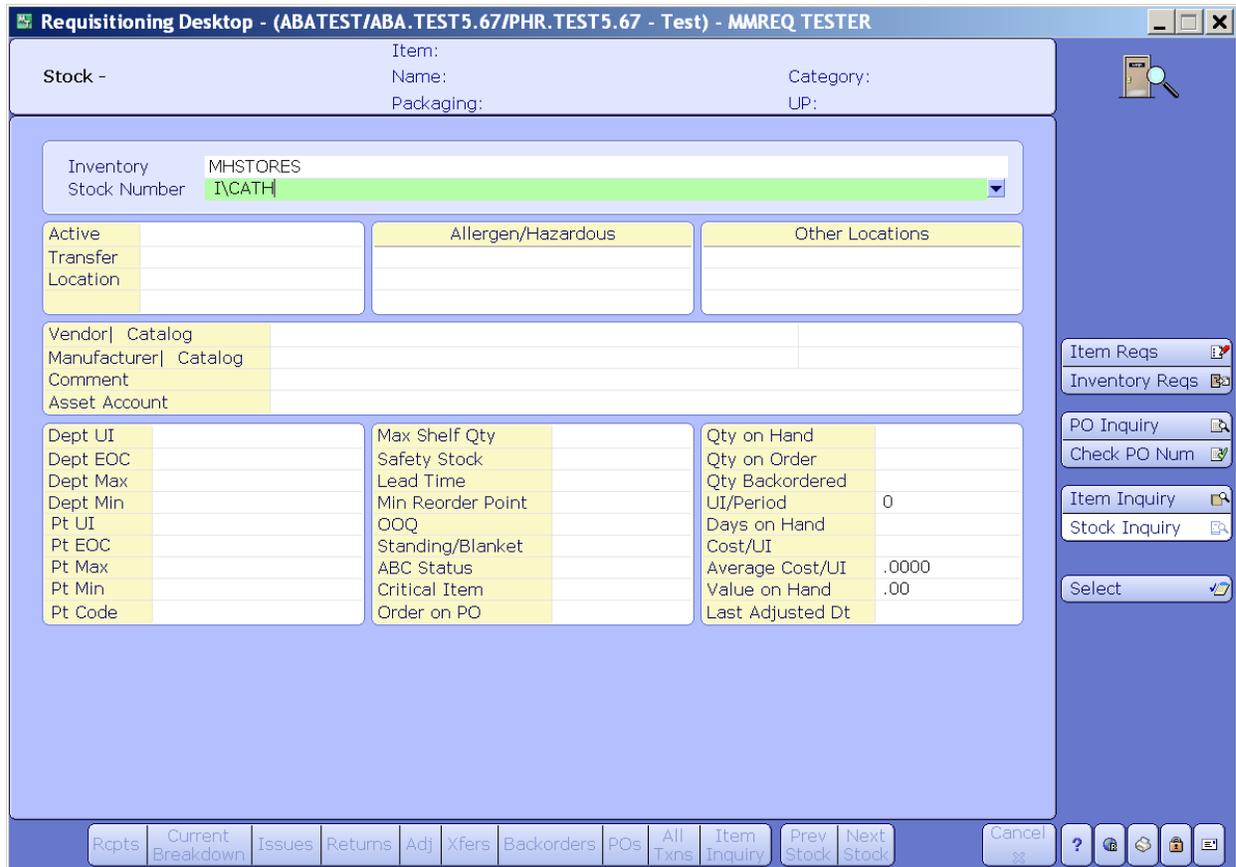
Item Reqs  
Inventory Reqs  
PO Inquiry  
Check PO Num  
Item Inquiry  
Stock Inquiry  
Select

Rpts   Current Breakdown   Issues   Returns   Adj   Xfers   Backorders   POs   All Txns   Item Inquiry   Prey Stock   Next Stock   Cancel   ?   [Home]   [Refresh]   [Print]   [Help]

To locate a stock item by its Description perform a Meditech lookup from within the Stock Number field.

**Note:** Meditech lookups cannot be performed from the search field.

- Type** I\ followed by the first few letters of the actual item description in the Stock Number field (in upper case) then **press** the *Enter* on your keyboard. (Example: I\CATH)



The screenshot shows the 'Requisitioning Desktop' window for user 'MMREQ\_TESTER'. The 'Stock -' section is active, displaying the following information:

- Item: Name: Packaging: Category: UP:
- Inventory: MHSTORES
- Stock Number: I\CATH

Below this, there are several data entry fields:

- Active Transfer Location
- Allergen/Hazardous
- Other Locations
- Vendor| Catalog
- Manufacturer| Catalog
- Comment
- Asset Account

A detailed table of stock attributes is visible:

|          |                   |                  |
|----------|-------------------|------------------|
| Dept UI  | Max Shelf Qty     | Qty on Hand      |
| Dept EOC | Safety Stock      | Qty on Order     |
| Dept Max | Lead Time         | Qty Backordered  |
| Dept Min | Min Reorder Point | UI/Period        |
| Pt UI    | OOQ               | Days on Hand     |
| Pt EOC   | Standing/Blanket  | Cost/UI          |
| Pt Max   | ABC Status        | Average Cost/UI  |
| Pt Min   | Critical Item     | Value on Hand    |
| Pt Code  | Order on PO       | Last Adjusted Dt |

On the right side of the interface, there are several utility buttons: Item Reqs, Inventory Reqs, PO Inquiry, Check PO Num, Item Inquiry, Stock Inquiry, and a Select button.

At the bottom, a navigation bar includes buttons for Rcpts, Current Breakdown, Issues, Returns, Adj, Xfers, Backorders, POs, All Txns, Item Inquiry, Prev Stock, Next Stock, and Cancel.

Use the Keyboard Page Up or Page Down keys and/or the Next and Prior footer button to navigate through this listing.



Item Lookup

Search

Filtered By Stocked in Inventory MHSTORES

| Number  | Name                         | Description                    | Allergen/Hazard |
|---------|------------------------------|--------------------------------|-----------------|
| 0314100 | CATH ADAPTER                 | CATH ADAPTER SYR FEMALE L/L *  |                 |
| 0314100 | CATH ADAPTER                 | CATH ADAPTER SYR FEMALE L/L *  |                 |
| 0225700 | CATH CVP KIT TRIPLE LUMEN    | CATH CVP KIT TRIPLE LUMEN *    |                 |
| 0225700 | CATH CVP KIT TRIPLE LUMEN    | CATH CVP KIT TRIPLE LUMEN *    |                 |
| 0223900 | CATH DOUBLE LUMEN CENTRAL    | CATH DOUBLE LUMEN CENTRAL *    |                 |
| 0223900 | CATH DOUBLE LUMEN CENTRAL    | CATH DOUBLE LUMEN CENTRAL *    |                 |
| 0195300 | CATH EPIDUR                  | CATH EPIDUR *                  |                 |
| 0195300 | CATH EPIDUR                  | CATH EPIDUR *                  |                 |
| 0229300 | CATH EXT                     | CATH EXTL *                    |                 |
| 0229300 | CATH EXT                     | CATH EXTL *                    |                 |
| 0231500 | CATH FEMALE SELF CATH        | CATH FEMALE SELF CATH *        |                 |
| 0231500 | CATH FEMALE SELF CATH        | CATH FEMALE SELF CATH *        |                 |
| 0226800 | CATH FOLEY 10Fr 5cc SILICONE | CATH FOLEY 10Fr 5cc SILICONE * |                 |
| 0226800 | CATH FOLEY 10Fr 5cc SILICONE | CATH FOLEY 10Fr 5cc SILICONE * |                 |
| 0226900 | CATH FOLEY 12Fr 5cc          | CATH FOLEY 12Fr 5cc            | LATEX           |
| 0227200 | CATH FOLEY 14Fr 30cc LATEX   | CATH FOLEY 14Fr 30cc *         | LATEX           |

Description: CATH ADAPTER SYR FEMALE L/L \*

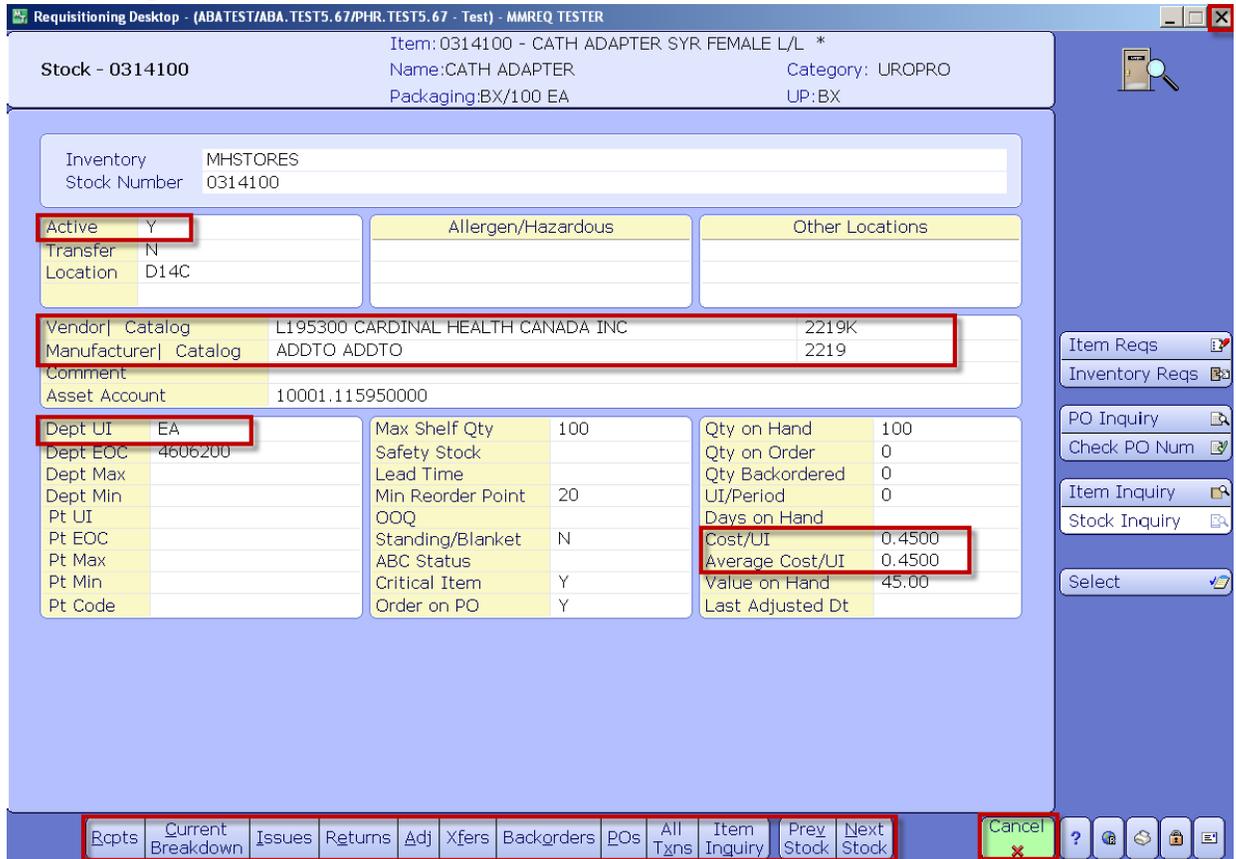
|                |                            |           |   |
|----------------|----------------------------|-----------|---|
| Primary Vendor | CARDINAL HEALTH CANADA INC | Allergens | 1 |
| Catalog Number | 2219K                      |           | 2 |
| Manufacturer   | ADDTO                      |           | 3 |
| Mfr Catalog    | 2219                       |           | 4 |
| Stocked        | Y                          |           |   |

Prior Next Filter Cancel

9. Click on the *item*.

Note the inventory items specific details are displayed on the screen such as:

- Active
- Vendor Catalog
- Manufacturer | Catalog
- Dept UI (Unit of Issue)
- Cost/UI
- Average Cost/UI (Unit of Issue)



Requisitioning Desktop - (ABATEST/ABA.TEST5.67/PHR.TEST5.67 - Test) - MMREQ TESTER

Stock - 0314100      Item: 0314100 - CATH ADAPTER SYR FEMALE L/L \*  
 Name: CATH ADAPTER      Category: UROPRO  
 Packaging: BX/100 EA      UP: BX

|                        |                                    |                    |                 |
|------------------------|------------------------------------|--------------------|-----------------|
| Inventory              | MHSTORES                           |                    |                 |
| Stock Number           | 0314100                            |                    |                 |
| Active                 | Y                                  | Allergen/Hazardous | Other Locations |
| Transfer               | N                                  |                    |                 |
| Location               | D14C                               |                    |                 |
| Vendor   Catalog       | L195300 CARDINAL HEALTH CANADA INC | 2219K              |                 |
| Manufacturer   Catalog | ADDTO ADDTO                        | 2219               |                 |
| Comment                |                                    |                    |                 |
| Asset Account          | 10001.115950000                    |                    |                 |
| Dept UI                | EA                                 | Max Shelf Qty      | 100             |
| Dept EOC               | 4606200                            | Safety Stock       |                 |
| Dept Max               |                                    | Lead Time          |                 |
| Dept Min               |                                    | Min Reorder Point  | 20              |
| Pt UI                  |                                    | OOQ                |                 |
| Pt EOC                 |                                    | Standing/Blanket   | N               |
| Pt Max                 |                                    | ABC Status         |                 |
| Pt Min                 |                                    | Critical Item      | Y               |
| Pt Code                |                                    | Order on PO        | Y               |
|                        |                                    | Qty on Hand        | 100             |
|                        |                                    | Qty on Order       | 0               |
|                        |                                    | Qty Backordered    | 0               |
|                        |                                    | UI/Period          | 0               |
|                        |                                    | Days on Hand       |                 |
|                        |                                    | Cost/UI            | 0.4500          |
|                        |                                    | Average Cost/UI    | 0.4500          |
|                        |                                    | Value on Hand      | 45.00           |
|                        |                                    | Last Adjusted Dt   |                 |

Footer: Rpts Current Breakdown Issues Returns Adj Xfers Backorders POs All Txns Item Inquiry Prev Stock Next Stock Cancel ?

A user has the ability to View and/or Print transactional data by using the various options that are available on the Footer.

10. Click the *Cancel* button to return to the Stock Number field.

11. To Exit the screen, click on the **X** located on the top right hand corner of the window.

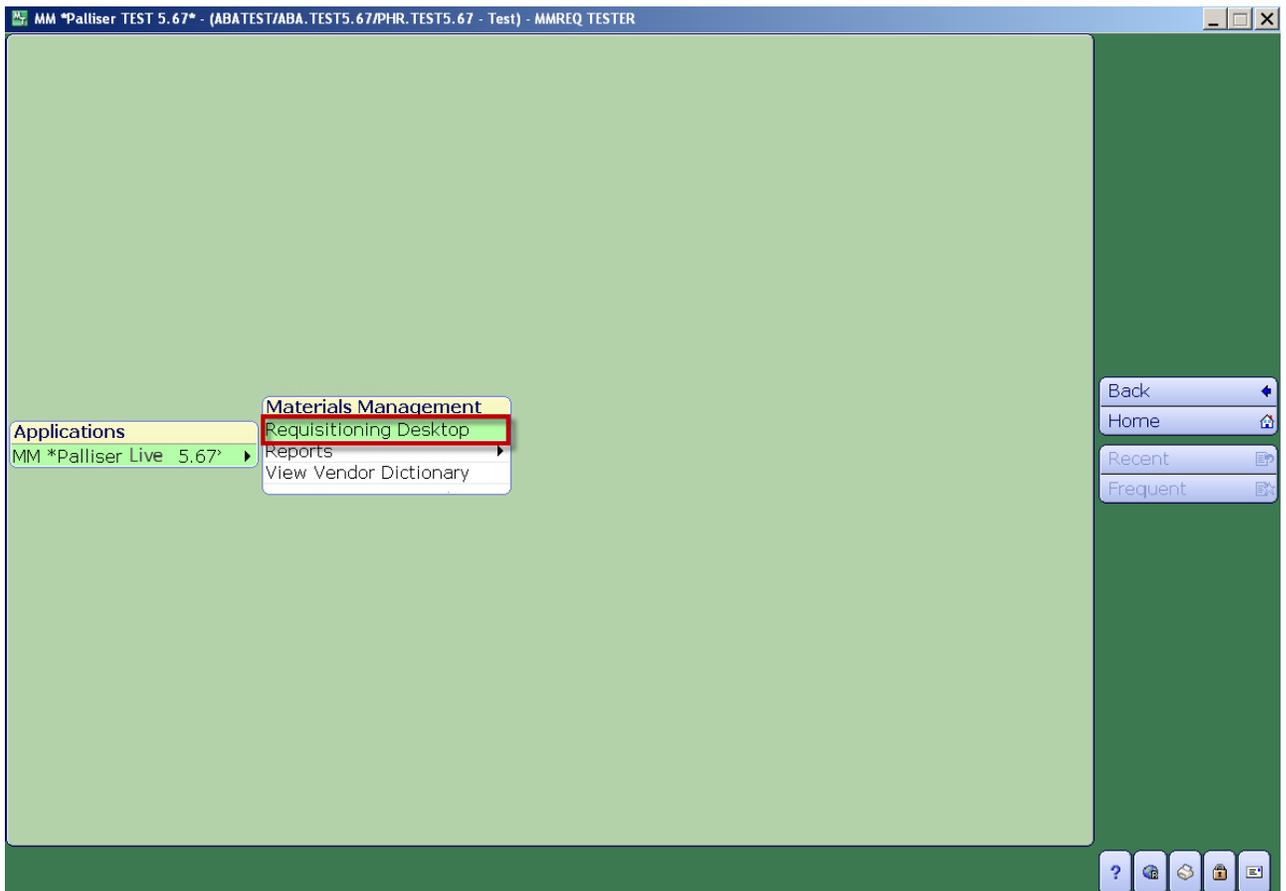
## CPSM – Inventory

### Inquires Select

**Purpose:** Use this feature to perform an Inquiry from within the Requisition routines.

**NOTE:** Profiles will vary between users. The first menu will be *Applications* followed by *Role* based (e.g. Nursing, Diagnostic Imaging etc.), at this point a user will select *MM Inventory Requisition*. The next menu will be *Materials Management*. The screen shots in this document show from Application menu to Materials Management Menu leaving out the *Role* based menu.

