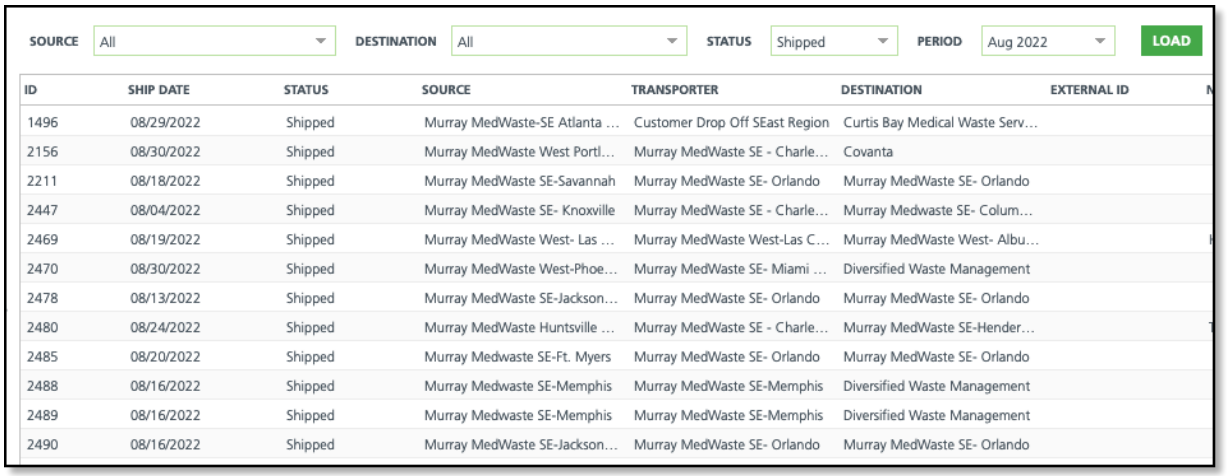
Shipment Receipt and Processing (Manifest Consolidation)

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

Pathway: *Operations > Manifest Processing > Manifest Consolidation*

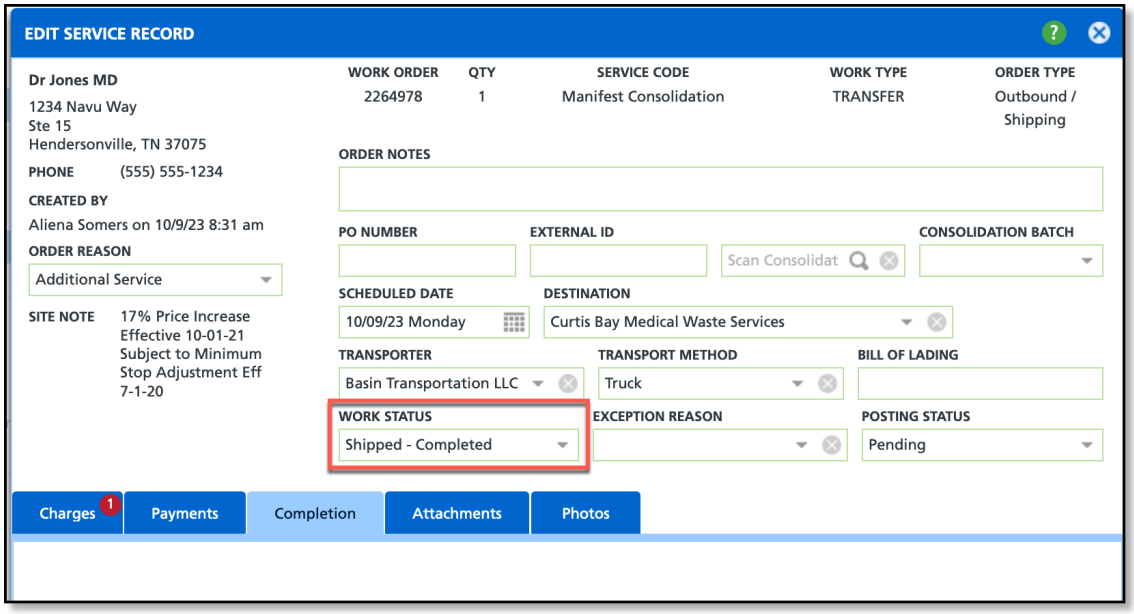
Manifest Consolidation is the process of combining waste material into one manifest for transport to an offsite location where it will be destroyed. This article details the process once an item has reached its final destination.



