



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 Supply Recall
1. Search and select **Create Recall** in the **search Bar**.
 2. Enter the **Manufacturer Name** and any other necessary information in the **Create Recall** form.
 3. Select **OK**.
 4. Select **Add**.
 5. Enter the **Item Name** and any other necessary details on the **Recall Line** form.
 6. Scroll down to add any additional **optional details** in the **Recall Details** section.
 7. Select **Select Files** to attach any **optional files** related to the recall.
 8. Add a comment if necessary, and select **Submit**.

QUESTIONS?

Please email BusinessEducation@vumc.org.