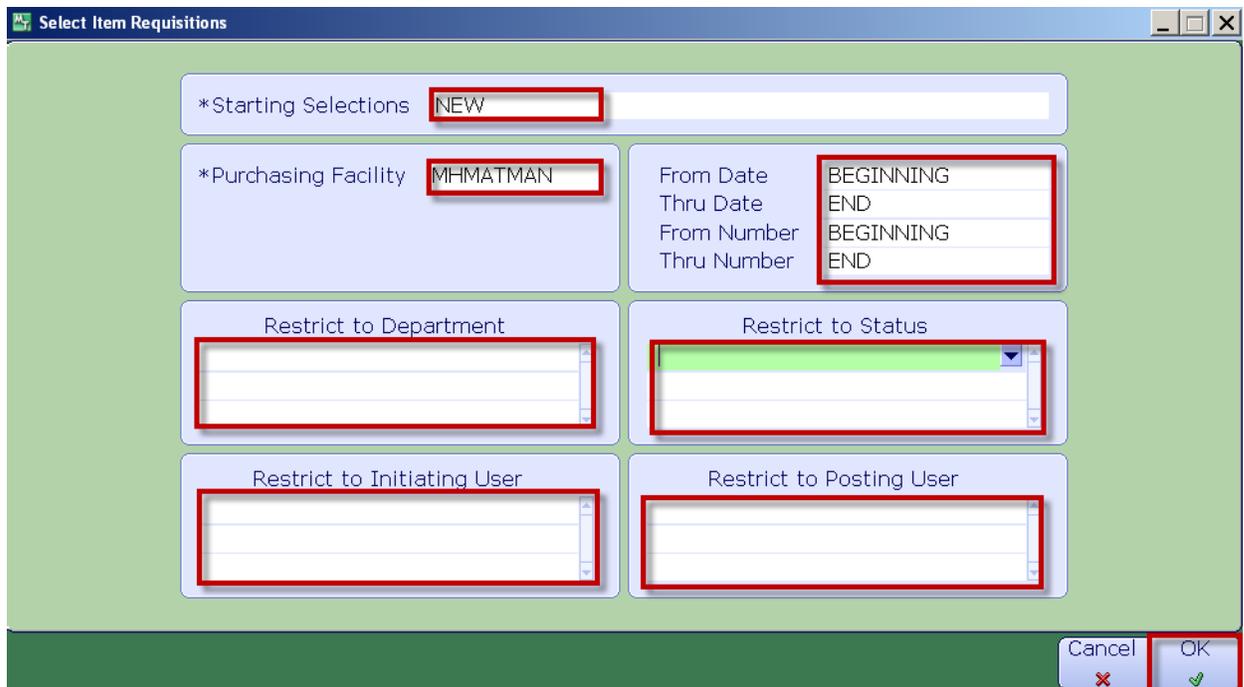
1. Click the *Requisitioning Desktop*.







10. **Click** in the *From Number* field which will default the value of BEGINNING. To change the default value **press** the *backspace* key on your keyboard then click on the dropdown arrow which will display a list of Requisition Numbers. Select the Requisition Number.
11. **Click** in the *Thru Number* field which will default the value of END. To change the default value **press** the *backspace* key on your keyboard then click on the dropdown arrow which will display a list of Requisition Numbers. Select the Requisition Number.
12. **Click** in the *Restrict to Department* field and **type** in the Department Code or search for Department Code by **clicking** on the dropdown arrow or leave the field blank to see All.
13. **Click** in the *Restrict to Status* field. Using the dropdown arrow select one or more of the following Requisition Status:
  - Working, Open
  - Closed
  - Cancelled
  - Initial
  - Or leave blank to see All.
14. **Click** in the *Restrict to Initiating User* field and **type** in the Meditech User ID or leave blank to see All.
15. **Click** in the *Restrict to Posting User* field and **type** in the Meditech User ID or leave blank to see All.
16. **Click** on *OK*.



Select Item Requisitions

\*Starting Selections

\*Purchasing Facility

From Date

Thru Date

From Number

Thru Number

Restrict to Department

Restrict to Status

Restrict to Initiating User

Restrict to Posting User

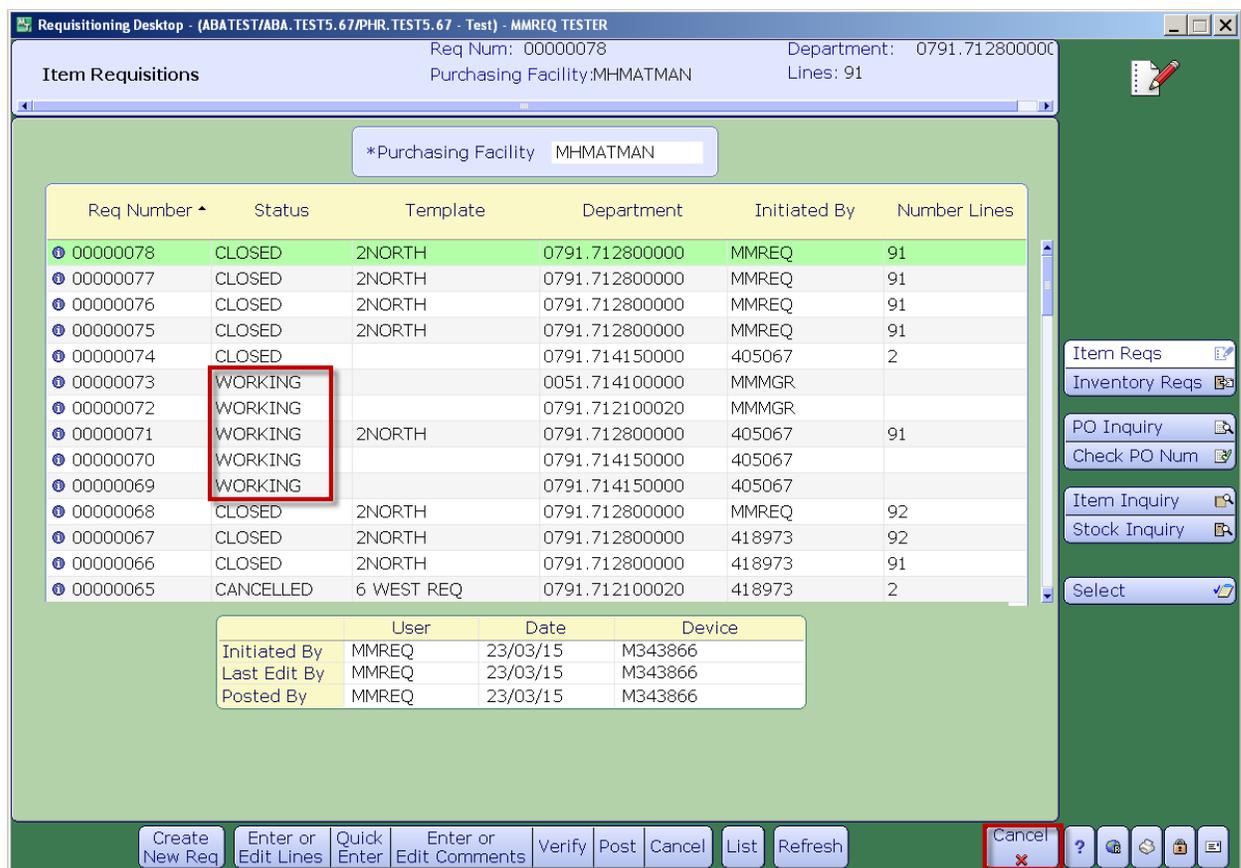
Cancel OK

Requisition details will be displayed for review or action depending on the Status of the Requisition.

**Note:** Requisitions in a “Working “status have not been completed or sent to CPSM for processing.

Notice the various footer options that can be used to review or action the Requisition.

17. To Exit, **click** on the *Cancel* button.



The screenshot shows the 'Requisitioning Desktop' application window. The title bar reads 'Requisitioning Desktop - (ABATEST/ABA.TEST5.67/PHR.TEST5.67 - Test) - MMREQ TESTER'. The main window displays 'Item Requisitions' with the following details: Req Num: 00000078, Department: 0791.712800000, Purchasing Facility: MHMATMAN, Lines: 91.

A table lists various requisitions with columns for Req Number, Status, Template, Department, Initiated By, and Number Lines. The 'Status' column contains values such as CLOSED, WORKING, and CANCELLED. The 'WORKING' status entries are highlighted with a red box.

| Req Number | Status    | Template   | Department     | Initiated By | Number Lines |
|------------|-----------|------------|----------------|--------------|--------------|
| 00000078   | CLOSED    | 2NORTH     | 0791.712800000 | MMREQ        | 91           |
| 00000077   | CLOSED    | 2NORTH     | 0791.712800000 | MMREQ        | 91           |
| 00000076   | CLOSED    | 2NORTH     | 0791.712800000 | MMREQ        | 91           |
| 00000075   | CLOSED    | 2NORTH     | 0791.712800000 | MMREQ        | 91           |
| 00000074   | CLOSED    |            | 0791.714150000 | 405067       | 2            |
| 00000073   | WORKING   |            | 0051.714100000 | MMMGR        |              |
| 00000072   | WORKING   |            | 0791.712100020 | MMMGR        |              |
| 00000071   | WORKING   | 2NORTH     | 0791.712800000 | 405067       | 91           |
| 00000070   | WORKING   |            | 0791.714150000 | 405067       |              |
| 00000069   | WORKING   |            | 0791.714150000 | 405067       |              |
| 00000068   | CLOSED    | 2NORTH     | 0791.712800000 | MMREQ        | 92           |
| 00000067   | CLOSED    | 2NORTH     | 0791.712800000 | 418973       | 92           |
| 00000066   | CLOSED    | 2NORTH     | 0791.712800000 | 418973       | 91           |
| 00000065   | CANCELLED | 6 WEST REQ | 0791.712100020 | 418973       | 2            |

Below the main table is a smaller table with columns for User, Date, and Device, showing details for 'Initiated By', 'Last Edit By', and 'Posted By', all of which are MMREQ on 23/03/15 using device M343866.

The bottom of the window features a toolbar with buttons: Create New Req, Enter or Edit Lines, Quick Enter, Enter or Edit Comments, Verify, Post, Cancel, List, Refresh, and a red 'Cancel' button with a red 'X' icon.

## CPSM – Inventory Inquires

### Item Inquiry

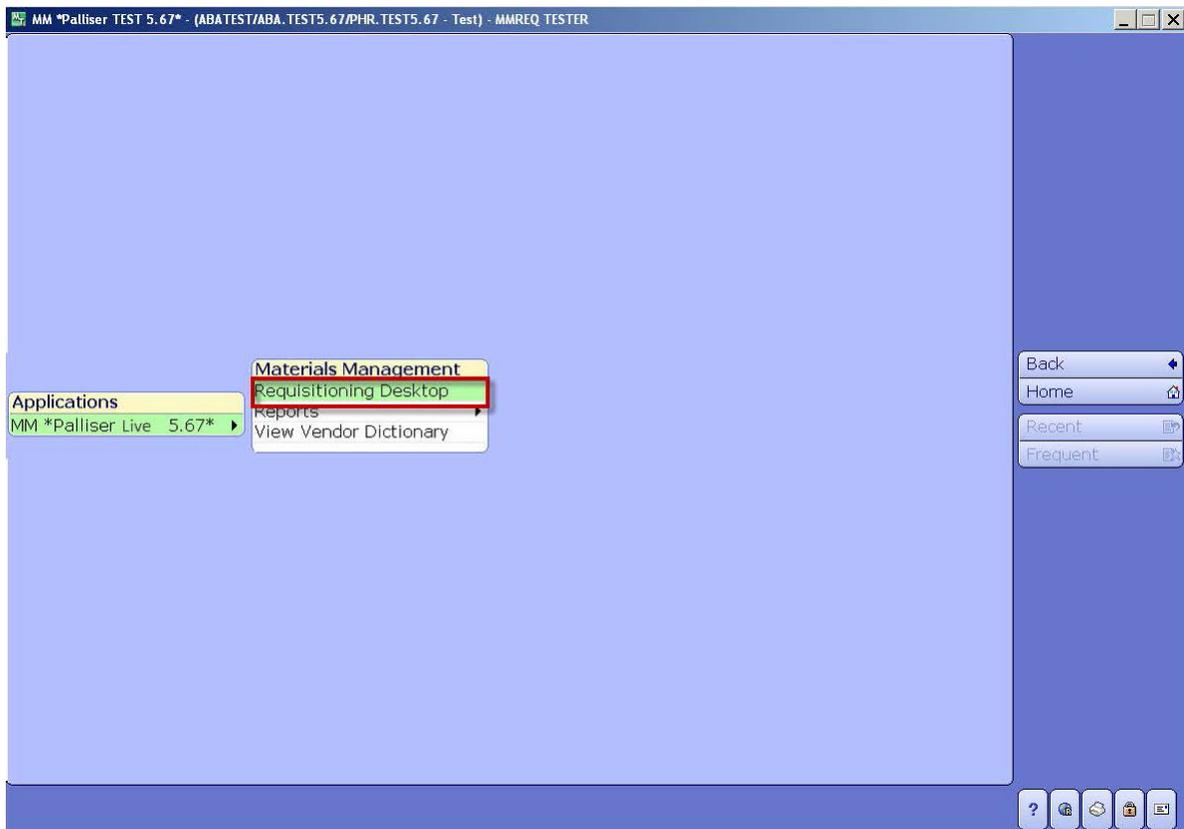
**Purpose:** Use this routine to View and/or Print Meditech Item Master data.

**Note:** All items within the Meditech Item Master are displayed, both Stock and Non-Stock, these are identified by the response next to the Stocked field (Y or N). Stocked = Y is Stock. Stocked = N is Non-Stock.

Please note that Non-Stock Items cannot be ordered through Meditech, this process has been transitioned to Oracle.

**NOTE:** Profiles will vary between users. The first menu will be *Applications* followed by *Role* based (e.g. Nursing, Diagnostic Imaging etc.), at this point a user will select *MM Inventory Requisition*. The next menu will be *Materials Management*. The screen shots in this document show from Application menu to Materials Management Menu leaving out the *Role* based menu.

1. Click the *Requisitioning Desktop*.



2. Click the *Item Inquiry* button which is located on the right hand menu listing.

Requisitioning Desktop - (ABATEST/ABA.TEST5.67/PHR.TEST5.67 - Test) - MMREQ TESTER

Item Requisitions

Req Num: Department:  
Purchasing Facility:MHMATMAN Lines:

\*Purchasing Facility MHMATMAN

| Req Number | Status | Template | Department | Initiated By | Number Lines |
|------------|--------|----------|------------|--------------|--------------|
|            |        |          |            |              |              |
|            |        |          |            |              |              |
|            |        |          |            |              |              |
|            |        |          |            |              |              |
|            |        |          |            |              |              |
|            |        |          |            |              |              |
|            |        |          |            |              |              |
|            |        |          |            |              |              |
|            |        |          |            |              |              |
|            |        |          |            |              |              |

|              | User | Date | Device |
|--------------|------|------|--------|
| Initiated By |      |      |        |
| Last Edit By |      |      |        |
| Posted By    |      |      |        |

Item Reqs  
Inventory Reqs  
PO Inquiry  
Check PO Num  
**Item Inquiry**  
Stock Inquiry  
Select

Create New Req Enter or Edit Lines Quick Enter Enter or Edit Comments Verify Post Cancel List Refresh Cancel

3. **Type** in your *Purchasing Facility* or search for your *Purchasing Facility* by clicking on the dropdown arrow. This may default for some users.
4. **Type** in the *Item Number* or search for an item number by clicking on the dropdown arrow.

