

# NEW CONSIGNMENT STOCK PAYMENT PROCESS

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## DEFINITION OF CONSIGNMENT STOCK

Consignment stock also referred to as loan sets, are surgical items which are used frequently and kept on standby in theatres as their exact specifications can only be determined intra-operatively.

# CONSIGNMENT STOCK PAYMENT PROCESS

- Institutions request supplier/s to deliver consignment stock/loan set to theatre, as a once off delivery.
- Supplier/s to submit itemised quotation with consignment stock.
- Theatre Clerk/SCM/Finance official at the Institution confirms receipt of delivery and retains copies of the signed delivery notes
- Consignment stock must be secured in theatres at all times.
- Theatre Clerk/SCM/Finance official at the Institution receives completed Patient Consent to Operation Form.
- During an intra-operative procedure, the surgeon utilises items from the consignment stock and scrub sister records usage together with item gum label (sticker).
- **Immediately** after surgical procedure, surgeon and scrub sister must complete and sign the consignment stock usage form.
- Theatre Clerk/SCM/Finance official at the Institution provides supplier/s with patient and or tracking number (Con Number) **within 24 hours**. **NB: this is not an official manual purchase order number and will eventually be replaced by an official purchase order number (425...).**

# CONSIGNMENT STOCK PAYMENT PROCESS

- Supplier replenishes consignment stock items, and invoices for items used; and forwards a copy of the invoice to the Theatre Clerk/SCM/Finance official at the institution.
- Supplier to upload an invoice through Electronic Invoice Submission - EIS (email or upload)
- Theatre Clerk/SCM/Finance official at the Institution must reconcile the supporting documents i.e. itemised quotation, patient consent form, consignment stock usage form and invoice.
- Theatre Clerk/SCM/Finance official at the Institution, compiles an RLS01 (Requisition), together with an RLS02 (GRV) and forwards the pack i.e quotation, patient consent form, consignment stock usage form, invoice, RLS01 and RLS02 to the SCM unit at the institution **within 96 hours**.
- SCM unit at the Institution captures the RLS01 on SAP SRM **within 24 hours**.
- Material Master numbers to be used for consignment stock are as follows: 3009332, 3003990, 3004432, 3009331.
- Shopping cart together with all relevant uploaded documentation is electronically forwarded via SAP SRM to Head Office for purchase order creation **within 48 hours**.
- Once a purchase order has been generated, the SCM unit at the institution must capture the RLS02 on SAP **within 24 hours** to facilitate the payment.
- Institution must respond to the workcycle by providing the PO number (425....).
- Invoice with corrected purchase order number is processed for payment.

# CONSIGNMENT STOCK PAYMENT PROCESS

- Institutions to reconcile workcycle report as per consignment stock supplier.
- Compile one (1) RLS01 per supplier with the total invoices value.
- One (1) purchase order to be created per supplier with the total invoices value.
- However, institutions to compile and capture separate GRV's per separate invoice.



## WAY FORWARD

- The Department is in the process of establishing separate contracts for consignment stock commodities namely; orthopaedic, vascular and nuclear.
- The Department has benchmarked the consignment stock payment process with other health institutions in both the public and private sector.
- The Department will continue to communicate any future changes to the consignment stock payment process to suppliers.



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QUESTIONS

**THANK YOU**