

# Shipment Receipt and Processing (Manifest Consolidation)

Last Modified on 10/09/2023 4:14 pm EDT

**Pathway:** [Operations](#) > [Manifest Processing](#) > [Manifest Consolidation](#)

Manifest Consolidation is the process of combining waste material into one manifest for transport to an offsite location where it will be destroyed. This article details the process once an item has reached its final destination.

ID	SHIP DATE	STATUS	SOURCE	TRANSPORTER	DESTINATION	EXTERNAL ID
1496	08/29/2022	Shipped	Murray MedWaste-SE Atlanta ...	Customer Drop Off SEast Region	Curtis Bay Medical Waste Serv...	
2156	08/30/2022	Shipped	Murray MedWaste West Portl...	Murray MedWaste SE - Charle...	Covanta	
2211	08/18/2022	Shipped	Murray MedWaste SE-Savannah	Murray MedWaste SE- Orlando	Murray MedWaste SE- Orlando	
2447	08/04/2022	Shipped	Murray MedWaste SE- Knoxville	Murray MedWaste SE - Charle...	Murray Medwaste SE- Colum...	
2469	08/19/2022	Shipped	Murray MedWaste West- Las ...	Murray MedWaste West-Las C...	Murray MedWaste West- Abu...	
2470	08/30/2022	Shipped	Murray MedWaste West-Phoe...	Murray MedWaste SE- Miami ...	Diversified Waste Management	
2478	08/13/2022	Shipped	Murray MedWaste SE-Jackson...	Murray MedWaste SE- Orlando	Murray MedWaste SE- Orlando	
2480	08/24/2022	Shipped	Murray MedWaste Huntsville ...	Murray MedWaste SE - Charle...	Murray MedWaste SE-Hender...	
2485	08/20/2022	Shipped	Murray Medwaste SE-Ft. Myers	Murray MedWaste SE- Orlando	Murray MedWaste SE- Orlando	
2488	08/16/2022	Shipped	Murray Medwaste SE-Memphis	Murray MedWaste SE-Memphis	Diversified Waste Management	
2489	08/16/2022	Shipped	Murray Medwaste SE-Memphis	Murray MedWaste SE-Memphis	Diversified Waste Management	
2490	08/16/2022	Shipped	Murray MedWaste SE-Jackson...	Murray MedWaste SE- Orlando	Murray MedWaste SE- Orlando	

## Work Status: Shipped - Completed

A batch can be updated to 'Shipping Completed/Received at Destination' once it has been received at the next location. To locate a batch in a shipped status, load the Manifest Consolidation screen using the 'Shipped' Status filter.

### EDIT SERVICE RECORD

**Dr Jones MD**  
1234 Navu Way  
Ste 15  
Hendersonville, TN 37075  
PHONE (555) 555-1234  
CREATED BY Aliena Somers on 10/9/23 8:31 am  
ORDER REASON Additional Service  
SITE NOTE 17% Price Increase Effective 10-01-21 Subject to Minimum Stop Adjustment Eff 7-1-20

WORK ORDER	QTY	SERVICE CODE	WORK TYPE	ORDER TYPE
2264978	1	Manifest Consolidation	TRANSFER	Outbound / Shipping

ORDER NOTES

PO NUMBER	EXTERNAL ID	CONSOLIDATION BATCH

SCHEDULED DATE 10/09/23 Monday

DESTINATION	TRANSPORTER	TRANSPORT METHOD	BILL OF LADING
Curtis Bay Medical Waste Services	Basin Transportation LLC	Truck	

WORK STATUS	EXCEPTION REASON	POSTING STATUS
Shipped - Completed		Pending

Charges 1 Payments Completion Attachments Photos

1. Select the **Transfer Work Order** of the batch that was received at the destination.
2. In the Work Order, update the **Work Status** to 'Shipping Completed/Received at Destination.'

## Attach the Certificate of Destruction

From the Attachments tab, the Certificate of Destruction can be uploaded and saved to the transfer work order. However, if the disposal location has a signature uploaded in *Setup > Operations > Disposal/Ship Location*, a Certificate of Destruction does not need to be attached.

