



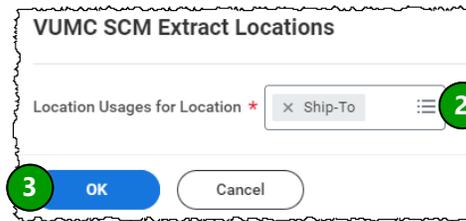
VUMC SCM Extract Locations Report

When creating a requisition in Workday, the Deliver-To and Ship-To locations must be related to each other within the location hierarchy. The **VUMC SCM Extract Location** report will assist users to find which Deliver-To addresses are related to their Ship-To address. This guide will outline how to run and filter this report in Workday.

Run the VUMC SCM Extract Locations report

From your Workday homepage:

1. Search for **VUMC SCM Extract Locations** and select the **Report**.
2. Select **Ship To** from the **Location Usages** menu.
3. Select **OK**.
4. Ship-To locations display in the Location column on the report.
5. Related Deliver-To locations will display within each Ship-To location listed. Click **+ More** to view any additional address for a location



Reference ID	Location 4	Location Usage	Location Type	Location Identifier	Location Hierarchies	Superior Location	Primary Address	Primary Address - Full	Ship-To Location	Deliver-To Location
LOC00681	100 W 4TH ST (LOC00681)	Business Asset Business Site Ship-To	Ship-To		Ship-To Locations Hierarchy		02443 Maple Lane	02443 Maple Lane COOKEVILLE, TN 38501		VANDERBILT CHILDREN'S CLINIC STE 320 (LOC12388)
LOC00606	1000 S 12TH ST (LOC00606)	Business Asset Business Site Ship-To	Ship-To		Ship-To Locations Hierarchy		14107 Maple Lane	14107 Maple Lane MURRAY, KY 42071		
LOC00648	1003 RESERVE BLVD (LOC00648)	Business Asset Business Site Ship-To	Ship-To		Ship-To Locations Hierarchy		64359 Maple Lane	64359 Maple Lane SPRING HILL, TN 37174		CL-VMG SPRING HILL COLORECTAL SURGERY STE 320 (LOC12686) MAURY REGIONAL AFTER HRS CLINIC STE 415 (LOC15715) SPRING HILL PEDIATRIC STE 320 (LOC10714) VANDERBILT CHILDREN'S AFTER HRS CLINIC SPRING HILL STE 110B (LOC10714) VANDERBILT CHILDREN'S CLINIC STE 320 (LOC10714) VANDERBILT CHILDREN'S CLINIC STE 320 (LOC10703) More (6)
LOC00589	101 MANGUBAT DR (LOC00589)	Business Asset Business Site Ship-To	Ship-To		Ship-To Locations Hierarchy		37948 Maple Lane	37948 Maple Lane WAYNESBORO, TN 38485		FAMILY HEALTH GROUP 3RD FLOOR (LOC10841)
LOC00671	1015 DAVIDSON DR (LOC00671)	Business Asset Business Site Ship-To	Ship-To		Ship-To Locations Hierarchy		55043 Maple Lane	55043 Maple Lane NASHVILLE, TN 37209		



VUMC SCM Extract Location Report

Once you run the report, you can filter by location to more easily determine the related Deliver-To locations.

Filter the VUMC SCM Extract Locations report

From the generated results:

1. Click the **grey column header** of the column you wish to filter on.
2. Set your **Filter Condition** and **Value** in the filter options box. **Note:** You can select locations from the list or enter text to filter by.
3. Click **Filter** to display results.

Change Display Columns in the Report

From the generated results:

1. Select the **view/edit grid** icon at the top of the report.
2. Drag and drop the columns listed into the desired order.
3. Select on the column name to see options to show/hide, reorder, or freeze a column. Freeze a column by checking the box or by dragging that column to the “freeze column” section. This will freeze the column on the left when scrolling.
4. Select **Apply**. **Note:** Use **Reset** to revert back to the default settings of the report.

