

# Suppliers, Stock and Kits

1. Add the information pertaining to the suppliers from which you order equipment and consumables. **Note: Fields with red squares are compulsory and must be supplied.**

baobabLIMS Home

Quick access   Laboratory   Workflow   Samples   **Management**   Instruments   Accounting   Other   Tools

Storage   Kits   Storage Types   Products   Kit Templates

**Suppliers**   Stock items

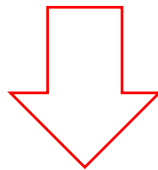
**i** 1 Instrument's calibration certificate expired:  
Cell Counter

You are here: Home > Bika Setup > **Suppliers**

**Suppliers** **Add**

**Active**   Dormant   All

<input type="checkbox"/>	Name	Email
<input type="checkbox"/>	Biomerieux	supplier@example.com
<input type="checkbox"/>	BioRad	supplier@example.com



## Add Supplier

Default   Address   Bank details

**Name**

**⊗** Name is required, please correct.

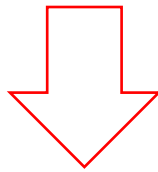
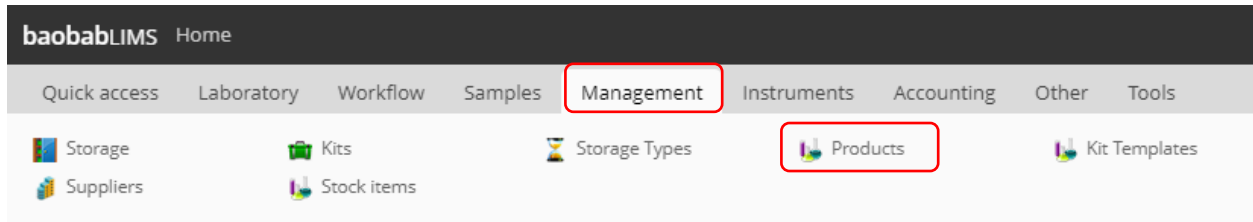
VAT number

Phone

Fax

Website.

2. Add the products which the biorepository orders and stores and uses to assemble kits for shipment to a collection site.



## Add Product

Default Price

### Title

Title is required, please correct.

### Description

Used in item listings and search results.

### Hazardous

Samples of this type should be treated as hazardous

### Quantity

The number of items of this product already in storage. eg. 15, 100

### Unit

Unit for the quantity eg. ml or kg

### Suppliers

#### Name

- Biomerieux
- BioRad

Do not add the quantity until an order has been made


Select a supplier from the previous step. More than one supplier can be selected for a product

3. Order the stock items and add them to the “unmanaged storage” location
  - a. Navigate to the supplier for the item and select the hyperlink
  - b. Select the “Orders” tab and add an inventory item

You are here: [Home](#) > [Bika Setup](#) > [Suppliers](#) > **Biomerieux**

[Edit](#) [Products](#) [Contacts](#) [Instruments](#) [Orders](#)

● Active ⊗ Deactivate

 **Inventory Orders** [Add](#)

[All](#) [Pending](#) [Dispatched](#) [Received](#) [Stored](#)

i No items found

#### Remarks

- c. Select the quantity of the item you wish to order

You are here: [Home](#) > [Bika Setup](#) > [Suppliers](#) > [Biomerieux](#) > [Inventoryorder.2019-05-22.1371776882](#)

[View](#) [Edit](#) [Log](#)

Order Date:


Product	Description	Unit	Price	VAT	Quantity	Total
Gloves			10.00	14.00%	<input type="text" value="0"/>	0.0
Tube 15ml			20.00	14.00%	<input type="text" value="0"/>	0.0
Subtotal						ZAR 0.00
VAT						ZAR 0.00
Total						ZAR 0.00

[Save](#)

- d. Dispatch the order. You will be directed to a page with the document for the order. Select the “publish” icon.

[View](#) [Edit](#) [Log](#)

● Dispatch order ⊗ Deactivate



Layout DIN-A4 (210 x 297 mm)

Margins (mm) top:  right:  bottom:  left:

Cancel Publish

**Supplier Information**

**Biomerieux**  
 Chemin de l'Orme  
 Marcy-l'Étoile  
 Rhône-Alpes  
 France  
 Email: [supplier@example.com](mailto:supplier@example.com)  
 Phone: 012 440 9555  
 Fax: 012 440 9765

**Summary**

Order ID	<a href="#">inventoryorder-1</a>
supplier	<a href="#">Biomerieux</a>
Date Dispatched	2019-05-22 07:45
Date Published	2019-05-22 07:45

**Details**

Title	Description	Unit	Price	VAT	Quantity	SubTotal	SubTotal-with VAT
Gloves			10.0	14.0%	0.0	0.00	0.00
Tube 15ml			20.0	14.0%	20.0	400.00	456.00


Total Price: 456.00

e. When the order arrives at the laboratory, select the “Receive order”

You are here: [Home](#) > [Bika Setup](#) > [Suppliers](#) > [Biomerieux](#) > **inventoryorder-1**

View Edit Log

[Receive order](#)  [Deactivate](#)



- f. Enter the amount received as well as the location where the items will be stored and select “Store”

inventoryorder-1


Order Date 2019-05-22


Product	Price	VAT	Ordered (stored)	Number	Storage level	Total
Gloves	10.0	14.0%	0 (0)	-	-	0.00
Tube 15ml	20.0	14.0%	20 (0)	<input type="text"/>	<input type="text"/>	400.00
Subtotal						ZAR 400.00
VAT						ZAR 56.00
Total						ZAR 456.00



- g. Now you can change the state of the item by selecting “store item”

Store order  Deactivate



 Info  
Item state changed.

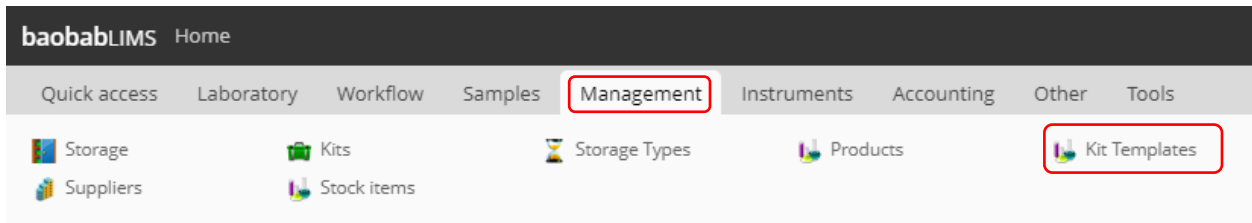
**TOP TIP:** Only inventory captured in this manner can be tracked via Baobab LIMS kit and inventory component. If the laboratory already has stock items, make the laboratory a ‘supplier’ and follow the inventory order procedure

Once all items are in the system, they can be used to make kit templates. Each time a kit is shipped, the inventory will be monitored and will decrease as items are used.

# Kit templates

Kit templates are the components of a kit to be made up in the lab and shipped to the area where sample collection occurs.

1. Navigate to management > kit templates



2. Add the Title of the kit and then navigate to the “products” tab to select the stock item, and quantity of stock item, which this kit consists of.