The screenshot displays the 'EDIT SERVICE RECORD' interface. At the top, a blue header contains the title and a close button. Below this, a form displays service details: 'Dr Jones MD' (1234 Navu Way, Ste 15, Hendersonville, TN 37075, Phone: (555) 555-1234), 'WORK ORDER: 2264978', 'QTY: 1', 'SERVICE CODE: Manifest Consolidation', 'WORK TYPE: TRANSFER', and 'ORDER TYPE: Outbound / Shipping'. A 'SITE NOTE' indicates a '17% Price Increase Effective 10-01-21 Subject to Minimum Stop Adjustment Eff 7-1-20'. The 'ORDER NOTES' field is empty. Below are fields for 'PO NUMBER', 'EXTERNAL ID', and 'CONSOLIDATION BATCH'. 'SCHEDULED DATE' is '10/09/23 Monday' and 'DESTINATION' is 'Curtis Bay Medical Waste Services'. 'TRANSPORTER' is 'Basin Transportation LLC' and 'TRANSPORT METHOD' is 'Truck'. 'WORK STATUS' is 'Shipped - Completed' and 'POSTING STATUS' is 'Pending'. A navigation bar at the bottom includes 'Charges', 'Payments', 'Completion', 'Attachments' (highlighted with a red box), and 'Photos'. A red arrow points from a green '+' icon in the attachments table to a popup window titled 'ADD ATTACHMENT TO SERVICE RECORD'. The popup has fields for 'ATTACH FILE' (with a 'BROWSE PDF.' button), 'EXTERNAL ID', 'DISPLAY IN ACCOUNT PORTAL' (checkbox), and 'INCLUDE WITH INVOICE' (checkbox), and an 'UPLOAD' button at the bottom.

## Upload Certificate

1. Open the **Transfer Work Order** from the Manifest Consolidation screen.
2. Select the **Attachments** tab.
3. Click on the green '+' icon to open the '**Add Attachment To Service Record**' popup.
4. Select **Browse PDF** to search for the Certificate of Destruction in a local file on your computer.
5. Enter an **External ID** to identify the document.
6. Optional: Select the 'Display in Account Portal' checkbox and the receipt will be available in the Customer Portal.
7. Optional: Select the 'Include with Invoice' checkbox and the receipt will be included with the invoice.
8. Select **Upload** when finished. If the document has uploaded successfully it will display as a line item on the screen of the Attachments tab.

## Certificate of Destruction vs Uploaded Signature

If a disposal location had a signature uploaded in *Setup > Operations > Disposal/Ship Location*, the signature and printed name will display in the Destination section. If the disposal location does not have a signature uploaded and a Certificate of Destruction was attached, it will append to the end of the manifest.

DESTINATION	<b>Destination Facility #1 - Name and Address</b> [Redacted] Vernon, CA 90058-4207 Telephone # [Redacted] State Permit ID # [Redacted] Consolidation Tracking ID# 3207	<b>Destination Facility#2 - Name and Address</b> Baytown, TX 77523-9604 Telephone # [Redacted] State Permit ID # [Redacted] Consolidation Tracking ID# 3208	<b>Destination Facility#3 - Name and Address</b> Fowler, CA 93625-9513 Telephone # [Redacted] State Permit ID # [Redacted] Consolidation Tracking ID# 3209	
	<b>Certification of Receipt</b> Print Name [Redacted] Date Apr 11, 2023 Signature <i>Sam E</i>	<b>Certification of Receipt</b> Print Name Matthew Van Doren Date Apr 14, 2023 Signature <i>[Signature]</i>	<b>Certification of Receipt</b> Print Name [Redacted] Date Apr 14, 2023 Signature The resource of this report item is not reachable.	
	<b>Certification of Destruction</b> Print Name [Redacted] Date Apr 14, 2023 Signature <i>Sam E</i>	<b>Certification of Destruction</b> Print Name Matthew Van Doren Date Apr 14, 2023 Signature <i>[Signature]</i>	<b>Certification of Destruction</b> Print Name [Redacted] Date Apr 14, 2023 Signature The resource of this report item is not reachable.	
	I certify that I have been authorized to accept untreated medical wastes and that I have received the above indicated wastes in accordance with the requirements outlined in that authorization. On behalf of the treatment facility, this is to certify that all medical wastes have been treated in accordance with all applicable regulations.			
Discrepancy				