Requisitioning Desktop - (ABATEST/ABA.TEST5.67/PHR.TEST5.67 - Test) - MMREQ TESTER

Item - Purchasing Facility:  
Common Name:  
Packaging:

Purchasing Facility: MHMATMAN  
Item:

|                     |         |  |  |
|---------------------|---------|--|--|
| Active              | Stocked |  |  |
| Description         |         |  |  |
| Common Name         |         |  |  |
| Category            |         |  |  |
| Procedure Code      |         |  |  |
| EOC                 |         |  |  |
| Taxable             |         |  |  |
| Tax Code            |         |  |  |
| Form Mnemonic       |         |  |  |
| Packaging           |         |  |  |
| Largest Common Unit |         |  |  |
| Vendor              | Catalog |  |  |
| Manufacturer        | Catalog |  |  |

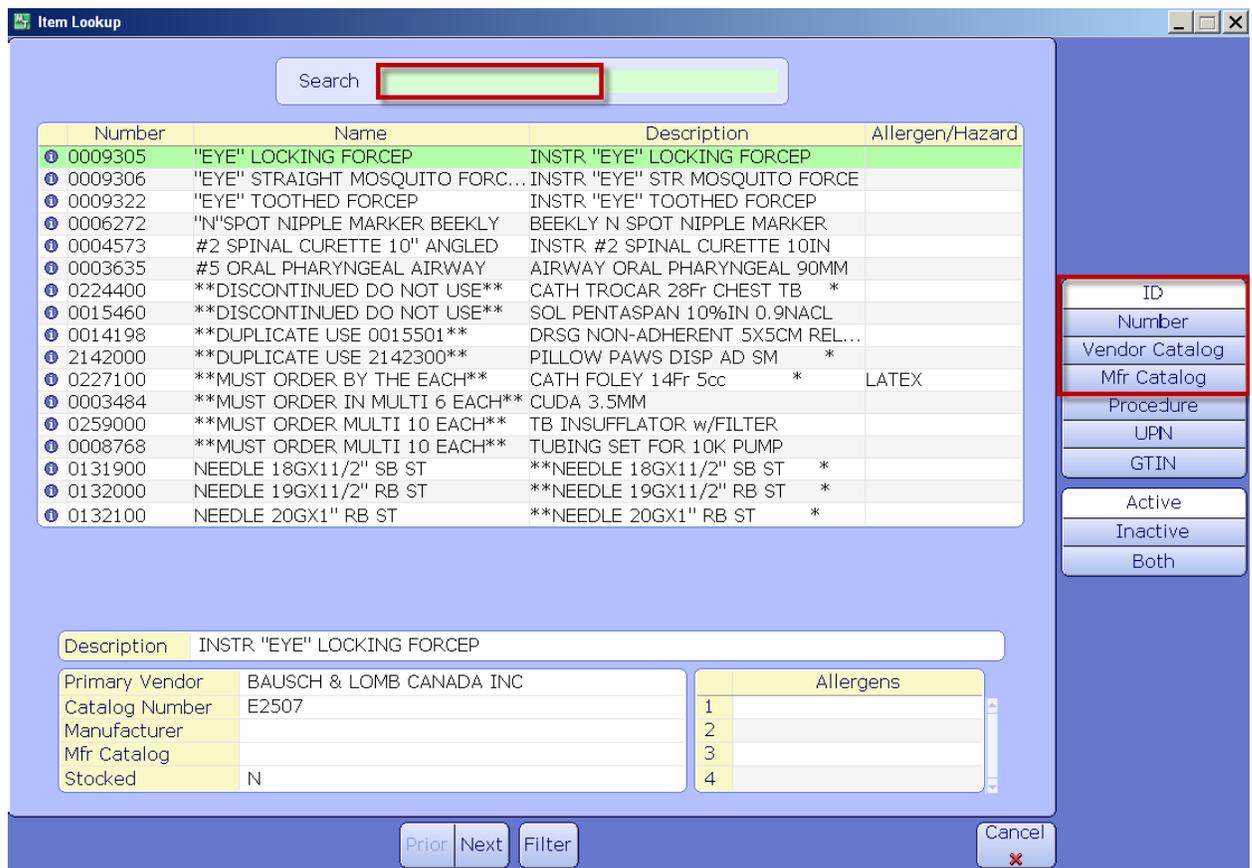
| Allergen/Hazardous |  |
|--------------------|--|
| 1                  |  |
| 2                  |  |
| 3                  |  |
| 4                  |  |

Item Reqs  
Inventory Reqs  
PO Inquiry  
Check PO Num  
Item Inquiry  
Stock Inquiry  
Select

POs Pur Reqs Stock Status Recur Reqs Inv Reqs Exch Carts Stock Inquiry Usage Report Vendors Prev Num Next Num Prev Desc Next Desc Cancel

Utilize the various search options located on the right hand menu listing such as:

- Number
- Vendor Catalog
- Mfr (Manufacturer) Catalog



Item Lookup

Search

| Number  | Name                            | Description                    | Allergen/Hazard |
|---------|---------------------------------|--------------------------------|-----------------|
| 0009305 | "EYE" LOCKING FORCEP            | INSTR "EYE" LOCKING FORCEP     |                 |
| 0009306 | "EYE" STRAIGHT MOSQUITO FORC... | INSTR "EYE" STR MOSQUITO FORCE |                 |
| 0009322 | "EYE" TOOTHED FORCEP            | INSTR "EYE" TOOTHED FORCEP     |                 |
| 0006272 | "N"SPOT NIPPLE MARKER BEEKLY    | BEEKLY N SPOT NIPPLE MARKER    |                 |
| 0004573 | #2 SPINAL CURETTE 10" ANGLED    | INSTR #2 SPINAL CURETTE 10IN   |                 |
| 0003635 | #5 ORAL PHARYNGEAL AIRWAY       | AIRWAY ORAL PHARYNGEAL 90MM    |                 |
| 0224400 | **DISCONTINUED DO NOT USE**     | CATH TROCER 28Fr CHEST TB *    |                 |
| 0015460 | **DISCONTINUED DO NOT USE**     | SOL PENTASPERAN 10%IN 0.9NACL  |                 |
| 0014198 | **DUPLICATE USE 0015501**       | DRSG NON-ADHERENT 5X5CM REL... |                 |
| 2142000 | **DUPLICATE USE 2142300**       | PILLOW PAWS DISP AD SM *       |                 |
| 0227100 | **MUST ORDER BY THE EACH**      | CATH FOLEY 14Fr 5cc *          | LATEX           |
| 0003484 | **MUST ORDER IN MULTI 6 EACH**  | CUDA 3.5MM                     |                 |
| 0259000 | **MUST ORDER MULTI 10 EACH**    | TB INSUFFLATOR w/FILTER        |                 |
| 0008768 | **MUST ORDER MULTI 10 EACH**    | TUBING SET FOR 10K PUMP        |                 |
| 0131900 | NEEDLE 18GX11/2" SB ST          | **NEEDLE 18GX11/2" SB ST *     |                 |
| 0132000 | NEEDLE 19GX11/2" RB ST          | **NEEDLE 19GX11/2" RB ST *     |                 |
| 0132100 | NEEDLE 20GX1" RB ST             | **NEEDLE 20GX1" RB ST *        |                 |

ID  
 Number  
 Vendor Catalog  
 Mfr Catalog  
 Procedure  
 LPN  
 GTIN  
 Active  
 Inactive  
 Both

Description: INSTR "EYE" LOCKING FORCEP

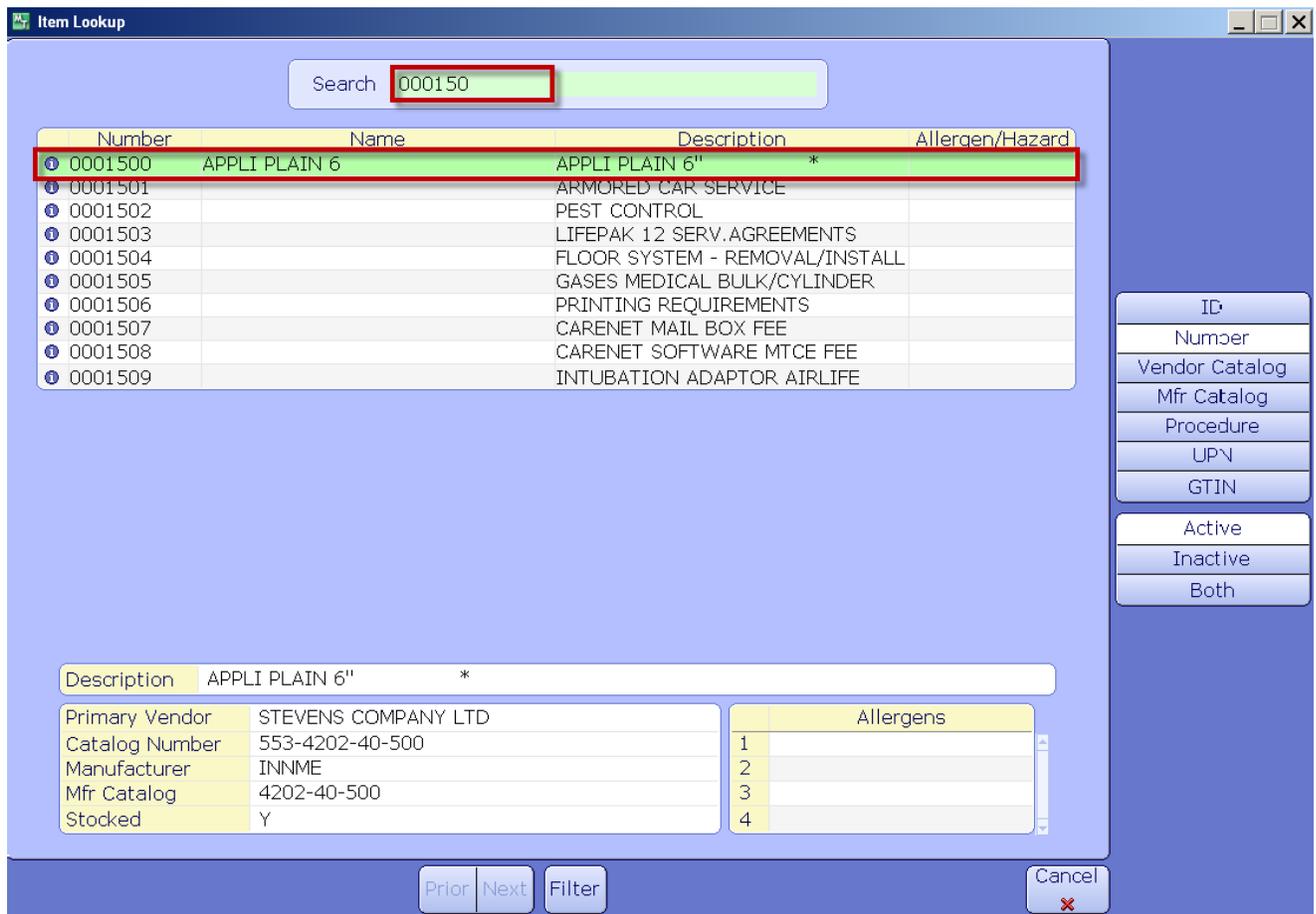
|                |                          |           |
|----------------|--------------------------|-----------|
| Primary Vendor | BAUSCH & LOMB CANADA INC | Allergens |
| Catalog Number | E2507                    | 1         |
| Manufacturer   |                          | 2         |
| Mfr Catalog    |                          | 3         |
| Stocked        | N                        | 4         |

Prior Next Filter Cancel

5. Click on *Number* located on the right hand side menu list.

If the number is known, type the number in the Search field otherwise navigate through the list by using the Page Up and Down Keys on the keyboard or by using the Next and Prior footer buttons.

6. **Click** on the item.

Item Lookup

Search: 000150

| Number  | Name          | Description                    | Allergen/Hazard |
|---------|---------------|--------------------------------|-----------------|
| 0001500 | APPLI PLAIN 6 | APPLI PLAIN 6" *               |                 |
| 0001501 |               | ARMORED CAR SERVICE            |                 |
| 0001502 |               | PEST CONTROL                   |                 |
| 0001503 |               | LIFEPAK 12 SERV.AGREEMENTS     |                 |
| 0001504 |               | FLOOR SYSTEM - REMOVAL/INSTALL |                 |
| 0001505 |               | GASES MEDICAL BULK/CYLINDER    |                 |
| 0001506 |               | PRINTING REQUIREMENTS          |                 |
| 0001507 |               | CARENET MAIL BOX FEE           |                 |
| 0001508 |               | CARENET SOFTWARE MTCE FEE      |                 |
| 0001509 |               | INTUBATION ADAPTOR AIRLIFE     |                 |

Description: APPLI PLAIN 6" \*

|                |                     |           |  |
|----------------|---------------------|-----------|--|
| Primary Vendor | STEVENS COMPANY LTD | Allergens |  |
| Catalog Number | 553-4202-40-500     | 1         |  |
| Manufacturer   | INNME               | 2         |  |
| Mfr Catalog    | 4202-40-500         | 3         |  |
| Stocked        | Y                   | 4         |  |

Prior Next Filter Cancel

Note the item specific details that are displayed on the screen such as:

- Active | Stocked
- Description
- Packaging
- Vendor | Catalog
- Manufacturer | Catalog

Requisitioning Desktop - (ABATEST/ABA.TEST5.67/PHR.TEST5.67 - Test) - MMREQ TESTER

Item - 0001500 - APPLI PLAIN 6" \* Purchasing Facility:MHMATMAN  
Common Name:APPLI PLAIN 6  
Packaging: BX/1000 EA

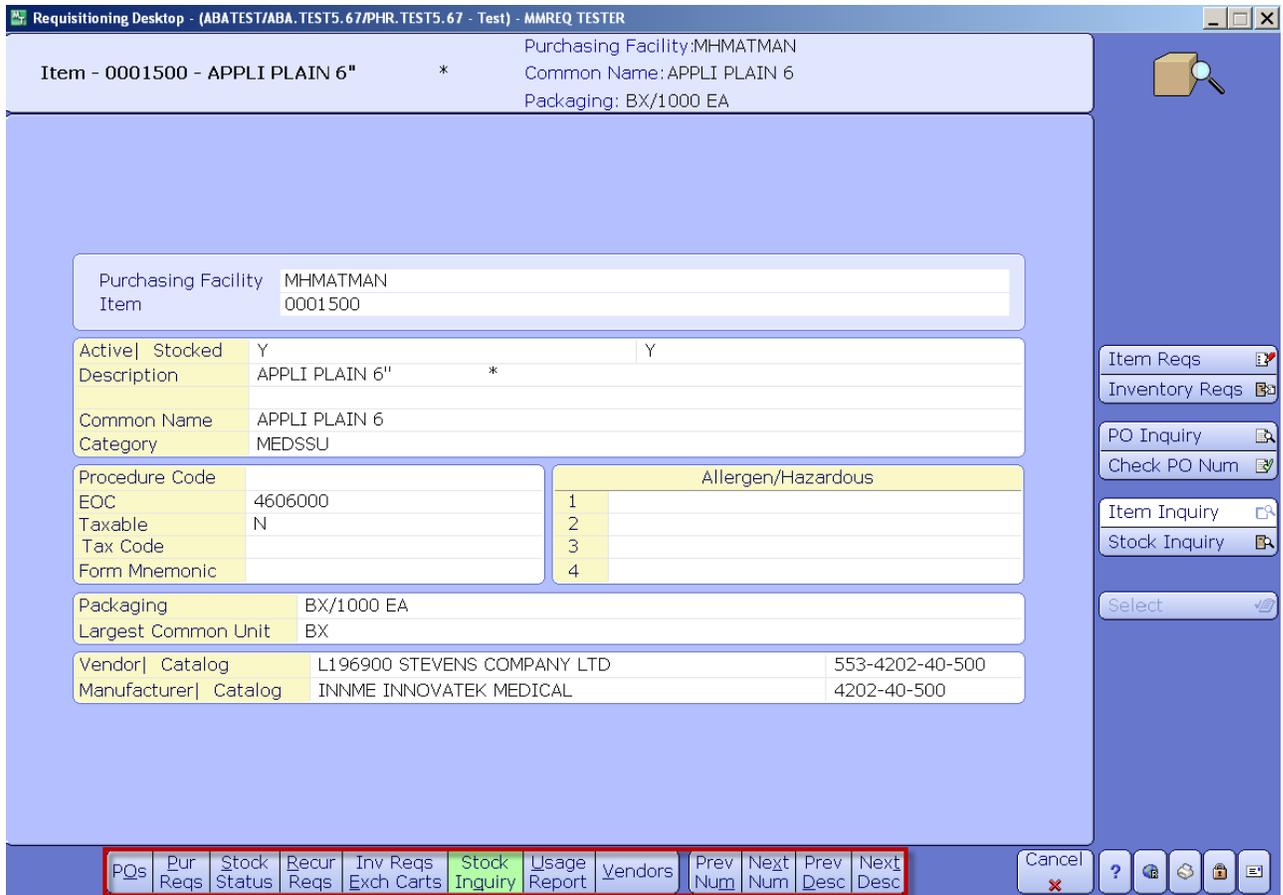
|                        |                             |                    |
|------------------------|-----------------------------|--------------------|
| Purchasing Facility    | MHMATMAN                    |                    |
| Item                   | 0001500                     |                    |
| Active   Stocked       | Y                           | Y                  |
| Description            | APPLI PLAIN 6" *            |                    |
| Common Name            | APPLI PLAIN 6               |                    |
| Category               | MEDSSU                      |                    |
| Procedure Code         |                             | Allergen/Hazardous |
| EOC                    | 4606000                     | 1                  |
| Taxable                | N                           | 2                  |
| Tax Code               |                             | 3                  |
| Form Mnemonic          |                             | 4                  |
| Packaging              | BX/1000 EA                  |                    |
| Largest Common Unit    | BX                          |                    |
| Vendor   Catalog       | L196900 STEVENS COMPANY LTD | 553-4202-40-500    |
| Manufacturer   Catalog | INNME INNOVATEK MEDICAL     | 4202-40-500        |

Item Reqs  
Inventory Reqs  
PO Inquiry  
Check PO Num  
Item Inquiry  
Stock Inquiry  
Select

PQs Pur Reqs Stock Status Recur Reqs Inv Reqs Exch Carts Stock Inquiry Usage Report Vendors Prev Num Next Num Prev Desc Next Desc Cancel ?

