

Delivery Receiving Tracked Items

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.

 Putaway successful.