

How to View / Acknowledge Consigned Items' Onhand Quantities Quick Reference Guide

Purpose: This document provides instructions to view and confirm consigned items onhand quantities at Ascension locations through the Supplier Portal.

Audience: Consignment Suppliers who have access to the Ascension Supplier Portal

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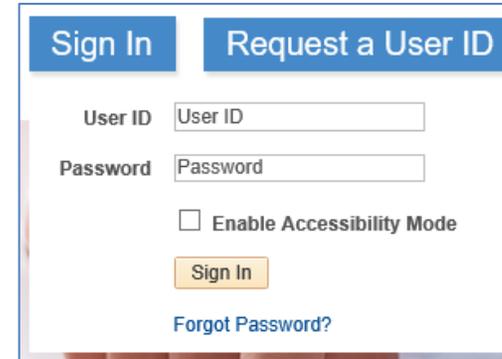
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Logging In

1. Navigate to the Ascension Supplier Portal at <https://supplierportal.ascension.org>.

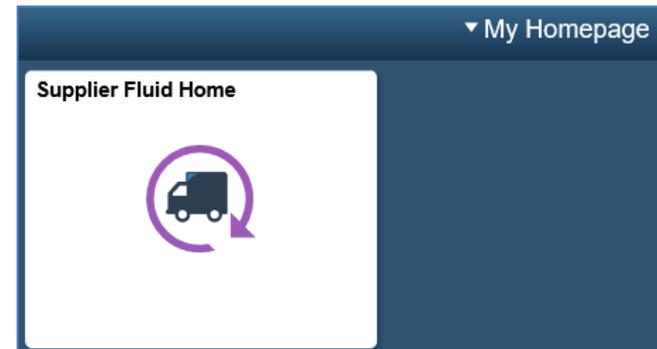


2. Click the **Sign In** button at the top right of the page.
3. Enter your User ID and Password and click the **Sign In** button.



The image shows a close-up of the login form. At the top, there are two tabs: 'Sign In' (selected) and 'Request a User ID'. Below the tabs are two input fields: 'User ID' and 'Password'. There is a checkbox labeled 'Enable Accessibility Mode' and a 'Sign In' button. A link for 'Forgot Password?' is located at the bottom of the form.

4. Click the **Supplier Fluid Home** tile.



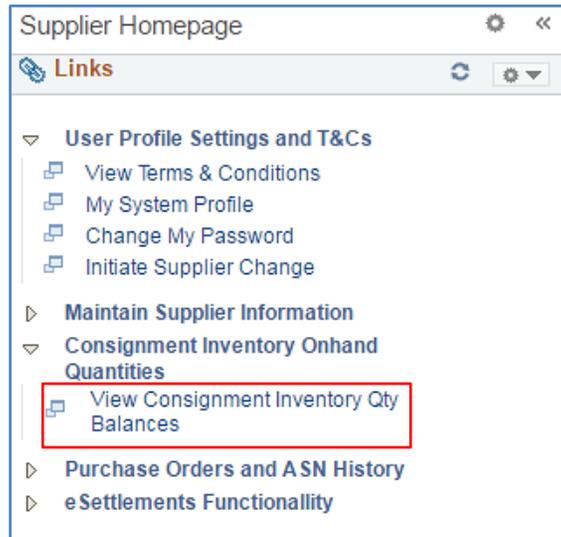
5. You will be taken to the **Supplier Homepage**. Select a link from the lefthand navigation menu.

Viewing Consignment Onhand Quantities

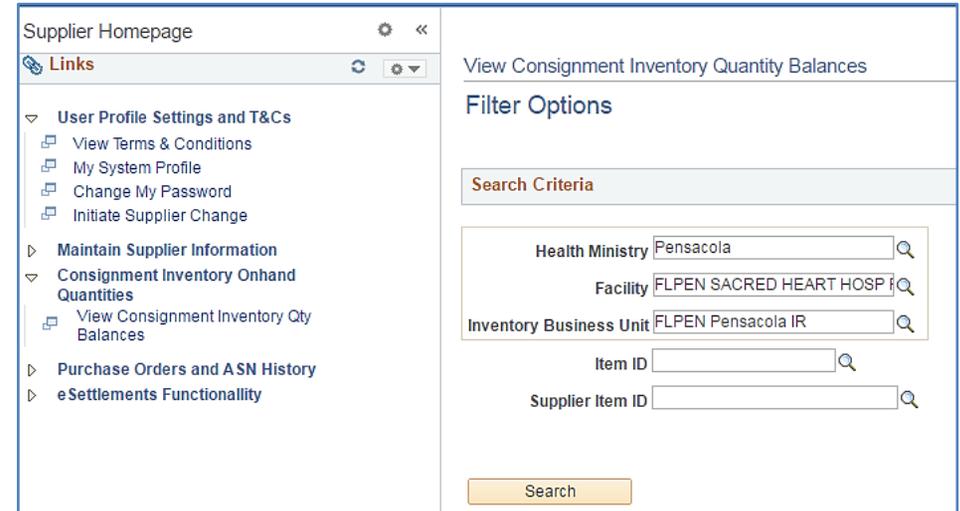
1. In the **Links** section, click on the arrow next to the **Consignment Inventory Onhand Quantities** group.



2. From the **Consignment Inventory Onhand Quantities** group, click the **View Consignment Inventory Qty Balances** hyperlink.



3. The **View Consignment Inventory Quantity Balances** filter page will open to the right of the **Links** section.
4. Populate the search fields to see specific items and click **Search**.