CUST.	<b>Customer Acknowledgement:</b> I acknowledge that above referenced services have been satisfactorily collected and completed as contracted.
	Full Name _____ Date _____ <small>Print / Typed Name Signature</small>
<h2>Certificate of Destruction and Recycling</h2> <p>This is to certify that all documents collected from the above listed customer for destruction were destroyed and will be recycled in accordance with all applicable federal, state and local regulations. All reasonable precautions were taken to prevent any unauthorized third party from gaining access to the materials while in our possession to final disposition.</p>	
<b>Destruction Certified By:</b>	
Full Name _____ Date _____ <small>Printed Name Signature</small>	_____ <small>Date</small>
Location of Destruction: Destruction Location	

## Enter Receipt Date and Destruction Date

Select the Completion tab and enter a Transfer Receipt Date and Destruction Date. If these fields are not populated, the transfer information will not display on the printed Manifest. In addition, a Destruction Date is required to post the work order.

? X
**EDIT SERVICE RECORD**

<b>Dr Jones MD</b> 1234 Navu Way Ste 15 Hendersonville, TN 37075 <b>PHONE</b> (555) 555-1234 <b>CREATED BY</b> Aliena Somers on 10/9/23 8:31 am <b>ORDER REASON</b> Additional Service <b>SITE NOTE</b> 17% Price Increase Effective 10-01-21 Subject to Minimum Stop Adjustment Eff 7-1-20	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>WORK ORDER</th> <th>QTY</th> <th>SERVICE CODE</th> <th>WORK TYPE</th> <th>ORDER TYPE</th> </tr> <tr> <td>2264978</td> <td>1</td> <td>Manifest Consolidation</td> <td>TRANSFER</td> <td>Outbound / Shipping</td> </tr> </table> <b>ORDER NOTES</b> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>PO NUMBER</th> <th>EXTERNAL ID</th> <th>CONSOLIDATION BATCH</th> </tr> <tr> <td></td> <td></td> <td>Scan Consolidat</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>SCHEDULED DATE</th> <th>DESTINATION</th> </tr> <tr> <td>10/09/23 Monday</td> <td>Curtis Bay Medical Waste Services</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>TRANSPORTER</th> <th>TRANSPORT METHOD</th> <th>BILL OF LADING</th> </tr> <tr> <td>Basin Transportation LLC</td> <td>Truck</td> <td></td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>WORK STATUS</th> <th>EXCEPTION REASON</th> <th>POSTING STATUS</th> </tr> <tr> <td>Scheduled</td> <td></td> <td>Pending</td> </tr> </table>	WORK ORDER	QTY	SERVICE CODE	WORK TYPE	ORDER TYPE	2264978	1	Manifest Consolidation	TRANSFER	Outbound / Shipping	PO NUMBER	EXTERNAL ID	CONSOLIDATION BATCH			Scan Consolidat	SCHEDULED DATE	DESTINATION	10/09/23 Monday	Curtis Bay Medical Waste Services	TRANSPORTER	TRANSPORT METHOD	BILL OF LADING	Basin Transportation LLC	Truck		WORK STATUS	EXCEPTION REASON	POSTING STATUS	Scheduled		Pending
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Charges <sup>1</sup>
Payments
Completion
Attachments
Photos

TRANSFER RECEIPT DATE	DESTRUCTION DATE

No Driver Signature / No Customer Signature

**COMPLETION/EXCEPTION NOTES**

Select Print Format 
SAVE

## Post Work Order

Once the transfer work order is in a 'Shipping Completed/Received at Destination' status, and the Transfer Receipt Date and Destruction Date fields have been populated, the Posting Status for the work order can be changed to 'Posted.' This will also update the batch's status in the Manifest Consolidation screen to 'Posted.'



