

STANTON TERRITORIAL HEALTH AUTHORITY

Revision Date:	Issue Date:	
14-July-2016	14-July-2014	
Status: Approved		
Page: 1 of 7		
Signed by:	Mar Case	
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	Revision Date: 14-July-2016 Status: Approved Page: 1 of 7 Signed by:	

Yellowknife, Northwest Territories

PURPOSE:

This procedure will allow the user to add new items to the ORMED system to provide consistency in ordering and allow the user to efficiently communicate the correct item information to the Materials Management Department.

POLICY:

• QUA50100 Purchasing and Inventory Policy

PROCEDURE INSTRUCTIONS:

Step	Action		
Addin	Iding Items to ORMED		
	Once the appropriate item has been establi	shed (see QUA50200 Selection Based on	
	the Ability to Meet Requirements), gather all of the item details and enter them in		
1	ORMED system.		
	NOTE: Only the Manager of Diagnostic S	ervices, the Laboratory Supervisor and	
	the Tech IIs have been granted access to the ORMED ordering system.		
	lf:	Then:	
	The vendor already exists in ORMED	Proceed to Step 3.	
2		Set up the vendor as described in	
-	The yender does NOT eviat in ORMED	QUA50220 Adding and Removing	
		Vendors from ORMED. Proceed to Step	
		7.	

TITLE:	Revision Date:	Issue Date:
Adding and Removing Items from ORMED	14-July-2016	14-July-2014
Document Number: QUA50230	Status: Approved	
Distribution: Laboratory Quality Manual	Page: 2 of 7	

3	From the desktop, click on the Supply Chain icon.		
4	Click on the Materials Management	t icon. Materials Management	
5	Click on the MM Manager icon.	MM Manager Shortcut 1 KB	
	Fill in the User ID and Password	MM Mapager	
	fields. Ensure the Schema is	inin managor	
	LabMaint.	User ID CRUSSELL	
		Password	
6		Schema LabMaint 🔽	
		OK <u>Cancel</u>	
	Click OK .	Build: 8000 Revision: 2013.2	
7	Click on the Item Catalog icon.	item Catalog	
8	Click on the Create New icon.	D	
	In the General tab, fill in as much inf	ormation as is available. The fields with the	
	pointing finger next to them are		
	required. The most difficult field	Item #:	
9	to fill out is the Item # field. If you	Desc 1: Therm 3 Barcode Labels	
	inadvertently select a number that	Desc 2: 2.5x1.25	
	has already been used, it will let	Common Name: LIS Trial Labels	
	you know when you try to save.		

TITLE:	Revision Date:	Issue Date:
Adding and Removing Items from ORMED	14-July-2016	14-July-2014
Document Number: QUA50230	Status: Approved	
Distribution: Laboratory Quality Manual	Page: 3 of 7	

