Consignment Orders in Meperia

Consignment POs replace inventory that is stocked by UM and owned by the supplier until the item gets used. An initial $0 requisition is created to stock the item. Each additional time the item is ordered, price the item accurately at the time of replacement.

http://msss.miami.edu

Create a Bill Only Non-Catalog Requisition

1. Log into Meperia.  
   http://msss.miami.edu


3. Click New Requisition.

4. Complete the Requisition Header fields.

   Requisition Name: “Consignment Bill & Replace / (Supplier) / (DOS) / (MRN#)”

   Facility – “Default”

5. Click the VIM.

6. In the Search box labeled Description type the Organization Item ID number and click the magnifying glass.

   For example, type “36260” and click the magnifying glass.

7. To add the item to the cart, grab the image. Then drag and drop into the Requisition Cart. The cart may appear in the upper or lower right corner.

http://msss.miami.edu
8. For additional items repeat steps 6 and 7.

If the item doesn’t appear, email BillOnly.McKesson@miami.edu. Request the item be added specifically for a Consignment. The following information must be legibly provided in the email:

- Bill/invoice from the supplier
- Department name
- Note the specific line(s) to be added
- Commodity (see list on next page)
- Manufacturer # (Rep can provide)
- Price
- Unit of measure
- MRN#

<table>
<thead>
<tr>
<th>Commodity</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Supplies Misc.</td>
<td>Any medical supply, chargeable or non-chargeable, that is not an implant</td>
</tr>
<tr>
<td>Implants Ortho/Spine</td>
<td>Spinal, Ortho, Hip, Craniomaxillofacial implants</td>
</tr>
<tr>
<td>Implants - Mamo</td>
<td>Breast Implants, Breast Sizers</td>
</tr>
<tr>
<td>Implants – Misc.</td>
<td>Any implant that does not fall under a specific category on the commodity list</td>
</tr>
<tr>
<td>Implants - E.N.T.</td>
<td>Any generic ENT implant that does not fall under a specific category on the commodity list</td>
</tr>
<tr>
<td>Implants - I.O.L</td>
<td>Intraocular Lenses</td>
</tr>
<tr>
<td>Implants - Cochlear</td>
<td>Cochlear ear implants</td>
</tr>
<tr>
<td>Implants - Tissue and Bone</td>
<td>Bone grafts, Skin grafts, DMB</td>
</tr>
<tr>
<td>Implants - Vascular Graft</td>
<td>Vascular Stents, Vascular Coils, Plugs</td>
</tr>
<tr>
<td>Implants – Cardiology Stents</td>
<td>Bare Metal Stents, Drug Eluding Stents</td>
</tr>
<tr>
<td>Implants – Cardiology CRM</td>
<td>Pacemakers, CRTDs, AICDs, Device Leads</td>
</tr>
<tr>
<td>Implants – Cardiology Valves</td>
<td>Heart Valves</td>
</tr>
<tr>
<td>Implants - Cardiology Misc.</td>
<td>Occluders, Cardiac Monitors, Cardiac Tapon</td>
</tr>
<tr>
<td>Implants - Peripheral Stent</td>
<td>Esophageal Stents, Thoracic Stents, Carotid Stents, Peripheral Stents</td>
</tr>
</tbody>
</table>

9. To adjust the quantity and checkout, click the requisition cart.

Or if the cart is already expanded review the UOM (Unit of Measure) field and adjust the Quantity field as needed.

10. Click Checkout.

11. Click the green comment icon next to line 1 and note the following:
- Consignment
- Date of Surgery (xx/xx/xx)
- Doctor’s Name
- MRN#xxxxxx

Click Save, then close out the window.
12. Attachments the following documents. To be approved documents must have private patient information removed and must be legible and organized.
   - lot/serial numbers
   - packing slip signed by the tech

13. Click **Submit**.