A user has the ability to view and/or print item data by using the various options that are available on the Footer.

If this is a Stocked Item, the Stock Inquiry footer button will be displayed.



The screenshot shows the 'Requisitioning Desktop' application window. The title bar reads 'Requisitioning Desktop - (ABATEST/ABA.TEST5.67/PHR.TEST5.67 - Test) - MMREQ TESTER'. The main content area displays item details for 'Item - 0001500 - APPLI PLAIN 6\"

|                     |          |
|---------------------|----------|
| Purchasing Facility | MHMATMAN |
| Item                | 0001500  |

|             |                  |
|-------------|------------------|
| Active      | Y                |
| Stocked     | Y                |
| Description | APPLI PLAIN 6" * |
| Common Name | APPLI PLAIN 6    |
| Category    | MEDSSU           |

|                |         |                    |  |
|----------------|---------|--------------------|--|
| Procedure Code |         | Allergen/Hazardous |  |
| EOC            | 4606000 | 1                  |  |
| Taxable        | N       | 2                  |  |
| Tax Code       |         | 3                  |  |
| Form Mnemonic  |         | 4                  |  |

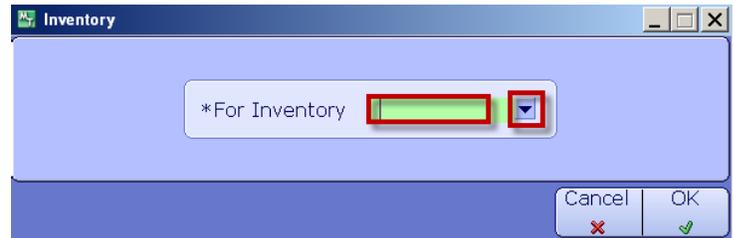
|                     |            |
|---------------------|------------|
| Packaging           | BX/1000 EA |
| Largest Common Unit | BX         |

|              |         |                             |                 |
|--------------|---------|-----------------------------|-----------------|
| Vendor       | Catalog | L196900 STEVENS COMPANY LTD | 553-4202-40-500 |
| Manufacturer | Catalog | INNME INNOVATEK MEDICAL     | 4202-40-500     |

At the bottom of the window, a footer bar contains several buttons: 'PQs', 'Pur Reqs', 'Stock Status', 'Recur Reqs', 'Inv Reqs Exch Carts', 'Stock Inquiry' (highlighted in green), 'Usage Report', 'Vendors', 'Prev Num', 'Next Num', 'Prev Desc', 'Next Desc', 'Cancel', and a help icon.

7. Click on the *Stock Inquiry* footer button to obtain additional inventory information.

8. **Type** in the local CPSM Inventory or search for your local CPSM Inventory by **clicking** on the drop down arrow

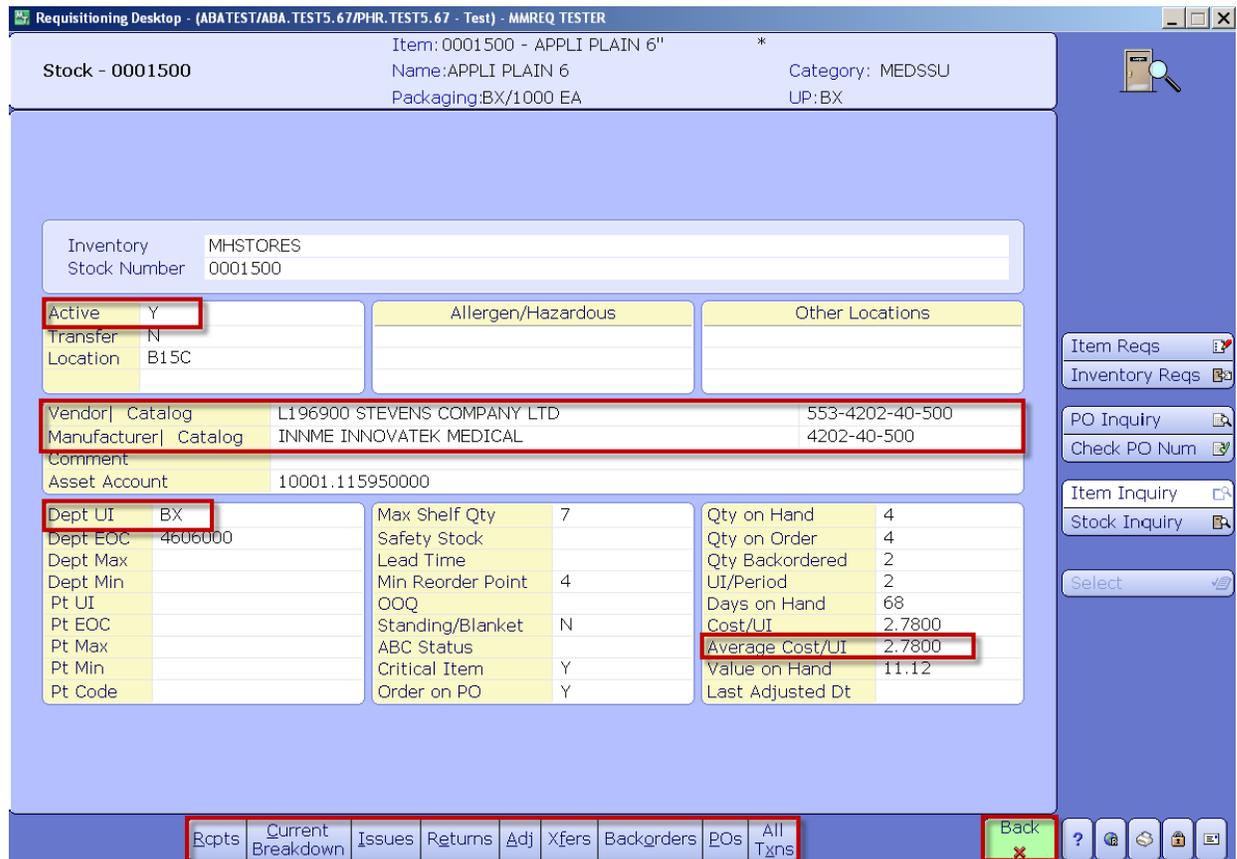


9. Once located click **OK**.

Note the inventory item specific details that are displayed on the screen such as:

- Active
- Vendor | Catalog
- Manufacturer| Catalog
- Dept UI (Unit of Issue)
- Average Cost/UI (Unit of Issue)

A user also has the ability to view and/or print transactional data by using the various options that are available on the footer.



Requisitioning Desktop - (ABATEST/ABA.TEST5.67/PHR.TEST5.67 - Test) - MMREQ TESTER

Item: 0001500 - APPLI PLAIN 6" \* Category: MEDSSU  
 Name: APPLI PLAIN 6 UP: BX  
 Packaging: BX/1000 EA

Stock - 0001500

Inventory: MHSTORES  
 Stock Number: 0001500

|          |      |                    |  |                 |  |
|----------|------|--------------------|--|-----------------|--|
| Active   | Y    | Allergen/Hazardous |  | Other Locations |  |
| Transfer | N    |                    |  |                 |  |
| Location | B15C |                    |  |                 |  |

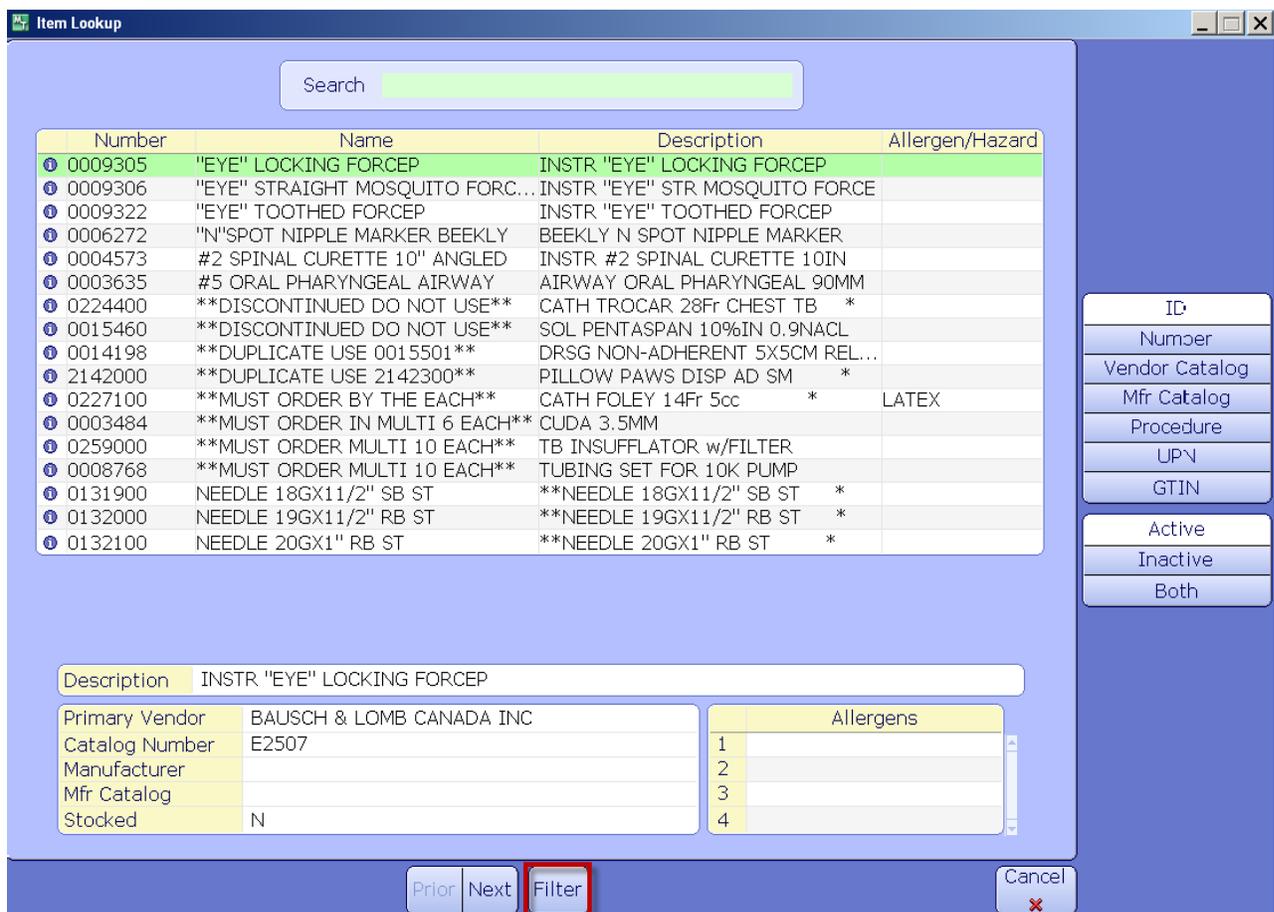
|                       |                             |                 |
|-----------------------|-----------------------------|-----------------|
| Vendor  Catalog       | L196900 STEVENS COMPANY LTD | 553-4202-40-500 |
| Manufacturer  Catalog | INNME INNOVATEK MEDICAL     | 4202-40-500     |
| Comment               |                             |                 |
| Asset Account         | 10001.115950000             |                 |

|          |         |                   |   |                  |        |
|----------|---------|-------------------|---|------------------|--------|
| Dept UI  | BX      | Max Shelf Qty     | 7 | Qty on Hand      | 4      |
| Dept EOC | 4606000 | Safety Stock      |   | Qty on Order     | 4      |
| Dept Max |         | Lead Time         |   | Qty Backordered  | 2      |
| Dept Min |         | Min Reorder Point | 4 | UI/Period        | 2      |
| Pt UI    |         | OOQ               |   | Days on Hand     | 68     |
| Pt EOC   |         | Standing/Blanket  | N | Cost/UI          | 2.7800 |
| Pt Max   |         | ABC Status        |   | Average Cost/UI  | 2.7800 |
| Pt Min   |         | Critical Item     | Y | Value on Hand    | 11.12  |
| Pt Code  |         | Order on PO       | Y | Last Adjusted Dt |        |

Footer: Rcpts | Current Breakdown | Issues | Rgtrns | Adj | Xfers | Backgrders | POs | All Txns | Back

10. Click the **Back** button to return to the previous Inquiry.
11. Click the **Cancel** button to return to item inquiry.
12. Enter the next Item Number and repeat the process.
13. Close the window by **clicking** on the **X** located on the top right hand corner.