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- Albu…	
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*

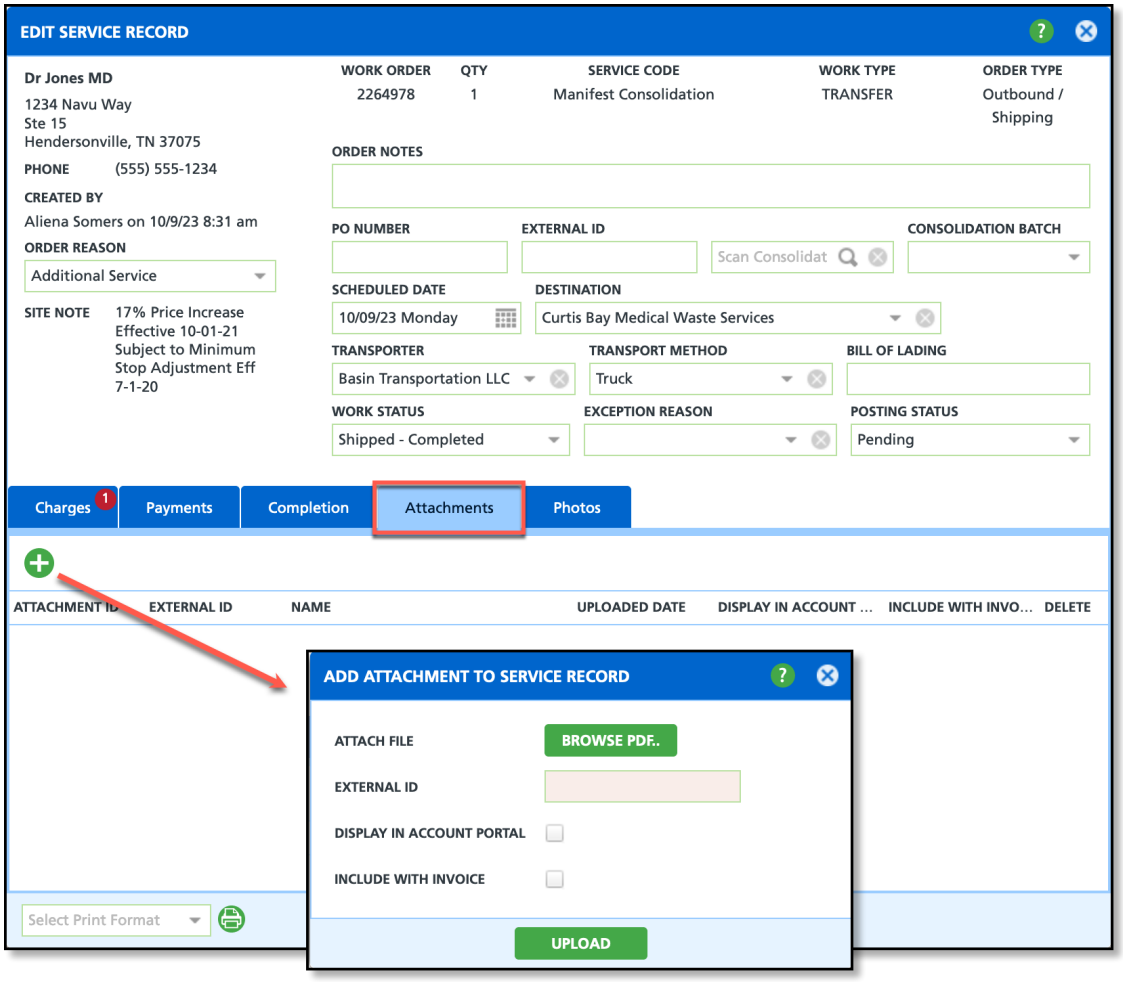
A batch can be updated to 'Shipping Completed/Received at Destination' once it has been received at the next location. To locate a batch in a shipped status, load the Manifest Consolidation screen using the 'Shipped' Status filter.



