

How to Place a Bulk Order

Step #	Execution Procedure or Input	Expected Result or Output
1	<p>Hover over the Place Order tab on the 'Welcome' screen and select Bulk Order then select the Add button.</p> <p>NOTE: You should get re-directed to the Inventory reconciliation page if you need to reconcile your inventory. Go to the 'inventory reconciliation' Practice document. Complete inventory reconciliation practice then return to step 1.</p>	<p>System should populate Customer information and Ship to information. This information should not be editable.</p> <p>Column headers: Item ID, Item description, unit quantity, UOM, Suggested Quantity, Quantity ordered, Special Instructions Comments, and Error Messages.</p>
2	Enter a quantity of items to be ordered along with any special instructions or comments.	System captures quantity, special instructions or comments.
3	Review items listed on the Bulk Order screen and make any changes desired.	Items appear as you entered them and are ready to be saved.
4	Scroll to bottom of screen. Check that you have verified the correct shipping address and hours of operations. Enter your name or initials in the Submitted by text box .	System should allow you to check the two boxes and enter text.
5	Click Save button.	System should display thank-you for ordering order confirmation page. Pop-up with order number should display.
6	Click OK	Pop-with order number disappears and another pop-up displays to print the confirmation page.
7	Print the confirmation page . See screen at end of test.	System should display the screen with Location ID, Order Number, Order date and list of only products and quantities ordered. Screen should display Item Description, Item ID, Suggested Quantity, Requested Quantity, Unavailable Items, Comments, and completed text box showing Name of Person Approving Order.
8	Hover over the place Order Tab and select Bulk Order, click the filter button, and then click 'go'.	System should display the bulk history page with all previous order numbers submitted by this provider INCLUDING the order just placed, Order number, Status, Date, and Approved by.

Step #	Execution Procedure or Input	Expected Result or Output
9	Click on the order just created then click 'select' to display the order details.	System should populate the bulk order screen which contains all of the order information. Headers are Order number, Program, Customer ID, Ship To ID, Name, Address, City/State/Zip, Order class, Carrier, Order Type, and Pool. Details include: Item ID, Item Description, Unit Quantity, UOM, Suggested Quantity, Quantity to Order, Quantity Ordered, Special Instructions, Comments, and Error Messages.
10	Compare the contents of the printed order with the contents under the Detail History (bulk order detail placeholder)	Printed order should match the bulk order displayed under the Detail History.

Historical Bulk Order Grid and Selection Criteria

The screenshot shows a web browser window with the URL `dev.dshs.texas.gov/IRMS_Texas/BulkOrder/Create!`. The browser tabs include 'Webcontent', 'IRMS Suite', 'Bulk Order', and 'Logout - UPP JIRA'. The page header contains navigation links like 'Page', 'Safety', 'Tools', and 'Options'. The main content area is titled 'Program: Tuberculosis Elimination Program - Customer: Cameron County HD Hwy 83 - LHD'. It features a navigation menu with 'Welcome', 'Provider Information', 'Receiving', 'Doses', 'Inventory', 'Place Order', 'Reports', and 'Help'. A central panel contains instructions: 'Click the Add button to create a bulk order' and 'Click the Filter button to search for an order.' Below these are 'Filter' and 'Add' buttons. A search filter box includes fields for 'Order', 'Order Date' (with a date range), and 'Approved By', along with a 'Go' button. Below the filter is a table with one row of data:

Order	Order Date	Order Status	Approved By
162802-00	2/5/2013	Open	sec

Below the table is a 'Select' button. Further down, there are labels for 'Order Class', 'Order Type', 'Carrier', 'Service', and 'Pool'. A section titled 'BULK ORDER DETAIL PLACE HOLDER' contains a 'Comment' text area.

Bulk Order Entry Screen

amsdev.dshs.texas.gov/IRMS_Texas/BulkOrder/Createrel Webcontent IRMS Suite Bulk Order Logout - UPP JIRA

Page Safety Tools Previous Next Options

TOF Pool ZOO

BULK ORDER DETAIL PLACE HOLDER										
Item Number	Item Description	Unit Qty	UOM	Suggested Quantity	Quantity To Order (each)	Quantity Units Ordered	Special Instructions	Comment	Error Message	
63851050101ZOO	RABAVERT RABIES VACCINE 1ML	1	Vial	0	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>		
49281025051ZOO	IMOVAX RABIES VACCINE 1ML	1	Vial	0	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>		
49281019020ZOO	IMOGAM IMMUNE SERUM GLOBULIN 300 IU 2ML	1	Vial	0	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>		
13533061802ZOO	HYPERRAB IMMUN SERUM GLOBULIN 2ML	1	Vial	0	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>		

Comment

I have verified that my shipping address is correct.

I verify that the temperatures of our refrigerator and/or freezer are checked twice daily and I have submitted the temperature log (C-105) to my local or regional health department.

I have verified that my hours of operation are correct and that staff are available to receive and store vaccine deliveries promptly during these times.

Submitted By

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Dev/Test

Place Order Thank you and Order Confirmation Page

Skip navigation links



Sign Out Hello 000015 Order History

- Welcome Provider Information Receiving Doses Inventory Place Order Update Choice Reports Help

PLACE ORDER PIN 000015, Thank you for placing your vaccine order. Order # 152590 has been submitted for approval. Please use the print button on the bottom of this page to print a copy for your records. Your TOF: M - MONTHLY Table with 6 columns: Description, Item ID, Unavailable Vaccine, Suggested Quantity (# of Doses), Quantity, Comments. Rows for INFANRIX and KINRIX. Print button at the bottom.

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Texas Vaccines for Children

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