Note: There is another option that can be used to search for a stock Item.  
From the Item Lookup screen, locate the "Filter" footer button.



| Number  | Name                            | Description                    | Allergen/Hazard |
|---------|---------------------------------|--------------------------------|-----------------|
| 0009305 | "EYE" LOCKING FORCEP            | INSTR "EYE" LOCKING FORCEP     |                 |
| 0009306 | "EYE" STRAIGHT MOSQUITO FORC... | INSTR "EYE" STR MOSQUITO FORCE |                 |
| 0009322 | "EYE" TOOTHED FORCEP            | INSTR "EYE" TOOTHED FORCEP     |                 |
| 0006272 | "N"SPOT NIPPLE MARKER BEEKLY    | BEEKLY N SPOT NIPPLE MARKER    |                 |
| 0004573 | #2 SPINAL CURETTE 10" ANGLED    | INSTR #2 SPINAL CURETTE 10IN   |                 |
| 0003635 | #5 ORAL PHARYNGEAL AIRWAY       | AIRWAY ORAL PHARYNGEAL 90MM    |                 |
| 0224400 | **DISCONTINUED DO NOT USE**     | CATH TROCAR 28Fr CHEST TB *    |                 |
| 0015460 | **DISCONTINUED DO NOT USE**     | SOL PENTASPAN 10%IN 0.9NACL    |                 |
| 0014198 | **DUPLICATE USE 0015501**       | DRSG NON-ADHERENT 5X5CM REL... |                 |
| 2142000 | **DUPLICATE USE 2142300**       | PILLOW PAWS DISP AD SM *       |                 |
| 0227100 | **MUST ORDER BY THE EACH**      | CATH FOLEY 14Fr 5cc *          | LATEX           |
| 0003484 | **MUST ORDER IN MULTI 6 EACH**  | CUDA 3,5MM                     |                 |
| 0259000 | **MUST ORDER MULTI 10 EACH**    | TB INSUFFLATOR w/FILTER        |                 |
| 0008768 | **MUST ORDER MULTI 10 EACH**    | TUBING SET FOR 10K PUMP        |                 |
| 0131900 | NEEDLE 18GX11/2" SB ST          | **NEEDLE 18GX11/2" SB ST *     |                 |
| 0132000 | NEEDLE 19GX11/2" RB ST          | **NEEDLE 19GX11/2" RB ST *     |                 |
| 0132100 | NEEDLE 20GX1" RB ST             | **NEEDLE 20GX1" RB ST *        |                 |

Search:

Description: INSTR. "EYE" LOCKING FORCEP

|                |                          |
|----------------|--------------------------|
| Primary Vendor | BAUSCH & LOMB CANADA INC |
| Catalog Number | E2507                    |
| Manufacturer   |                          |
| Mfr Catalog    |                          |
| Stocked        | N                        |

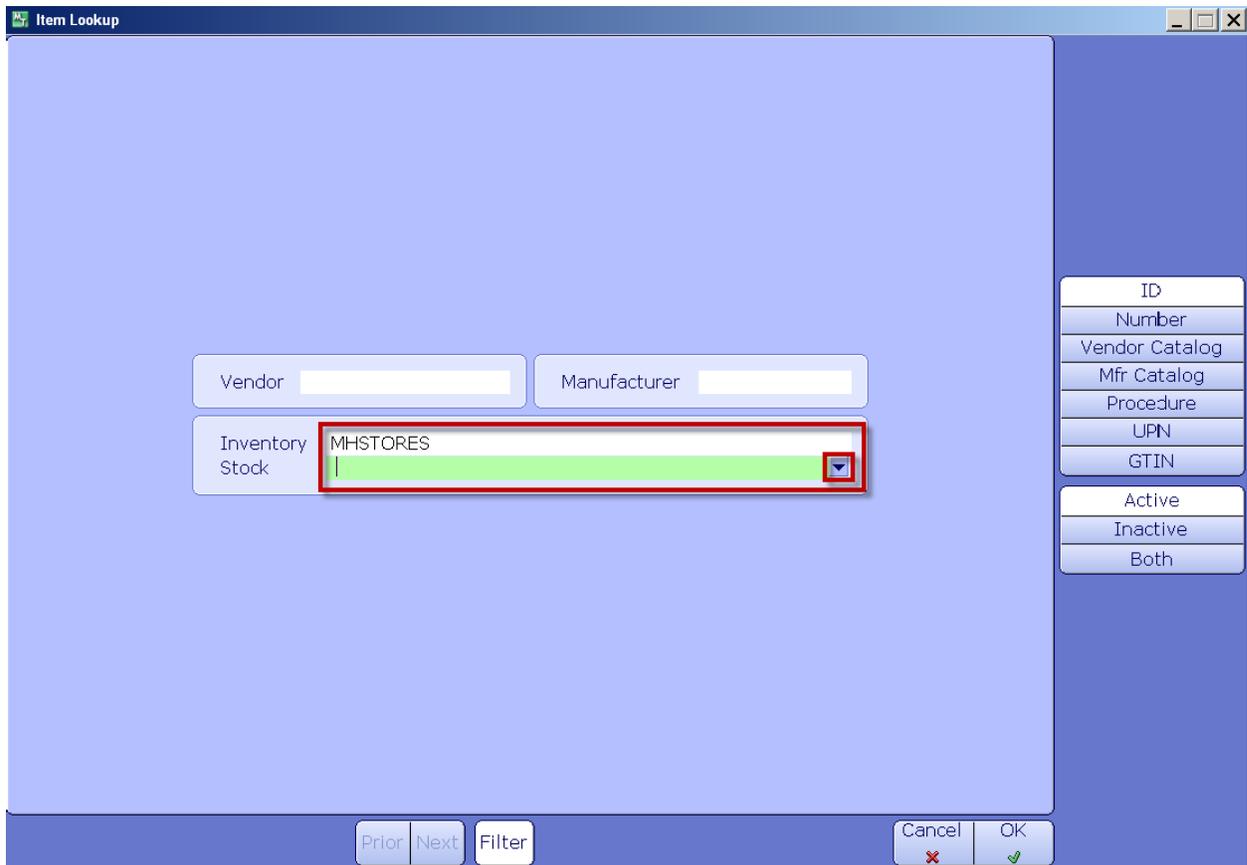
Allergens

|   |
|---|
| 1 |
| 2 |
| 3 |
| 4 |

Prior Next **Filter** Cancel

14. Click on the *Filter* footer button.

15. **Click** in the *Inventory* field and type local CPSM Inventory or search local CPSM Inventory by **clicking** on the dropdown arrow. This may default for some users.
16. **Click** in the *Stock* field and **type** stock number or search for a stock number by **clicking** on the dropdown arrow.

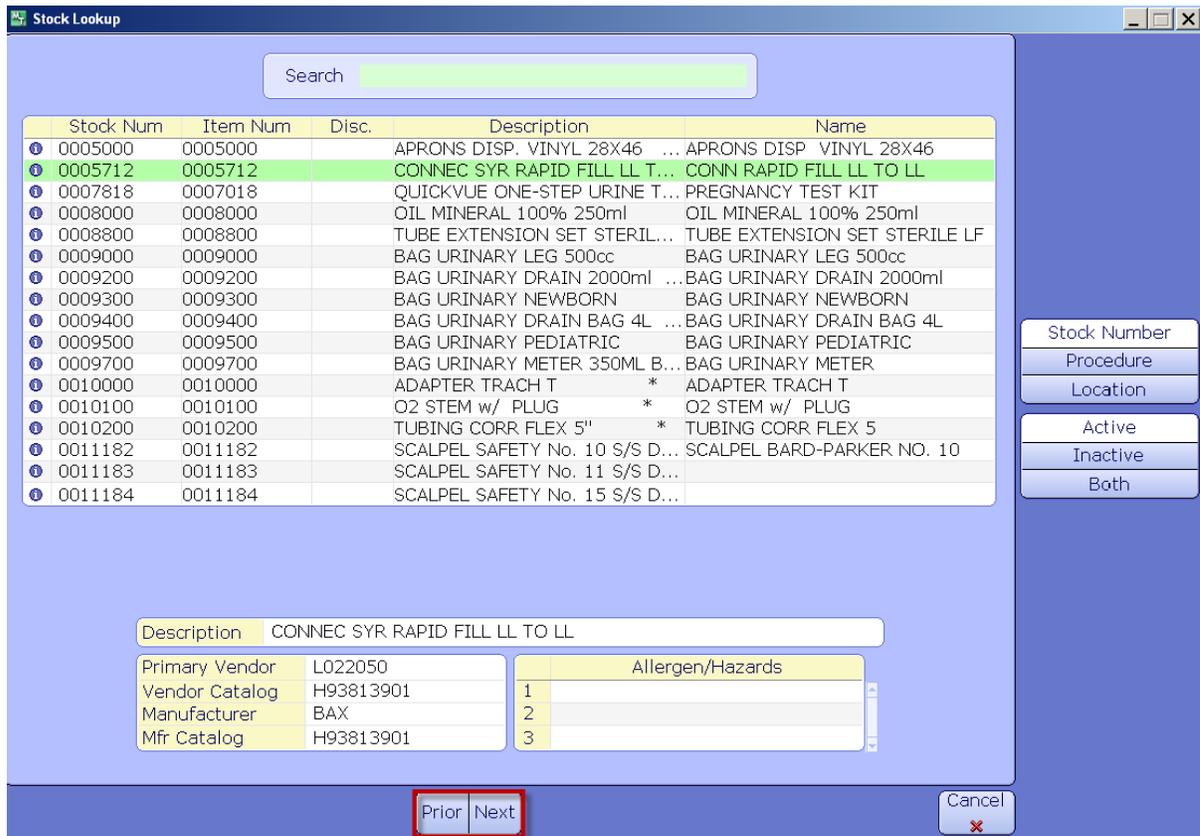


The screenshot shows the 'Item Lookup' window. It features a search interface with the following elements:

- Vendor** and **Manufacturer** text input fields.
- Inventory Stock** dropdown menu with 'MHSTORES' selected and highlighted in green. A red box highlights the dropdown arrow.
- Search Criteria** on the right side:
  - ID
  - Number
  - Vendor Catalog
  - Mfr Catalog
  - Procedure
  - UPN
  - GTIN
  - Active
  - Inactive
  - Both
- Navigation** buttons at the bottom: Prior, Next, Filter, Cancel (with a red X), and OK (with a green checkmark).

If using the search feature, navigate through the Stock Number listing by using the Page Up and Down Keys on the keyboard or by using the Meditech Next and Prior footer buttons.

17. Locate your Stock item and **click** on it.

Search

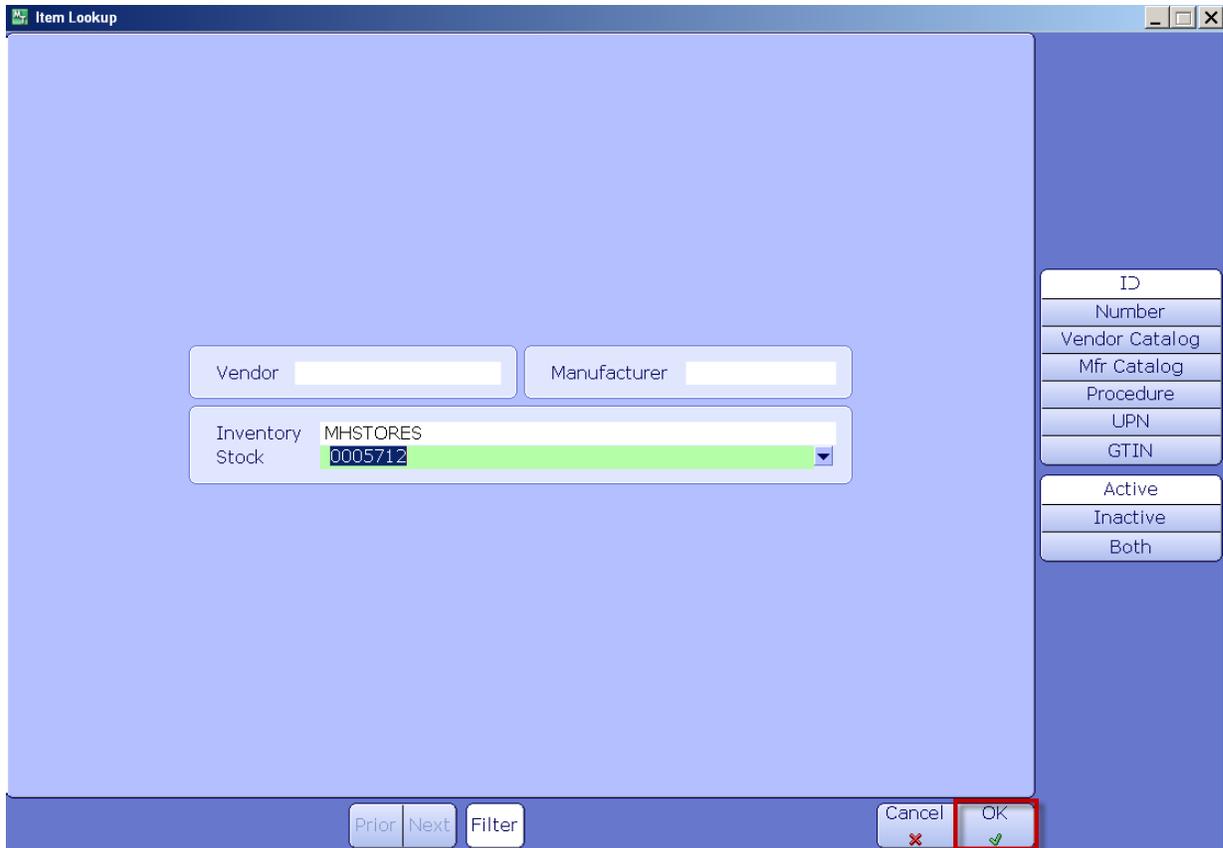
| Stock Num | Item Num | Disc. | Description                    | Name                          |
|-----------|----------|-------|--------------------------------|-------------------------------|
| 0005000   | 0005000  |       | APRONS DISP. VINYL 28X46 ...   | APRONS DISP VINYL 28X46       |
| 0005712   | 0005712  |       | CONNEC SYR RAPID FILL LL T...  | CONN RAPID FILL LL TO LL      |
| 0007818   | 0007018  |       | QUICKVUE ONE-STEP URINE T...   | PREGNANCY TEST KIT            |
| 0008000   | 0008000  |       | OIL MINERAL 100% 250ml         | OIL MINERAL 100% 250ml        |
| 0008800   | 0008800  |       | TUBE EXTENSION SET STERIL...   | TUBE EXTENSION SET STERILE LF |
| 0009000   | 0009000  |       | BAG URINARY LEG 500cc          | BAG URINARY LEG 500cc         |
| 0009200   | 0009200  |       | BAG URINARY DRAIN 2000ml ...   | BAG URINARY DRAIN 2000ml      |
| 0009300   | 0009300  |       | BAG URINARY NEWBORN            | BAG URINARY NEWBORN           |
| 0009400   | 0009400  |       | BAG URINARY DRAIN BAG 4L ...   | BAG URINARY DRAIN BAG 4L      |
| 0009500   | 0009500  |       | BAG URINARY PEDIATRIC          | BAG URINARY PEDIATRIC         |
| 0009700   | 0009700  |       | BAG URINARY METER 350ML B...   | BAG URINARY METER             |
| 0010000   | 0010000  |       | ADAPTER TRACH T *              | ADAPTER TRACH T               |
| 0010100   | 0010100  |       | O2 STEM w/ PLUG *              | O2 STEM w/ PLUG               |
| 0010200   | 0010200  |       | TUBING CORR FLEX 5" *          | TUBING CORR FLEX 5            |
| 0011182   | 0011182  |       | SCALPEL SAFETY No. 10 S/S D... | SCALPEL BARD-PARKER NO. 10    |
| 0011183   | 0011183  |       | SCALPEL SAFETY No. 11 S/S D... |                               |
| 0011184   | 0011184  |       | SCALPEL SAFETY No. 15 S/S D... |                               |

Description: CONNEC SYR RAPID FILL LL TO LL

|                |           |                  |
|----------------|-----------|------------------|
| Primary Vendor | L022050   | Allergen/Hazards |
| Vendor Catalog | H93813901 | 1                |
| Manufacturer   | BAX       | 2                |
| Mfr Catalog    | H93813901 | 3                |

Prior Next Cancel

18. Click on OK.



Item Lookup

Vendor  Manufacturer

Inventory Stock MHSTORES  
0005712

ID  
Number  
Vendor Catalog  
Mfr Catalog  
Procedure  
UPN  
GTIN

Active  
Inactive  
Both

Prior Next Filter Cancel OK

19. Click on the *Stock* item header to display additional Stock Item information.

Item Lookup

Filtered By Stocked in Inventory MHSTORES

| Stock Num... | Number  | Name                  | Description                    | Allergen/Hazard |
|--------------|---------|-----------------------|--------------------------------|-----------------|
| 7079         | 0005712 | CONN RAPID FILL LL... | CONNec SYR RAPID FILL LL TO LL |                 |

Description: CONNEC SYR RAPID FILL LL TO LL

|                |             |
|----------------|-------------|
| Primary Vendor | BAXTER CORP |
| Catalog Number | H93813901   |
| Manufacturer   | BAX         |
| Mfr Catalog    | H93813901   |
| Stocked        | Y           |

| Allergens |  |
|-----------|--|
| 1         |  |
| 2         |  |
| 3         |  |
| 4         |  |

Buttons: ID, Number, Vendor Catalog, Mfr Catalog, Procedure, UPN, GTIN, Active, Inactive, Both, Prior, Next, Filter, Cancel

Requisitioning Desktop - (ABATEST/ABA.TEST5.67/PHR.TEST5.67 - Test) - MMREQ TESTER

Purchasing Facility:MHMATMAN  
Item - 0005712 - CONNEC SYR RAPID FILL LL TO...Common Name:CONN RAPID FILL LL TO LL  
Packaging: CA/50 EA

Purchasing Facility: MHMATMAN  
Item: 0005712

|                  |                                |   |
|------------------|--------------------------------|---|
| Active   Stocked | Y                              | Y |
| Description      | CONNEC SYR RAPID FILL LL TO LL |   |
| Common Name      | CONN RAPID FILL LL TO LL       |   |
| Category         | MISCEL                         |   |

|                |         |                    |
|----------------|---------|--------------------|
| Procedure Code |         | Allergen/Hazardous |
| EOC            | 4606000 | 1                  |
| Taxable        |         | 2                  |
| Tax Code       |         | 3                  |
| Form Mnemonic  |         | 4                  |

