

VUMC BUSINESS EDUCATION



## **Create a Supply Recall**

After a recall has been recorded in OneRecall, a web-based service that tracks product recalls, the recall can then be logged in Workday. Follow the steps below to Create a Supply Recall within Workday.

	Create a S	Q Create Recal					$\otimes$	
1.	. Search and select <b>Create Recall</b> in the <b>search Bar</b> .				Creat	e Recall		
2.	Enter the <b>Manufacturer Name</b> and any other necessary information in the <b>Create Recall</b> form.				Task			×
3.	Select <b>OK</b> .					Create Recall		
4.	Select Add.					Recall Reference Number		
5.	Enter the <b>Item Name</b> and any other necessary details on the <b>Recall Line</b> form.			(	2	Manufacturer Name Distributor	*	
6.	Scroll down to add any ad Recall Details section.	<b>tails</b> in the			Recall Description Reason for Recall Date Received	MM/DD/YYYY Ē		
7.	Select <b>Select Files to</b> attac recall.	related to the			FDA Date Transaction Date Range On or After	MM/DD/YYYY 🖆 08/11/2021 🛱		
8.	Add a comment if necessa	it.			Transaction Date Range On or Before	MM/DD/YYYY		
	Create Recall Details Attachme 4 Add	ents Items	5 Add Recall Item Nam Item Desc Manufact	Line e rription urer Part Nu	ımber	¢		
6	Recall Details  Manufacture From Date  MM/DD/YYYY		Matched I	tems		(empty)		
			Item					~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
	Manufacture To Date MM/DD/YYYY		Item Iden Matched I	tifier Manufactur	er	(empty)	Drop files here	
	Serial Number Universal Part Number		7 Select files					
	Global Trade Item Number National Drug Code							
	tem Tags (empty) Recall Line Memo		8 54	bmit	Save	for Later Close		

**QUESTIONS?** 

Please email <u>BusinessEducation@vumc.org</u>.