If the batch included items that will be transferred to another location for destruction, once posted, a new batch is created for the transfer items.

? X
**EDIT SERVICE RECORD**

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Charges <sup>1</sup>
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TRANSFER RECEIPT DATE	DESTRUCTION DATE
10/09/23 Monday <input type="button" value="Q"/>	10/09/23 Monday <input type="button" value="Q"/>

No Driver Signature / No Customer Signature

## Additional Transfers

Once a transfer work order is posted, any item that is still in transit to its final destination for destruction will be added to an Open batch in Manifest Consolidation. The original work order associated with items included in another transfer batch will be updated to display the corresponding transfer batch ID in the Consolidation section of the Labels tab.



To view the open batches, update the Manifest Consolidation screen status to 'Open.' Continue with the same process as before until all items have reached their final destination.

SOURCE:  DESTINATION:  STATUS:   17 / 0.02 lbs

BATCH ID	SHIP DATE	STATUS	SOURCE	TRANSPORTER	DESTINATION	NOTE	COUNT	WEIGHT LBS	TRANSFER WO #
3223		Open	Navu Medwaste SE- ...		Navu MedWaste SE- ...		0	0.00	
3232	04/28/2023	Open	Navu MedWaste Lo...	Healthwise Services	Navu Medwaste We...		0	0.00	
3250		Open	Navu MedWaste SE-...		Curtis Bay- Maryland		1	11.92	

**VIEW SERVICE RECORD**

WORK ORDER	QTY	SERVICE CODE	WORK TYPE	ORDER TYPE	MATERIAL
2258394	1	Regulated Medical Waste Services	RMW5VC	On Call	RMW

**ORDER NOTES**

**CREATED BY**  
 Paul Gonzalez on 10/3/23 1:42 pm

**ORDER REASON**

**ACCESS**  
 48-4.5gal on 2nd floor.  
 50-2.5g on 4th floor

**SCHEDULED DATE**: 10/03/23 Tuesday    **ROUTE**: CA-501    **SEQUENCE**: 0    **DESTINATION / ORIGIN**:

**WORK STATUS**: Service Completed    **EXCEPTION REASON**:     **POSTING STATUS**: Pending

Update History Paul Gonzalez on 10/3/23 3:44 pm

GROUP  TOTAL WEIGHT  MINUS EQUIPMENT DEDUCTION    HIDE SCANNED LABELS

LABEL	CHARGE CODE	EQUIPMENT TYPE	TARE WEIGHT	GROSS WEIGHT	NET WEIGHT	MANUAL SCAN WEIGHT	SCAN LOCATION	CONSOLIDATION		
								BATCH 1	BATCH 2	BATCH 3
<input type="checkbox"/>	2258394-9997...	17gal RMW/S...	17gal BIO/SH...	20	20	M	Trilogy Medwa...	3268		
<input type="checkbox"/>	2258394-9997...	31gal Non-H...	31gal Non-H...	14	25	11	M	Trilogy Medwa...	3268	3269
<input checked="" type="checkbox"/>	2258394-9997...	31gal Non-H...	31gal Non-H...	14	22	8	M	Trilogy Medwa...	3268	3269
<input type="checkbox"/>	2258394-9997...	31gal Path R...	31gal Path R...	14	21	7	M	Trilogy Medwa...	3268	3264
<input type="checkbox"/>	2258394-9997...	31gal Trace/C...	31gal Trace/C...	14	23	9	M	Trilogy Medwa...	3268	3269
<input type="checkbox"/>	2258394-9997...	31gal Trace/C...	31gal Trace/C...	14	18	4	M	Trilogy Medwa...	3268	3269
<input type="checkbox"/>	2258394-9997...	43gal Path R...	43gal Path R...	17	19	2	M	Trilogy Medwa...	3268	3264