Packaging: CA/50 EA  
Largest Common Unit: CA

|                        |                        |           |
|------------------------|------------------------|-----------|
| Vendor   Catalog       | L022050 BAXTER CORP    | H93813901 |
| Manufacturer   Catalog | BAX BAXTER CORPORATION | H93813901 |

PQs | Pur Reqs | Stock Status | Recur Reqs | Inv Reqs Exch Carts | Stock Inquiry | Usage Report | Vendors | Prev Num | Next Num | Prev Desc | Next Desc | Cancel

Item Reqs | Inventory Reqs | PO Inquiry | Check PO Num | Item Inquiry | Stock Inquiry | Select

Note the Stock item specific details that are displayed on the screen, such as:

- Active | Stocked
- Description
- Packaging
- Vendor | Catalog
- Manufacturer | Catalog

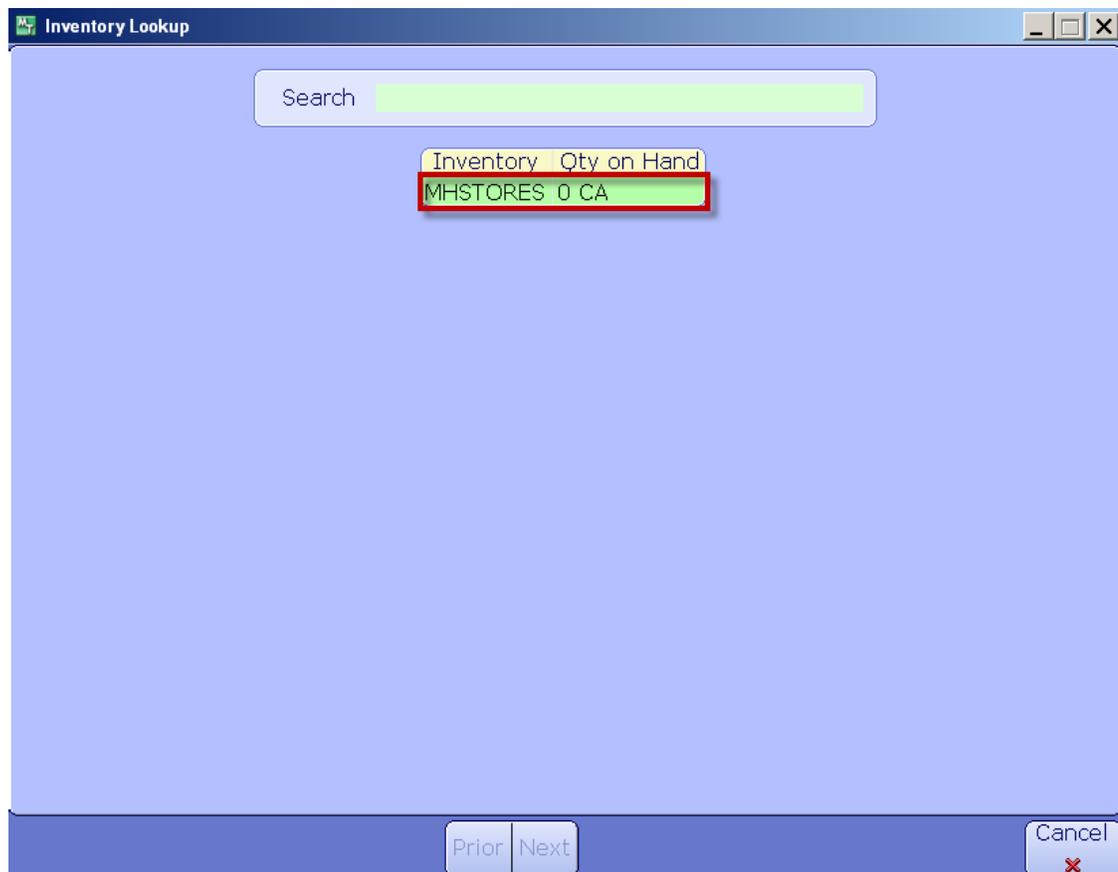
You also have the ability to view and/or print stock item data by using the various options that are available on the Footer.

20. **Click** on the *Stock Inquiry* footer button to obtain additional Inventory information.

21. **Type** in the local CPSM inventory or search for the local CPSM inventory by **clicking** on the dropdown arrow. This may default for some users.



22. **Select** the appropriate inventory.



23. **Click OK.**



Requisitioning Desktop - (ABATEST/ABA.TEST5.67/PHR.TEST5.67 - Test) - MMREQ TESTER

Item: 0005712 - CONNec SYR RAPID FILL LL TO LL  
 Stock - 0005712      Name: CONN RAPID FILL LL TO LL      Category: MISCEL  
 Packaging: CA/50 EA      UP: CA

Inventory MHSTORES  
 Stock Number 0005712

|          |      |                    |  |                 |  |
|----------|------|--------------------|--|-----------------|--|
| Active   | Y    | Allergen/Hazardous |  | Other Locations |  |
| Transfer | N    |                    |  |                 |  |
| Location | F18C |                    |  |                 |  |

|                        |                        |           |
|------------------------|------------------------|-----------|
| Vendor   Catalog       | LO22050 BAXTER CORP    | H93813901 |
| Manufacturer   Catalog | BAX BAXTER CORPORATION | H93813901 |
| Comment                |                        |           |
| Asset Account          | 10001.115950000        |           |

|          |         |                   |   |                  |         |
|----------|---------|-------------------|---|------------------|---------|
| Dept UI  | CA      | Max Shelf Qty     | 2 | Qty on Hand      | 0       |
| Dept EOC | 4606000 | Safety Stock      |   | Qty on Order     | 0       |
| Dept Max |         | Lead Time         |   | Qty Backordered  | 8       |
| Dept Min |         | Min Reorder Point | 1 | UI/Period        | 0       |
| Pt UI    |         | OOQ               |   | Days on Hand     |         |
| Pt EOC   |         | Standing/Blanket  | N | Cost/UI          | 47.7800 |
| Pt Max   |         | ABC Status        |   | Average Cost/UI  | 47.7800 |
| Pt Min   |         | Critical Item     | N | Value on Hand    | 0.00    |
| Pt Code  |         | Order on PO       | Y | Last Adjusted Dt |         |

Item Reqs  
 Inventory Reqs  
 PO Inquiry  
 Check PO Num  
 Item Inquiry  
 Stock Inquiry  
 Select

Rcpts    Current Breakdown    Issues    Returns    Adj    Xfers    Backorders    POs    All Txns    Back

Note the Inventory Item specific details that are displayed on the screen, such as:

- Active
- Vendor | Catalog
- Manufacturer | Catalog
- Dept UI (Unit of Issue)
- Average Cost/UI (Unit of Issue)

A user also has the ability to view and/or print Inventory Item data by using the various options that are available on the Footer.

24. Click the **Back** button to return to the previous Item Inquiry.

25. Click the Cancel button to return to Item Inquiry.

26. Enter the next Item Number and repeat the process.

27. Close the window by clicking on the **X** located on the top right hand corner.

## CPSM – Inventory Inquires

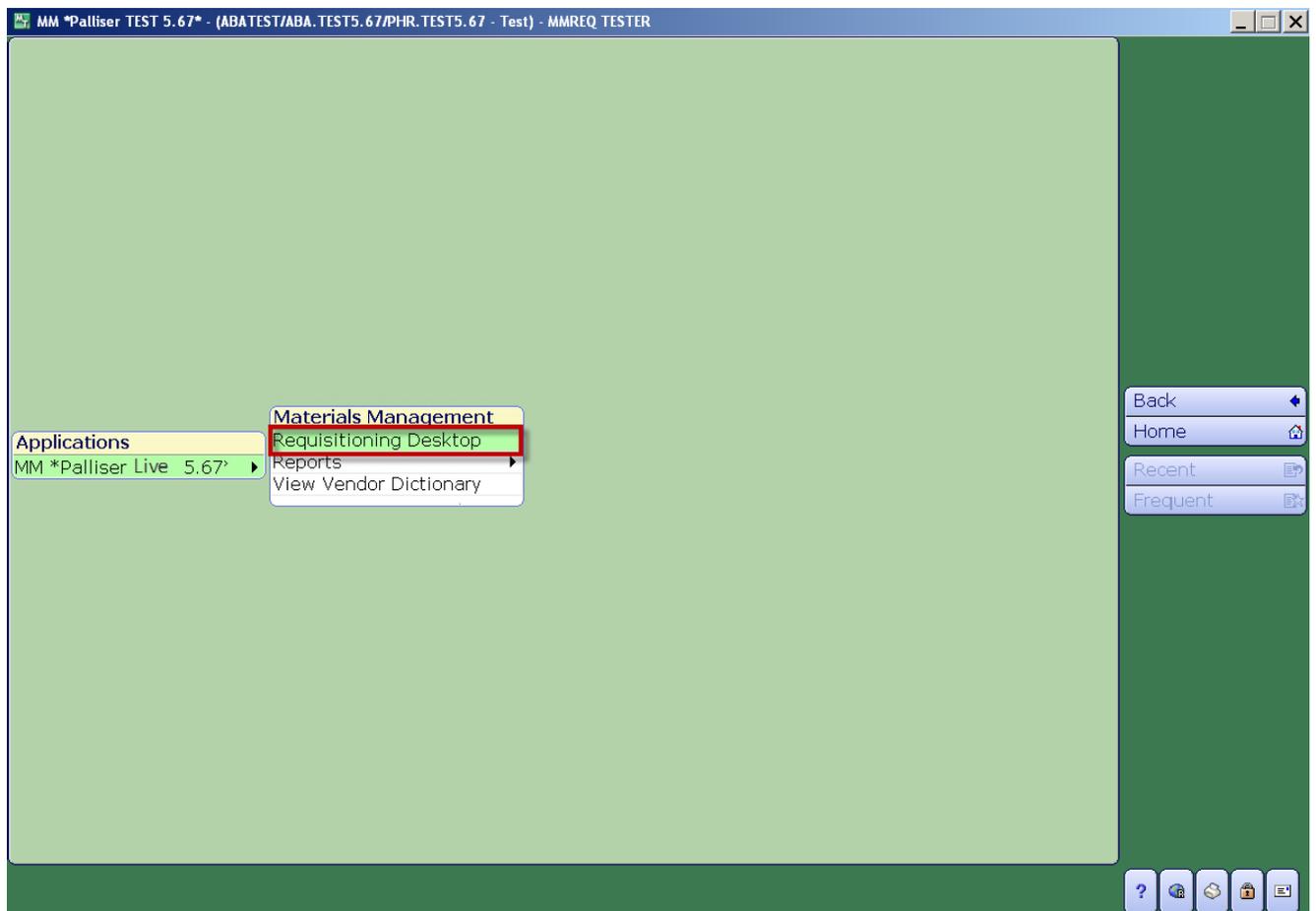
### Purchase Order Inquiry

**Purpose:** Use this routine to View or Print detailed Purchase Order information.

Please note that Non-Stock Items are no longer ordered through Meditech, this process has been transitioned to Oracle.

**NOTE:** Profiles will vary between users. The first menu will be *Applications* followed by *Role* based (e.g. Nursing, Diagnostic Imaging etc.), at this point a user will select *MM Inventory Requisition*. The next menu will be *Materials Management*. The screen shots in this document show from Application menu to Materials Management Menu leaving out the *Role* based menu.

1. Click on the *Requisitioning Desktop*.

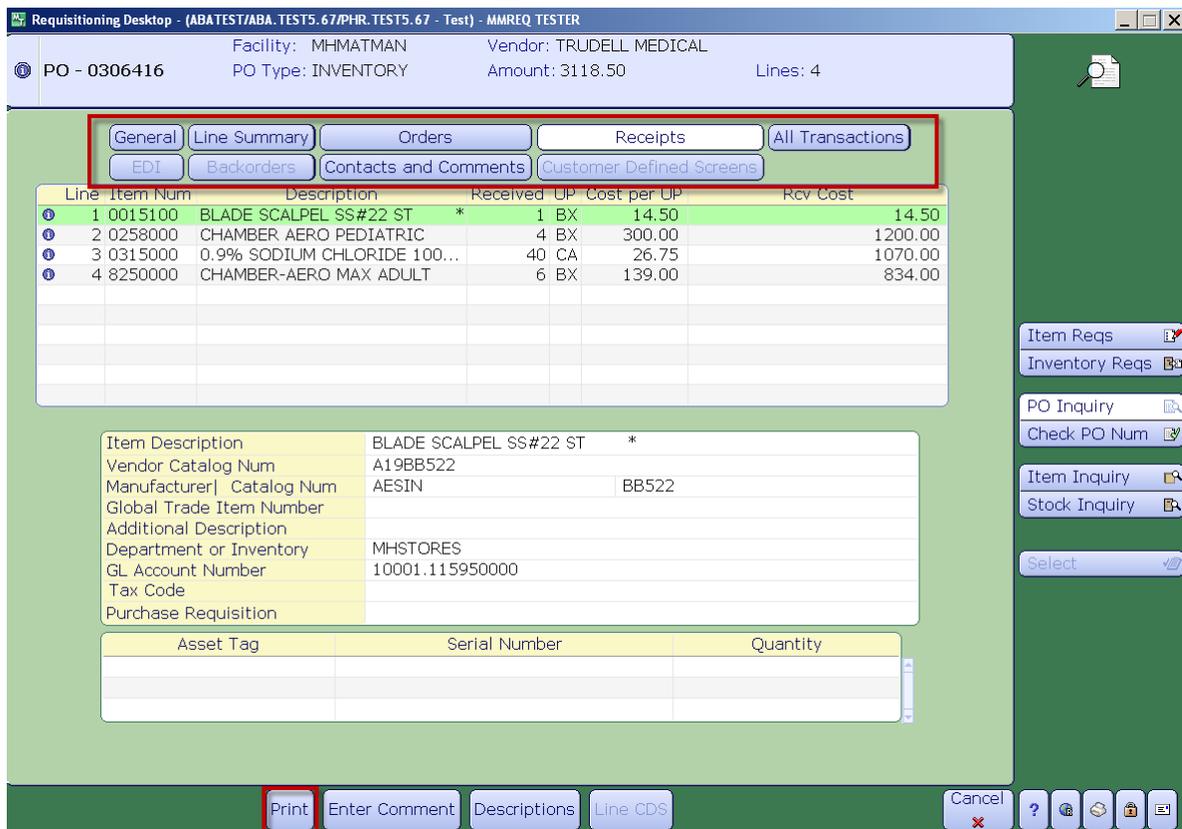




3. **Click** in the *Purchasing Facility* field and **type** in the Purchasing Facility or search for the Purchasing Facility by **clicking** on the dropdown arrow. This may default for some users.
4. **Click** in the *Purchase Order* field and **type** in the PO Number or search for the PO Number by **clicking** on the dropdown arrow.