	The Commodity and Category fie	elds are for the Finance	Codes. If yo	ou are unsure of
	which codes to select, consult	Commodity: 🥿 11157		
	QUA50240 Diagnostic Services	Category: 41020	• <u>-</u>	PAPER STOCKS
	Finance Codes and QUA50250	calegory priozo		j. n. Ek er e ek
	Secondary Code Descriptions.			
10				
	NOTE: Finance h	as not yet updated the	e codes in th	e ORMED
	system. If you ca	nnot find the correct	codes in OR	MED, pick the
	best one available	e and add the correct	code to the	Notes tab for
	this item. Report	this to the Manager o	f Diagnostic	Services for
	follow up with the	e Finance Department		
	In the Status box on the General	tab, check the applicab	le boxes	Status
	for the item.			Active
	NOTE: If the Stock box is not ch	ecked (non-stock iten	n), you	☐ Haz. Goods ✔ Critical
11	will not have access to the Inver	ntory tab and can skip	to Step	Expiry Date
	14.			Latex-Free
	14.			I Latex-Free ☐ HST
	14.	renten und Asseunt (ialda aa abau	Latex-Free
	14. In the Inventory tab, select the Inventory tab, select the Inventory tab, select the Inventory table that are	ventory and Account f	ields as show	I Latex-Free HST JIT vn. These are
12	14. In the Inventory tab, select the Inv the only choices available that are	ventory and Account f applicable to the Labor	ields as show atory.	I Latex-Free HST JIT vn. These are
12	14. In the Inventory tab, select the Inventory tab, select the Inventory tab, select the Inventory	ventory and Account f applicable to the Labor	ields as show atory.	vn. These are
12	14. In the Inventory tab, select tab	ventory and Account f applicable to the Labor	ields as show atory.	vn. These are
12	14. In the Inventory tab, select the Inventory tab, select the Inventory tab, select the Inventory the only choices available that are Inventory: Inventory: Inventor	ventory and Account f applicable to the Labor	ields as show atory. RY	Latex-Free HST JIT vn. These are
12	14. In the Inventory tab, select the Inventory tab, select the Inventory tab, select the Inventory the only choices available that are Inventory: Inventory Inventory: Inventory: Inventory: Inventory: Inventory: Inventory Inventory: Inventory Inventory Inventory Inventory Inventory Inventory Inventory Inventory Inventory Inventory Inventory Inventory Inventory Inventory Inventory Inventory Inventory	ventory and Account f applicable to the Labor	ields as show ratory. RY ROP:	Latex-Free HST vn. These are
12	14. In the Inventory tab, select the Inventory tab, select the Inventory tab, select the Inventory the only choices available that are Inventory: Inventory Inventory: Inventory: Inventory: Inventory: Inventory: Inventory Inventory: Inventory Inventory: Inventory Inventory: Inventory Inventory: Inventory Inventory: Inventory Inventory: Inventory Inventory: Inventory Inventor	ventory and Account f applicable to the Labor general INVENTO T general INVENTO volume of stock on	ields as show ratory. RY ROP: MAX:	Latex-Free HST JIT vn. These are
12	14. In the Inventory tab, select the Inventory tab, select the Inventory tab, select the Inventory the only choices available that are Inventory: LABMICE Account: LABMICE Account: I.11570.INVEN The ROP field is for our minimum thand. The MAX field is for our maximum The Location fields are to indicate	ventory and Account f applicable to the Labor	ields as show ratory. RY ROP: MAX: EOQ:	Latex-Free HST JIT vn. These are
12	14. In the Inventory tab, select the Inventory tab, select the Inventory tab, select the Inventory the only choices available that are Inventory: LABMTCE Account: I.11570.INVEN The ROP field is for our minimum the hand. The MAX field is for our maximum The Location fields are to indicated stored in the laboratory	ventory and Account f applicable to the Labor	ields as show ratory. RY ROP: MAX: EOQ: Location #1:	Latex-Free HST JIT vn. These are
12	14. In the Inventory tab, select the Inventory tab, select the Inventory tab, select the Inventory the only choices available that are Inventory: LABMTCE Account: LABMTCE Account: I.11570.INVEN The ROP field is for our minimum thand. The MAX field is for our maximum The Location fields are to indicate stored in the laboratory.	ventory and Account f applicable to the Labor	ields as show ratory. RY RY ROP: MAX: EOQ: Location #1: Location #2:	Latex-Free HST UIT Vn. These are

TITLE:	Revision Date:	Issue Date:
Adding and Removing Items from ORMED	14-July-2016	14-July-2014
Document Number: QUA50230	Status: Approved	
Distribution: Laboratory Quality Manual	Page: 4 of 7	

	Use the Search feature to	Vendor Select	ion 🛛 🕅
	find the correct vendor for	<u>File E</u> dit <u>V</u> iev	w <u>H</u> elp
	the item. Highlight that item,	💷 Stop 🔮	🖨 🔯 Search 🔯 Advanced Use
15	then press Enter.	Find records w	here Vendor Code
		starts with sa	ifEind
		Vendor Code	Vendor Name Address 1 /
		SAF	SAFETY SUPPLY CANADA 14345-123 AVE. E
		SAFETT	SAFEGUARD R&S PRINTING
	In the Item Vendor window, fill	in as much	Litem Vendor
	information as possible, then of	lick OK	Vendor Code: 🛷 SAFPPP 🗾
			Vendor: SAFEGUARD R&S PRINTING
			Lead Time(days):
			Contract #:
			Contract Price 0.0000
40			Expires:
10			Manufacturer Catalog #:
			MDLN:
			DIN:
			Units of Order:
			Units of Issue #1: 🛷 EA
			Units of Issue #2:
			Last Order Date:
	In the Hazardous Goods	General Inventory	Vendor Activity Hazardous Goods Image Notes Packaging
	tab, enter any applicable	MSDS Location:	
	MSDS information.	MSDS Expiry Date:	
17		MSDS Required On:	<u> </u>
		MSDS Doc Link:	· · · · · · · · · · · · · · · · · · ·
		Issued To:	Open Doc
		Department Descri	ption
	Once all of the information has	been addeo	d, click Save .
18			

