## VANDERBILT VUNIVERSITY

## Delivery Receiving Tracked Items

## MEDICAL CENTER

Learn how to receive and putaway tracked items.

At this point, bulk buy items are physically delivered to their inventory location. Ordering and receiving are generated in Workday, and delivery receipts must be manually created so that the items can be added to the tracked inventory location in point of use.

- 1. Enter the resource.
  - a. On a desktop, navigate to POU (SMS) Transactions and Queries and select **Delivery Receiving**.
  - b. On a mobile device, navigate to Point of Use Administration > Mobile POU (SMS) and select **Delivery Putaway**.
- 2. Select Create.
- 3. Enter the Source Location (Vendor) and Destination Location.
- 4. Select Continue.
- 5. Scan the item's GTIN or enter the Workday Item Number in the **Requested Item** field.
- 6. Enter Expiry Date and Serial Number.
  - a. If the GTIN is scanned, the expiry date and serial number will populate automatically.
  - b. If the Workday item number was manually entered, the expiry date and serial number must be manually entered.
- 7. Select Continue.
- 8. Affix the Tracked ID barcode label to the upper right-hand corner of the package.
- 9. Repeat steps 5-8 until all items have been added to the delivery receipt.
- 10. Select Putaway.
- 11. Scan each item's barcode, tracking number, or bin location for putaway confirmation.
- 12. Once all items have been putaway, the system will return a "Putaway successful." message. Select **OK** to finish.



Requested Item	100615	5				Q
	CATHETER H	EM-STALYSIS A	DULT 14.5FR L3	1CM		
Input Quantity	1					
	EA					Q
	EA					
Item Cost in Base UOM	0.00000					
	(\$0.00/Value o	f Receipt) 0				
Lot Details						
Lot Details					0	
Lot Expiry Date		Q	12/31/2026	in the	3 - Available	
Serial Number Tracking	g				$\odot$	
Missing 0						
wissing 0						
Needed 1						
Specified 1						
Add						
Remo	ove					
By Se	erial Number					
Ontin	l blumbara 00	00				
Sena	a numbers 88	00				
		_				
	A	ld				
Show L	List Clear List					