5. Search results will display for all consigned items that meet the criteria within the **Quantity Details** page

Details displayed include:

- a. **Health Ministry**
- b. **Facility**
- c. **(Supplier) Item ID**
- d. **(Item) Description**
- e. **UOM (Unit of Measure)**
- f. **Reorder Point:** the quantity onhand when the item will be reordered
- g. **Inventory Business Unit**
- h. **Storage Area**
- i. **Bin Location**
- j. **Quantity On Hand**
- k. **Maximum Quantity:** quantity item will be reordered to – this should be equal to the item's consignment agreement.
- l. **Default Actual Cost**



- To view the Ascension item ID for a given item, click the the hyperlink under the **Item ID** column in the applicable row.

View Consignment Inventory Quantity Balances

Quantity Details

Set Filter Options Confirmation History

Health Ministry	Facility	Item ID	Description	UOM	Reorder Point	Inventory Business Unit	Storage Area	Bin Locations	Quantity On Hand	Maximum Qty	Default Actual Cost
Pensacola	FLPEN Sacred Heart Hosp Pens	ADM05012013P	CATH ANGPL BLLN DIL CTD ADMIRAL 0.035IN GWIRE 5X120MMX130CM	EA	2.0000	FLPEN Pensacola IR	IRCN	AAB8_H35	3.0000	3.0000	1400.0000

The **Item Replenishment Details** page will display for the selected item.

Item Replenishment Details [Return](#)

Business Unit: FLPENPCL FLPEN Pensacola Cath Lab

Item ID [00000000000036542](#) Supplier Item ID INT35015UX

Click **Return** to go back to the **Quantity Details** page

Confirming Consignment Onhand Quantities

- To confirm that the Quantity Available matches to the physical shelf quantity of the item, check the box in the far left column for that item within the **Quantity Details** page
 - Use **Select All** at the bottom to check all boxes at once.
- Once all items desired have been checked, click the **Confirm Quantities** button at the bottom left of the page.

View Consignment Inventory Quantity Balances

Quantity Details

Set Filter Options Confirmation History

Health Ministry	Facility	Item ID	Description	UOM	
<input checked="" type="checkbox"/>	Pensacola	FLPEN Sacred Heart Hosp Pens	ADM05012013P	CATH ANGPL BLLN DIL CTD ADMIRAL 0.035IN GWIRE 5X120MMX130CM	EA

[Confirm Quantities](#) Select All Clear All

- Message will appear asking to confirm. Click **Yes**.

Message

Do you want to confirm the Qty's for selected Item? (20002,3)

[Yes](#) [No](#)

- The **Quantity Details** page will display.

Viewing and Downloading Confirmation History

- From within **Quantity Details** page, click the **Confirmation History** link

View Consignment Inventory Quantity Balances

Quantity Details

Set Filter Options [Confirmation History](#)

- In the **Confirmation History** window, populate the **From Date** and **To Date** fields. Click **Search**.

Confirmation History

*From Date *To Date [Search](#)

Search results will be displayed for all items confirmed within the date range.

Confirmation History

From Date: 10/01/2017 To Date: 11/07/2017 Search

Business Unit	Description	Item ID	Supplier ID	Supplier Item ID	Maximum Qty	Quantity On Hand	Standard Unit of Measure	Personalize	Find	View 100	Printer	Inventory Confirmation History	1-18 of 873	
								Reorder Point	Storage Area	Store Location		Default Actual Cost	Last Update User ID	
1 80001	FLPEN Pensacola Cath Lab	000000000000596196	00000004030	SCM-E-59 1 CONITEM1		100 0000	EA		SU1	ZZ99_Z9		10 0000	HJCSH8	10/12/17 5
2 80002	FLPEN Pensacola IR	000000000000582513	00000002299	ACM05012013P	3 0000	3 0000	EA	2 0000	IRCN	AA06_H35		1400 0000	MEDSAM	11/05/17 10 59 09PB
3 80009	TNNAS Baptist OR	000000000000106424	00000002299	FR995-25	1 0000	1 0000	EA	1 0000	CR1	CV03_A19		4650 0000	MEDSAM	11/07/17 10 45 56AB
4 80009	TNNAS Baptist OR	000000000000119641	00000002299	FR995-23	1 0000	1 0000	EA	1 0000	CR1	CV03_A17		4650 0000	MEDSAM	11/07/17 10 45 56AB
5 80009	TNNAS Baptist OR	000000000000130780	00000002299	FR995-19	1 0000	1 0000	EA	1 0000	CR1	CV03_A13		4650 0000	MEDSAM	11/07/17 10 45 56AB
6 80009	TNNAS Baptist OR	000000000000147514	00000002299	FR995-21	1 0000	1 0000	EA	1 0000	CR1	CV03_A15		4650 0000	MEDSAM	11/07/17 10 45 56AB
7 80009	TNNAS Baptist OR	000000000000186718	00000002299	FR995-27	1 0000	1 0000	EA	1 0000	CR1	CV03_A21		4650 0000	MEDSAM	11/07/17 10 45 56AB
8 80010	TNNAS Baptist Cath Lab	000000000000036542	00000002299	INT35015LX	2 0000	2 0000	EA	2 0000	CL01	BB10_C61		615 0000	MEDSAM	11/07/17 10 45 56AB
9 80010	TNNAS Baptist Cath Lab	000000000000037110	00000002299	SPL20020X	1 0000	1 0000	EA	1 0000	CL01	BB02_C20		165 0000	MEDSAM	11/07/17 10 45 56AB
10 80010	TNNAS Baptist Cath Lab	000000000000039407	00000002299	SPL25015X	3 0000	2 0000	EA	3 0000	CL01	BB02_C30		165 0000	MEDSAM	11/07/17 10 45 56AB

Return

- If desired, click the **download to excel**  icon within the **Confirmation History** window to save to as a file.
- Click the **Return** button at the bottom left to return to the **Quantity Details** page