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.



Upload Certificate

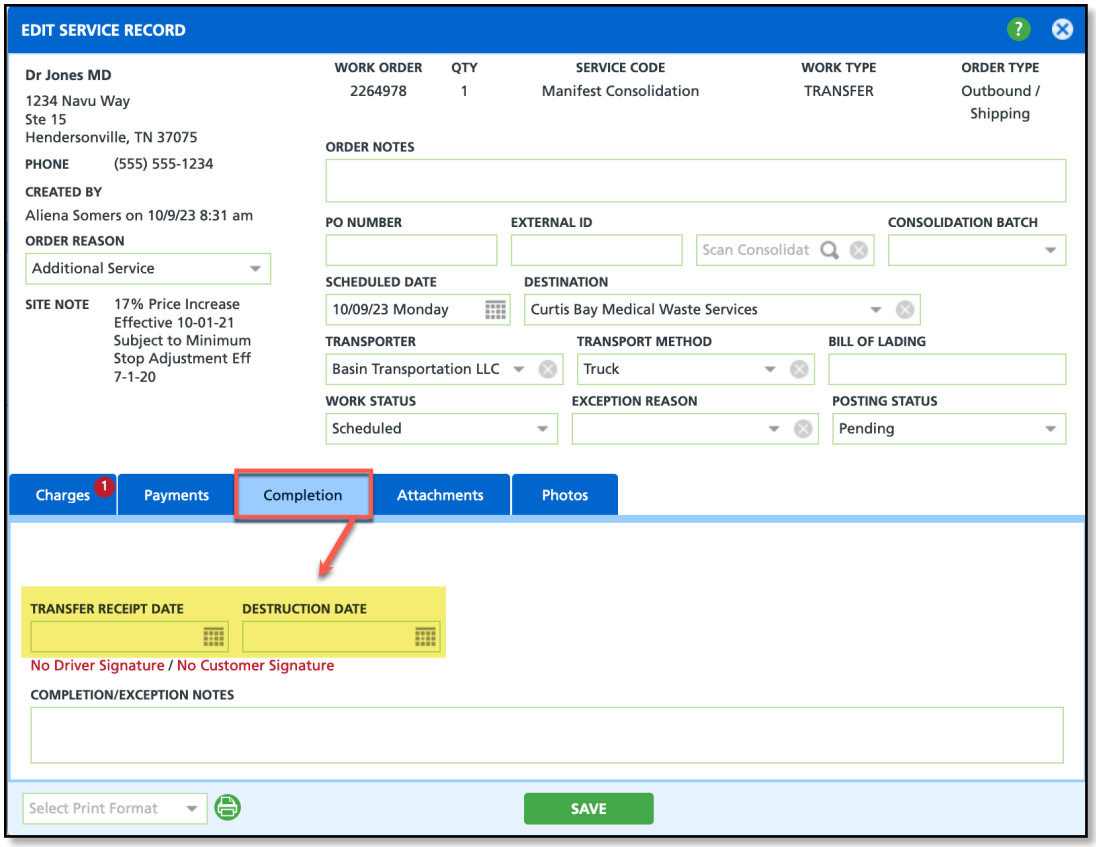
1. Open the **Transfer Work Order** from the Manifest Consolidation screen.
2. Select the **Attachments** tab.
3. Click on the green '+' icon to open the '**Add Attachment To Service Record**' popup.
4. Select **Browse PDF** to search for the Certificate of Destruction in a local file on your computer.
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.

