

EXTERNAL SUPPLY ORDER PROCESS

Receive and putaway deliveries to their inventory location.

Receive Delivery

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 and Destination Location. Select **Continue**.
4. Scan the item's GTIN or enter the Workday Item Number in the Requested Item field.

5. 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.
6. Select **Continue**.
7. Repeat steps 5-7 until all items have been added to the delivery receipt.

Putaway Delivery

8. Select **Putaway**.
9. Scan each item's barcode, tracking number, or bin location.
10. Once all items have been putaway, the system will return a "Putaway successful." message. Select **OK** to finish.