Use the various header buttons to display the results:

- General, Line Summary
- Orders
- Receipts
- All Transactions
- Contacts and Comments



Requisitioning Desktop - (ABATEST/ABA.TEST5.67/PHR.TEST5.67 - Test) - MMREQ TESTER

PO - 0306416      Facility: MHMATMAN      Vendor: TRUDELL MEDICAL  
 PO Type: INVENTORY      Amount: 3118.50      Lines: 4

Buttons: General, Line Summary, Orders, Receipts, All Transactions, EDI, Backorders, Contacts and Comments, Customer Defined Screens

| Line | Item Num | Description                 | Received | UP | Cost per UP | Rcv Cost |
|------|----------|-----------------------------|----------|----|-------------|----------|
| 1    | 0015100  | BLADE SCALPEL SS#22 ST *    | 1        | BX | 14.50       | 14.50    |
| 2    | 0258000  | CHAMBER AERO PEDIATRIC      | 4        | BX | 300.00      | 1200.00  |
| 3    | 0315000  | 0.9% SODIUM CHLORIDE 100... | 40       | CA | 26.75       | 1070.00  |
| 4    | 8250000  | CHAMBER-AERO MAX ADULT      | 6        | BX | 139.00      | 834.00   |

Item Description: BLADE SCALPEL SS#22 ST \*

Vendor Catalog Num: A19BB522

Manufacturer | Catalog Num: AESIN | BB522

Global Trade Item Number: [blank]

Additional Description: [blank]

Department or Inventory: MHSTORES

GL Account Number: 10001.115950000

Tax Code: [blank]

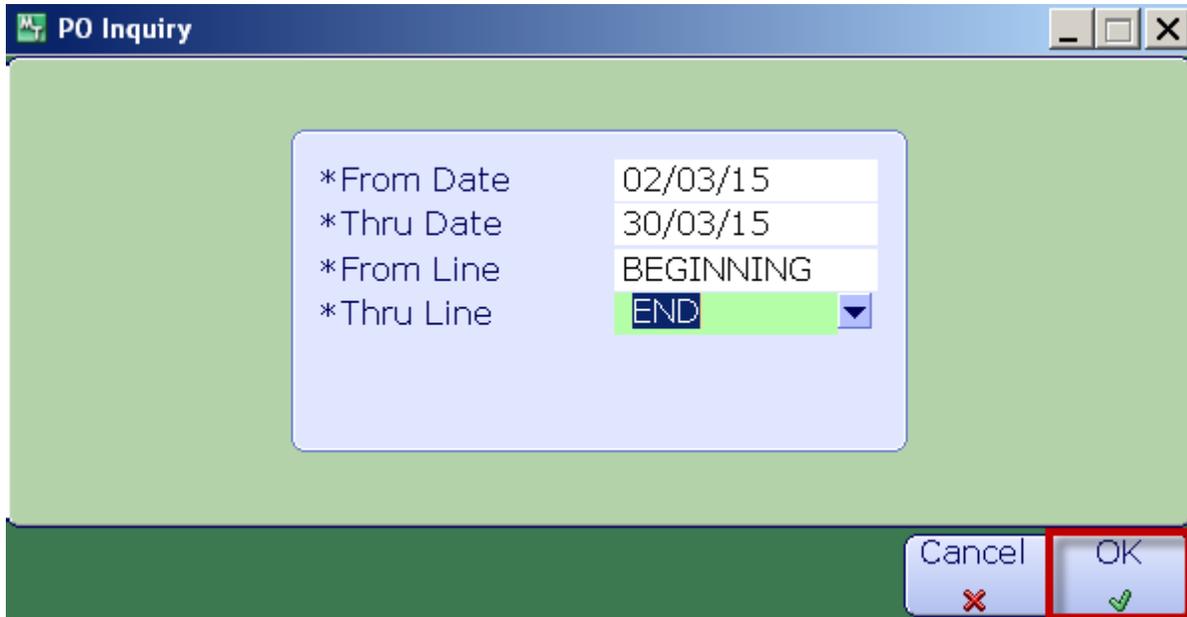
Purchase Requisition: [blank]

| Asset Tag | Serial Number | Quantity |
|-----------|---------------|----------|
|           |               |          |

Buttons: Item Reqs, Inventory Reqs, PO Inquiry, Check PO Num, Item Inquiry, Stock Inquiry, Select, Print, Enter Comment, Descriptions, Line CDS, Cancel

5. **Click** on the *Print* footer button then **tab** through the various fields. Each field has a default value. To change the default values press the backspace key and **enter** the data or search by **clicking** on the dropdown arrow.

**Note:** Field names and defaults may vary depending on which header has been selected.



The screenshot shows a window titled "PO Inquiry" with a light green background. A white dialog box is centered on the screen, containing four fields:

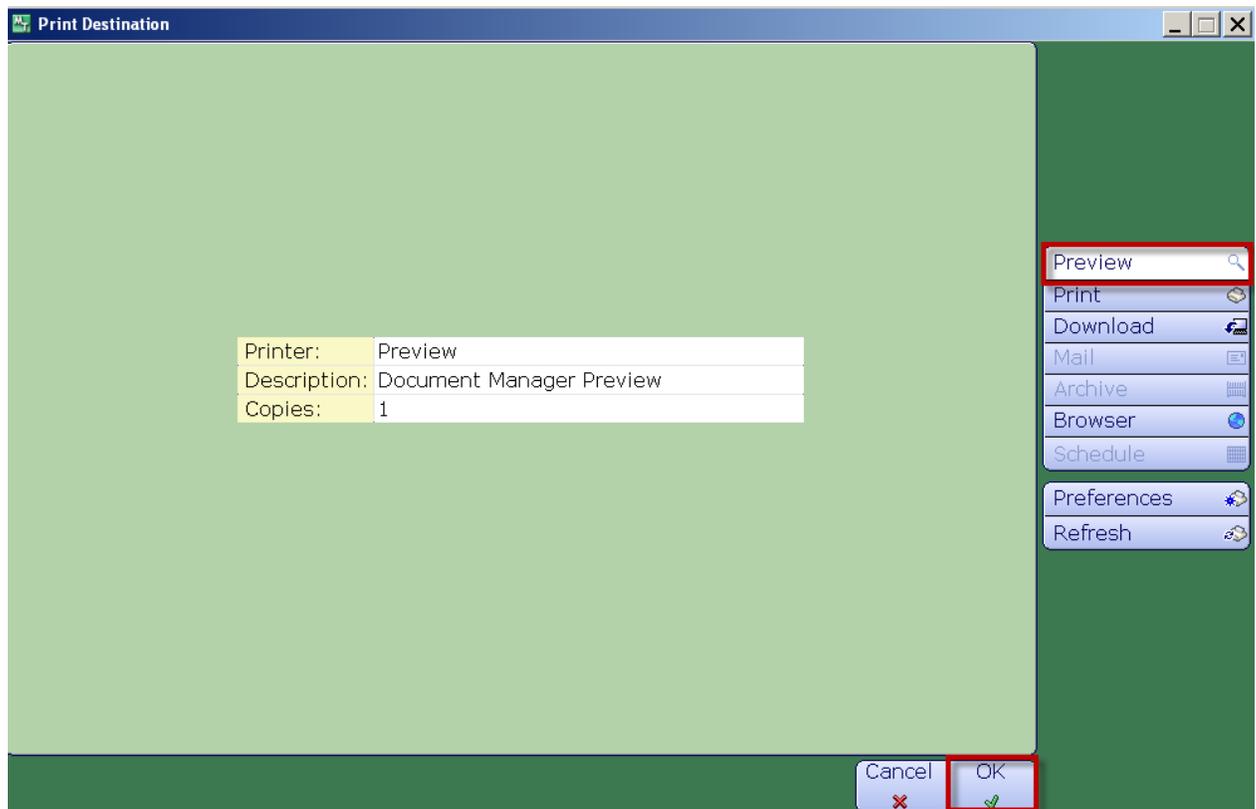
|            |           |
|------------|-----------|
| *From Date | 02/03/15  |
| *Thru Date | 30/03/15  |
| *From Line | BEGINNING |
| *Thru Line | END       |

The "END" value in the \*Thru Line field is highlighted in green. At the bottom right of the dialog box, there are two buttons: "Cancel" (with a red 'X' icon) and "OK" (with a green checkmark icon). The "OK" button is highlighted with a red border.

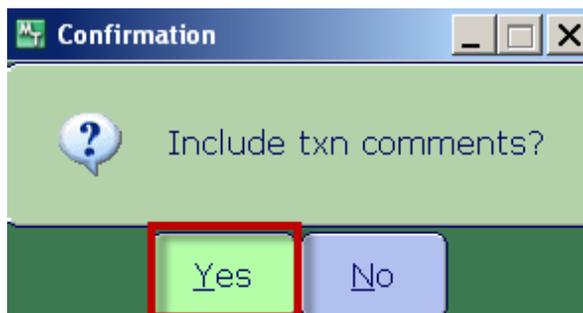
6. **Click** on *OK*.

The *Print Destination* window will be displayed.

7. **Click** on the *Preview* menu located on the right hand side.
8. **Click** on *OK*.



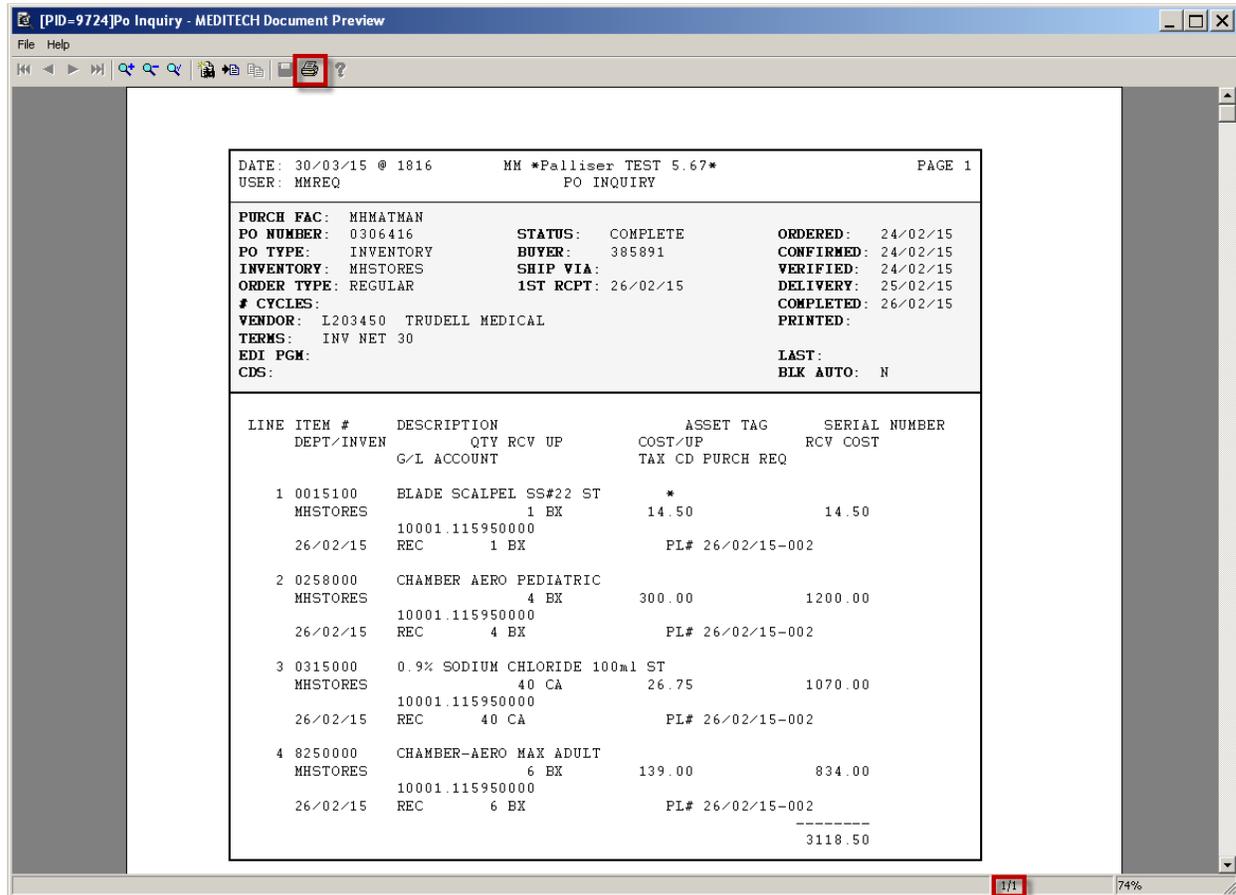
9. The following Confirmation may appear, **click** on Yes.



The PO details will be displayed; review the data before printing it.

**Note:** The number of pages display on the bottom right hand side.

10. To Print the PO details, **click** on the *Printer* icon located on the header.



[PID-9724]Po Inquiry - MEDITECH Document Preview

File Help

DATE: 30/03/15 @ 1816      MM \*Palliser TEST 5.67\*      PAGE 1  
 USER: MHREQ      PO INQUIRY

PURCH FAC: MHMATMAN      STATUS: COMPLETE      ORDERED: 24/02/15  
 PO NUMBER: 0306416      BUYER: 385891      CONFIRMED: 24/02/15  
 PO TYPE: INVENTORY      SHIP VIA:      VERIFIED: 24/02/15  
 INVENTORY: MHSTORES      1ST RCPT: 26/02/15      DELIVERY: 25/02/15  
 ORDER TYPE: REGULAR      COMPLETED: 26/02/15  
 # CYCLES:      PRINTED:  
 VENDOR: L203450 TRUDELL MEDICAL  
 TERMS: INV NET 30      LAST:  
 EDI PGM:      BLK AUTO: N  
 CDS:

| LINE ITEM # | DESCRIPTION                   | ASSET TAG        | SERIAL NUMBER |
|-------------|-------------------------------|------------------|---------------|
| DEPT/INVEN  | QTY RCV UP                    | COST/UP          | RCV COST      |
| G/L ACCOUNT | TAX CD PURCH REQ              |                  |               |
| 1 0015100   | BLADE SCALPEL SS#22 ST        | *                |               |
| MHSTORES    | 1 BX                          | 14.50            | 14.50         |
|             | 10001.115950000               |                  |               |
| 26/02/15    | REC 1 BX                      | PL# 26/02/15-002 |               |
| 2 0258000   | CHAMBER AERO PEDIATRIC        |                  |               |
| MHSTORES    | 4 BX                          | 300.00           | 1200.00       |
|             | 10001.115950000               |                  |               |
| 26/02/15    | REC 4 BX                      | PL# 26/02/15-002 |               |
| 3 0315000   | 0.9% SODIUM CHLORIDE 100ml ST |                  |               |
| MHSTORES    | 40 CA                         | 26.75            | 1070.00       |
|             | 10001.115950000               |                  |               |
| 26/02/15    | REC 40 CA                     | PL# 26/02/15-002 |               |
| 4 8250000   | CHAMBER-AERO MAX ADULT        |                  |               |
| MHSTORES    | 6 BX                          | 139.00           | 834.00        |
|             | 10001.115950000               |                  |               |
| 26/02/15    | REC 6 BX                      | PL# 26/02/15-002 |               |
|             |                               |                  | -----         |
|             |                               |                  | 3118.50       |

1/1 74%

11. Close the window by **clicking** on the X located on the top right hand corner.

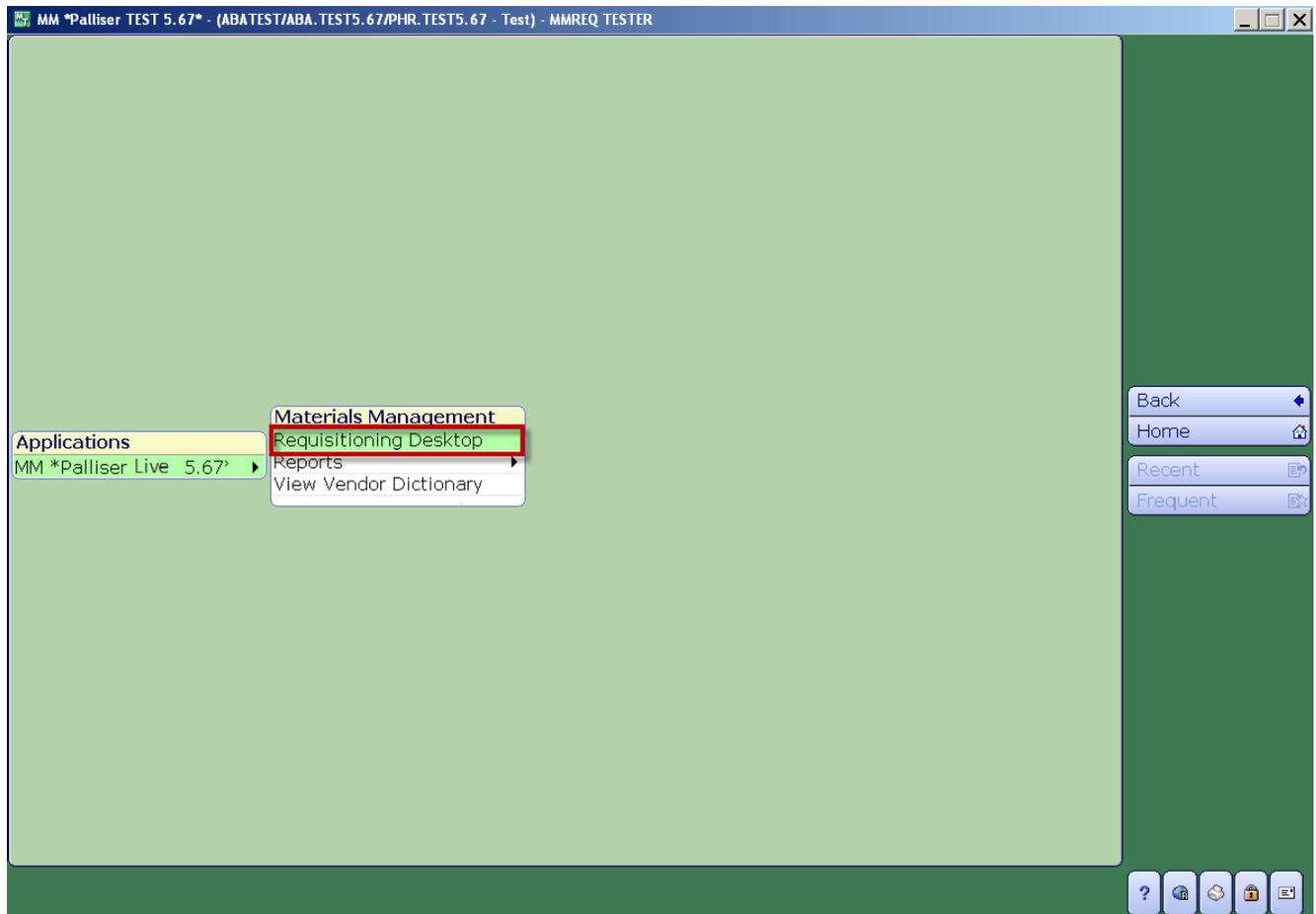
## CPSM – Inventory Inquires

### Check Purchase Order Number

**Purpose:** Use this routine to identify the purchase order's (PO) purchasing facility. After you enter the purchase order's number, the PO's purchasing facility appears. The number and name of the vendor assigned to the PO also appear.