Enter Receipt Date and Destruction Date

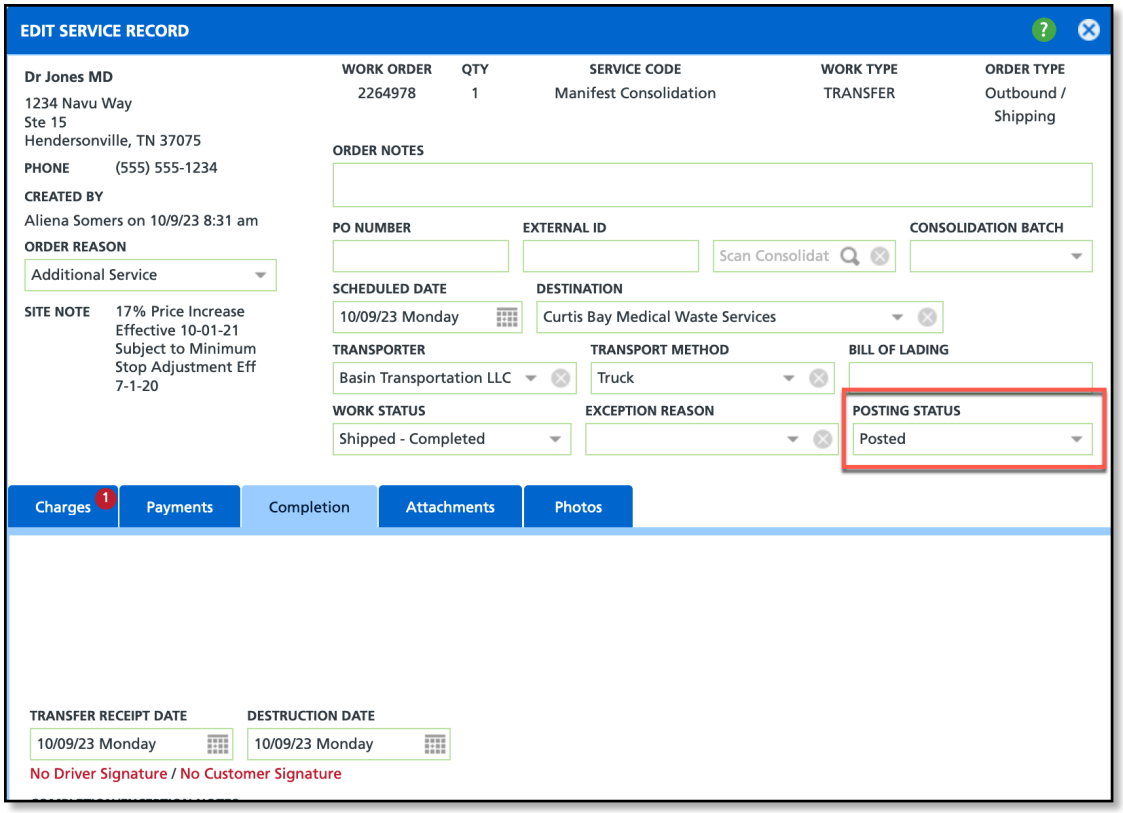
Select the Completion tab and enter a Transfer Receipt Date and Destruction Date. If these fields are not populated, the transfer information will not display on the printed Manifest. In addition, a Destruction Date is required to post the work order.



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.'