TITLE:	Revision Date:	Issue Date:
Adding and Removing Items from ORMED	14-July-2016	14-July-2014
Document Number: QUA50230	Status: Approved	
Distribution: Laboratory Quality Manual	Page: 5 of 7	

Step	Action		
Remo	oving Items from ORMED		
	Once it has been determined that an item is no longer required in the ORMED system		
	because we no longer require the item, we	have an agreement with ano	ther vendor, or
1	it is no longer used as the result of poor qu	ality or service (see QUA504	00 Supplier,
	Contractor and Consultant Evaluation) t	hey may be inactivated in the	system.
	To inactivate an item, it has to have a zero quantity.		
2	lf:	Then:	
2	The item has a zero quantity	Proceed to Step 8.	
	Does NOT have a zero quantity	Proceed to Step 3.	
3	Log in to the Inventory Control module.		Inventory Control
Ū		~	1 KB
	Click on the Qty. Cost Adjustment icon.		
4			Gty.Cost Adjustment
	Use the Search or Advanced feature	em Selection	×
	to find the item you wish to inactivate.	ijle Edit View Help	
	Highlight it in the list then press Enter.	pefine additional criteria:	
		Description 💌 contains 💌	
	F	ind records that match the following criteria:	Add to List
		Description contains vanc	
5			
	Í Í	Rem	ove Find
	l l l l l l l l l l l l l l l l l l l	em # Description	Catalog #
		00053 INNOVANCE D-DIMER REAGENT 00057 INOVANCE D-DIMER LEVEL1+2 CTRS	10445979 OPDY03
	c	00791 Vancomycin E-Test	525518
		04109 Vancomycin (VANC)	680-1709
	4	record(s) found.	0 record(s) selected.

TITLE:	Revision Date:	Issue Date:
Adding and Removing Items from ORMED	14-July-2016	14-July-2014
Document Number: QUA50230	Status: Approved	
Distribution: Laboratory Quality Manual	Page: 6 of 7	

	In the Quantity on	🗖 Quantity/Average Cost Adjustment: Vancomycin E-Test in GENERAL INVENTORY
	Hand row, enter 0	Inventory Code: LABMTCE Item #: 000791
	in the Adiusted	Inventory Desc.: GENERAL INVENTORY Descriptions: Vancomycin E-Test
	Data column. In	Common Name:
	the Reason field	Units of Issue: IPK ROP: 0 MAX: 0 EOQ: 0 Units of Order: IPK/100
6		Current Data Adjusted Data
	type in the reason	Quantity On Hand: 101 101 Last Invoice Cost: 4.3262 Average Price: 4.3270 HST
	for the adjustment.	Total Amount: 437.0270 437.0270 Calculate Prices
		HST/Unit: 0.0000 0.0000
		Adjustment Date: 31/03/2012
	Once all of the information	tion has been added, click Save .
7		
	Log into the MM Mone	aer modulo
8		ger module. MM Manager Shortcut 1 KB
9	Click on the Item Cata	log icon. Item Catalog
	Use the Navigation O	ptions to find the item. <u>Navigation Options <<</u>
		Descripti 💌 starts with 💌
		vanc Find Stop
10		Advanced >>
		Description Ca
		Vancomycin E-Test 52
		Vancomycin (VANC) 68
11	When your item is disp	played, uncheck the Active and Stock
	boxes in the Status fie	eld.
12	Click Save .	

TITLE:	Revision Date:	Issue Date:
Adding and Removing Items from ORMED	14-July-2016	14-July-2014
Document Number: QUA50230	Status: Approved	
Distribution: Laboratory Quality Manual	Page: 7 of 7	

RELATED DOCUMENTS:

- QUA50100 Purchasing and Inventory Policy
- QUA50200 Selection Based on the Ability to Meet Requirements
- QUA50220 Adding and Removing Vendors from ORMED.
- QUA50240 Diagnostic Services Finance Codes
- QUA50250 Secondary Code Descriptions

REFERENCES:

 Devitt, C. (2014, February 27). MM Inventory Adjustments (Attachment). 2014 Inventory Procedures and Preparation (Subject Line). Yellowknife, Northwest Territories, Canada.

REVISION HISTORY:

REVISION	DATE	Description of Change	REQUESTED BY
1.0	14Jul14	Initial Release	C. Russell