**NOTE:** Profiles will vary between users. The first menu will be *Applications* followed by *Role* based (e.g. Nursing, Diagnostic Imaging etc.), at this point a user will select *MM Inventory Requisition*. The next menu will be *Materials Management*. The screen shots in this document show from Application menu to Materials Management Menu leaving out the *Role* based menu.

1. **Click** on the *Requisitioning Desktop*.



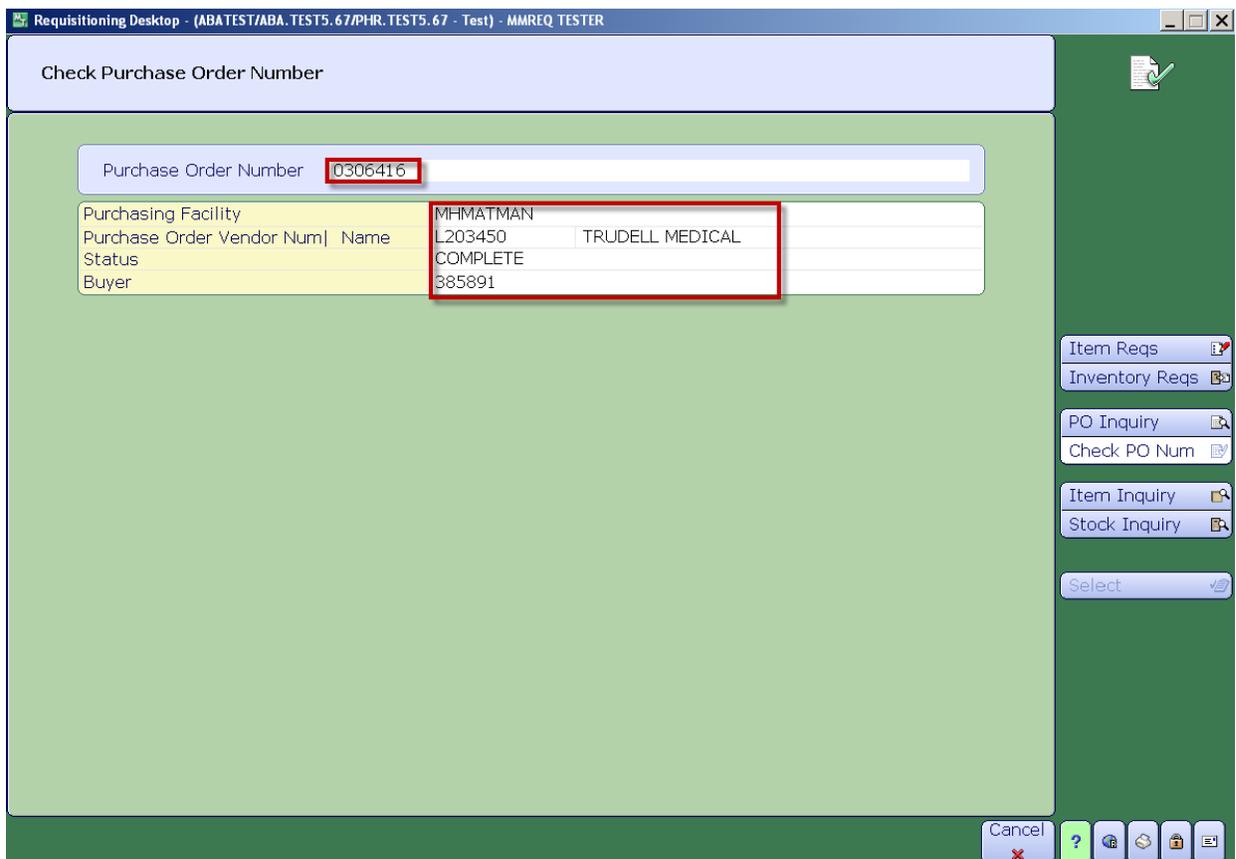


3. **Click** in the *Purchase Order Number* field and type in the PO Number and *Enter*, or search for the PO Number by **clicking** on the dropdown arrow.

The following information will be displayed.

- PO Number
- Purchasing Facility
- Vendor Number | Name
- Status (of the PO)
- Buyer (Meditech ID Number)

4. To exit, **click** on the *Cancel* button.



Requisitioning Desktop - (ABATEST/ABA.TEST5.67/PHR.TEST5.67 - Test) - MMREQ TESTER

Check Purchase Order Number

Purchase Order Number: 0306416

|                                 |                         |
|---------------------------------|-------------------------|
| Purchasing Facility             | MHMATMAN                |
| Purchase Order Vendor Num  Name | L203450 TRUDELL MEDICAL |
| Status                          | COMPLETE                |
| Buyer                           | 385891                  |

Item Reqs  
Inventory Reqs  
PO Inquiry  
Check PO Num  
Item Inquiry  
Stock Inquiry  
Select

Cancel

## CPSM – Inventory Inquiries

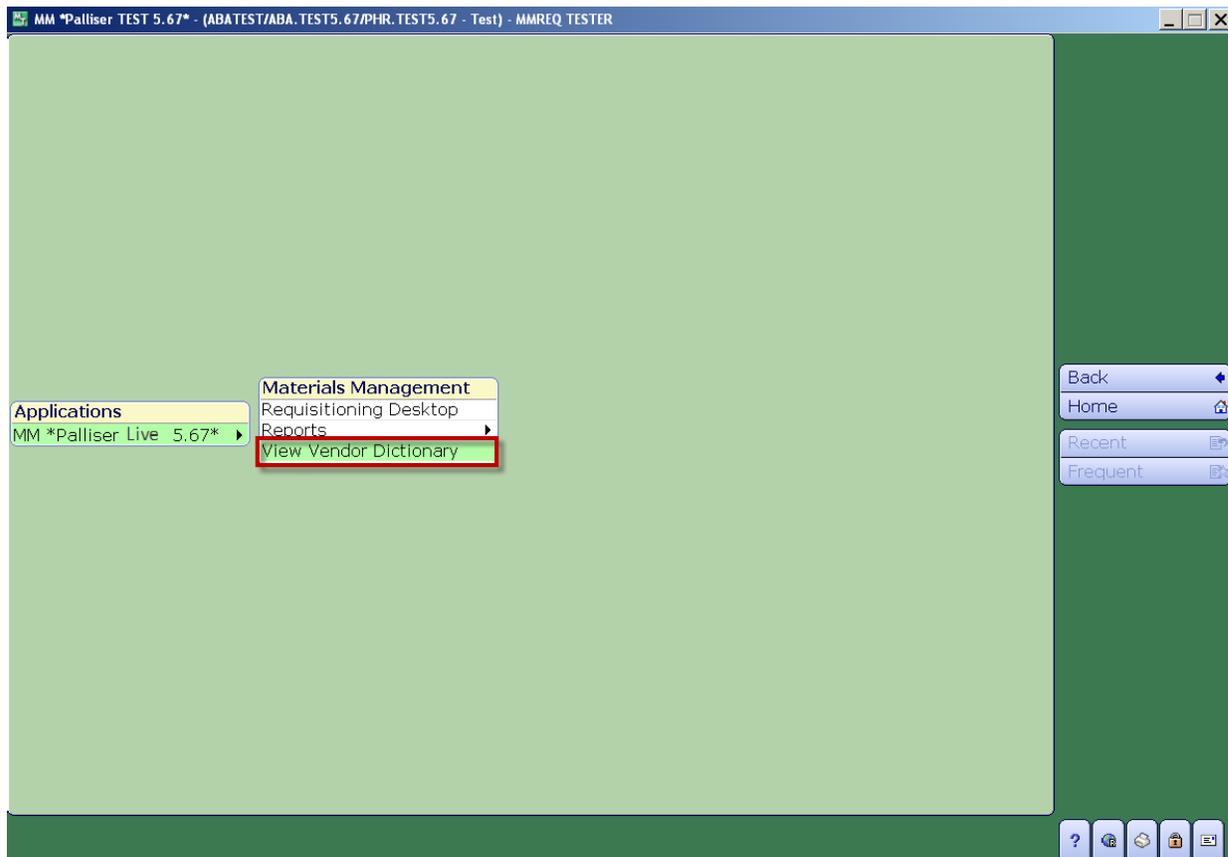
### View Vendor Dictionary

**Purpose:** Dictionary view screens allow a user to view individual dictionary entries without the possibility of making unintentional changes.

**Note:** Non-Stock Items are no longer ordered through Meditech, this process has been transitioned to Oracle.

**NOTE:** Profiles will vary between users. The first menu will be *Applications* followed by *Role* based (e.g. Nursing, Diagnostic Imaging etc.), at this point a user will select *MM Inventory Requisition*. The next menu will be *Materials Management*. The screen shots in this document show from Application menu to Materials Management Menu leaving out the *Role* based menu.

1. Click on the *View Vendor Dictionary*.



2. Click in the *Number* field and type in the Vendor Number or search by clicking on the dropdown arrow.

View MIS Vendor Dictionary - (ABATEST/ABA.TEST5.67/PHR.TEST5.67 - Test) - MMREQ TESTER

Address General CDS Facility Address Facility General

Number  

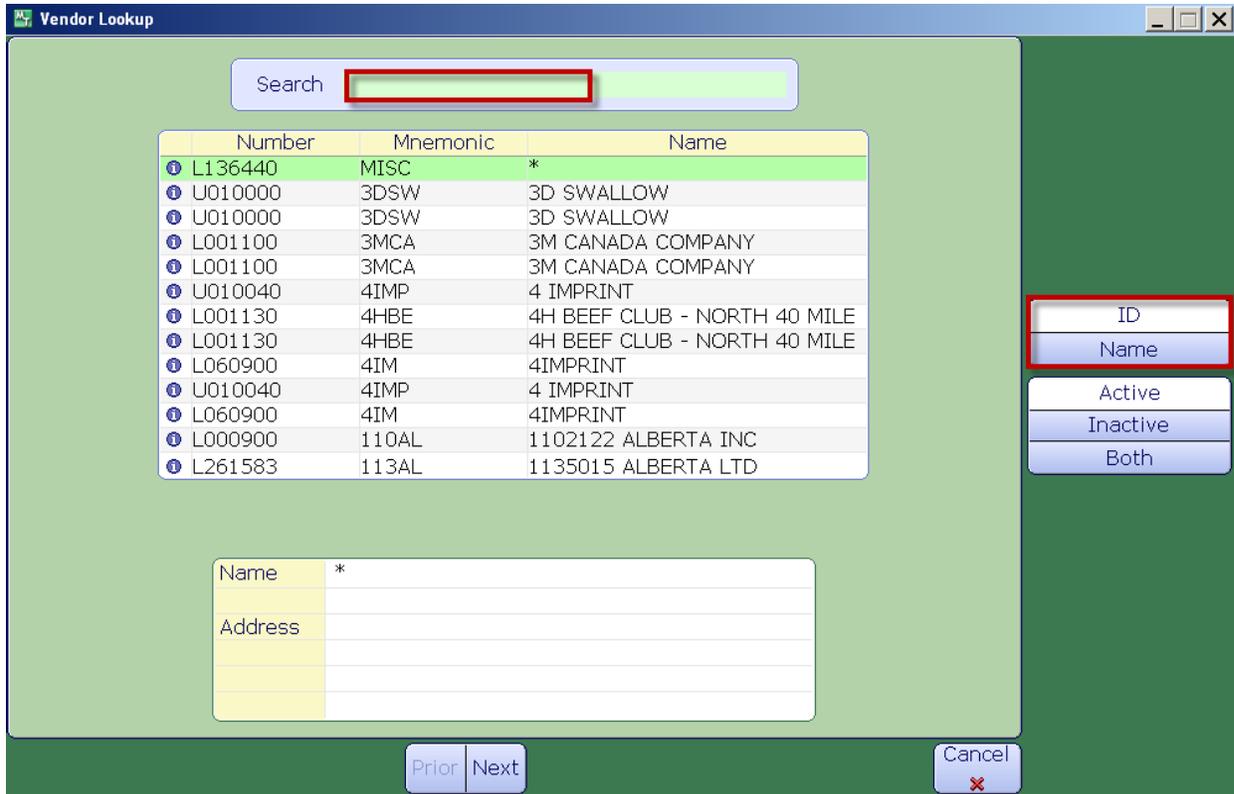
|                |  |                     |  |
|----------------|--|---------------------|--|
| Active         |  | Remittance Override |  |
| Mnemonic       |  | Miscellaneous       |  |
| Block Activity |  |                     |  |

| Purchasing Address |  | Alternate Remittance Address |          |         |      |
|--------------------|--|------------------------------|----------|---------|------|
| Name               |  | Num                          | Mnemonic | Default | 1099 |
| Address            |  | 1                            |          |         |      |
| City               |  | 2                            |          |         |      |
| Province           |  | 3                            |          |         |      |
| Postal             |  |                              |          |         |      |
| Additional         |  |                              |          |         |      |
| Email              |  |                              |          |         |      |
| Fax                |  |                              |          |         |      |
| Attention          |  |                              |          |         |      |
|                    |  |                              |          |         |      |
|                    |  |                              |          |         |      |
|                    |  |                              |          |         |      |

|            |  |
|------------|--|
| Name       |  |
| Address    |  |
| City       |  |
| Province   |  |
| Postal     |  |
| Additional |  |
| Email      |  |

Cancel     

If performing a search, notice the search options on the right hand menu listing. A user can search by Vendor ID Number or by Vendor Name (Upper Case).



Vendor Lookup

Search

| Number  | Mnemonic | Name                         |
|---------|----------|------------------------------|
| L136440 | MISC     | *                            |
| U010000 | 3DSW     | 3D SWALLOW                   |
| U010000 | 3DSW     | 3D SWALLOW                   |
| L001100 | 3MCA     | 3M CANADA COMPANY            |
| L001100 | 3MCA     | 3M CANADA COMPANY            |
| U010040 | 4IMP     | 4 IMPRINT                    |
| L001130 | 4HBE     | 4H BEEF CLUB - NORTH 40 MILE |
| L001130 | 4HBE     | 4H BEEF CLUB - NORTH 40 MILE |
| L060900 | 4IM      | 4IMPRINT                     |
| U010040 | 4IMP     | 4 IMPRINT                    |
| L060900 | 4IM      | 4IMPRINT                     |
| L000900 | 110AL    | 1102122 ALBERTA INC          |
| L261583 | 113AL    | 1135015 ALBERTA LTD          |

Name \*

Address

Prior Next Cancel

ID  
Name  
Active  
Inactive  
Both

Once the Vendor has been selected, notice the two primary Header options, Address and General.

3. **Click** on the Header button(s) *Address* and *General* to view vendor information.
4. To Exit, **click** on the *Cancel* button.

View MIS Vendor Dictionary - (ABATEST/ABA.TEST5.67/PHR.TEST5.67 - Test) - MMREQ TESTER

CARHE - CARDINAL HEALTH CANADA INC Last Edit: 10/02/11 11:50

Address General CDS Facility Address Facility General

Number L033600

|                |       |                     |   |
|----------------|-------|---------------------|---|
| Active         | Y     | Remittance Override | N |
| Mnemonic       | CARHE | Miscellaneous       |   |
| Block Activity | N     |                     |   |

| Purchasing Address |                            |  |  |
|--------------------|----------------------------|--|--|
| Name               | CARDINAL HEALTH CANADA INC |  |  |
| Address            | *                          |  |  |
|                    | 1000 TESMA WAY             |  |  |
| City               | VAUGHAN                    |  |  |
| Province           | ON                         |  |  |
| Postal             | L4K 5R8                    |  |  |
| Additional         |                            |  |  |
| Email              |                            |  |  |
| Fax                | (888)291-5027              |  |  |
| Attention          |                            |  |  |

| Alternate Remittance Address |          |         |      |
|------------------------------|----------|---------|------|
| Num                          | Mnemonic | Default | 1099 |
| 1                            |          |         |      |
| 2                            |          |         |      |
| 3                            |          |         |      |

|            |  |
|------------|--|
| Name       |  |
| Address    |  |
| City       |  |
| Province   |  |
| Postal     |  |
| Additional |  |
| Email      |  |

Cancel