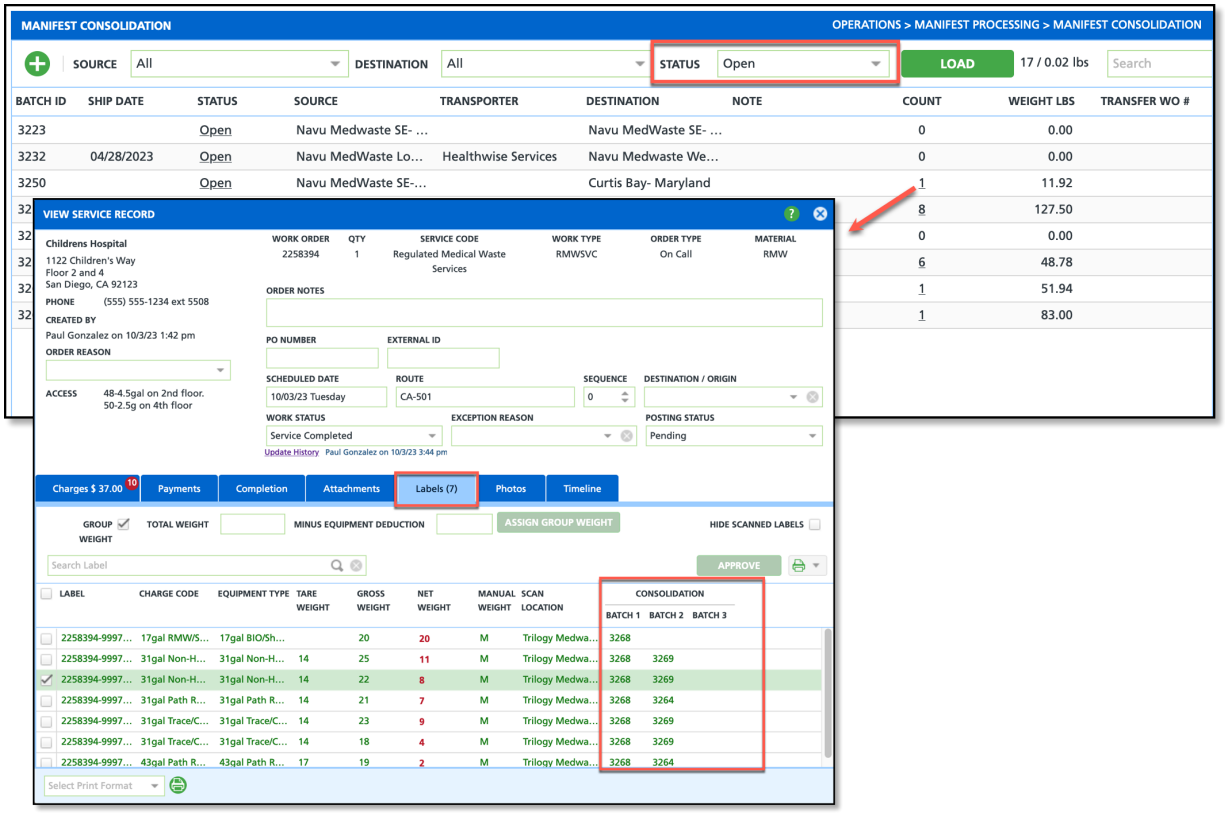
If the batch included items that will be transferred to another location for destruction, once posted, a new batch is created for the transfer items.



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.


MANIFEST CONSOLIDATION
OPERATIONS > MANIFEST PROCESSING > MANIFEST CONSOLIDATION
SOURCE All
DESTINATION All
STATUS Open
LOAD
17 / 0.02 lbs
Search
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
8 127.50
0 0.00
6 48.78
1 51.94
1 83.00
VIEW SERVICE RECORD
Childrens Hospital
1122 Children's Way
Floor 2 and 4
San Diego, CA 92123
PHONE (555) 555-1234 ext 5508
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
WORK ORDER 2258394
QTY 1
SERVICE CODE Regulated Medical Waste Services
WORK TYPE RMWSVC
ORDER TYPE On Call
MATERIAL RMW
ORDER NOTES
PO NUMBER
EXTERNAL ID
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
Charges $ 37.00 10
Payments
Completion
Attachments
Labels (7)
Photos
Timeline
GROUP WEIGHT
TOTAL WEIGHT
MINUS EQUIPMENT DEDUCTION
ASSIGN GROUP WEIGHT
HIDE SCANNED LABELS
Search Label
APPROVE
LABEL CHARGE CODE EQUIPMENT TYPE TARE WEIGHT GROSS WEIGHT NET WEIGHT MANUAL WEIGHT SCAN LOCATION CONSOLIDATION BATCH 1 BATCH 2 BATCH 3
2258394-9997… 17gal RMW/S… 17gal BIO/Sh… 20 20 M Trilogy Medwa… 3268
2258394-9997… 31gal Non-H… 31gal Non-H… 14 25 11 M Trilogy Medwa… 3268 3269
2258394-9997… 31gal Non-H… 31gal Non-H… 14 22 8 M Trilogy Medwa… 3268 3269
2258394-9997… 31gal Path R… 31gal Path R… 14 21 7 M Trilogy Medwa… 3268 3264
2258394-9997… 31gal Trace/C… 31gal Trace/C… 14 23 9 M Trilogy Medwa… 3268 3269
2258394-9997… 31gal Trace/C… 31gal Trace/C… 14 18 4 M Trilogy Medwa… 3268 3269
2258394-9997… 43gal Path R… 43gal Path R… 17 19 2 M Trilogy Medwa… 3268 3264
Select Print Format