## **Capture a Goods Delivery**

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workday.



When items are delivered to their drop off location, the VUMC receiver must capture the goods delivery. This acts as proof that the items were correctly delivered and requires the individual to sign off on the delivery. Goods Delivery Tickets are generated for all receipts by Central Receiving. The Goods Delivery Capture process is generated for all PO Types EXCEPT Tecsys purchase orders. Follow the steps below to create a Goods Delivery Ticket:

	Capture a Goods Delivery		
1.	Search and select the Capture Goods Delivery task.	Q Capture Goods Delivery	$\otimes$
2.	Select the correct <b>Goods Delivery</b> from the <b>Goods</b> <b>Delivery Run</b> field.	1 Capture Goods Delivery Task	
3.	Select the appropriate <b>Delivery Action</b> .		
4.	Select <b>OK</b> .		×
5.	Review the Edit Goods Delivery Group Run Line.		
6.	Make sure the Quantity Accepted is correct and	Deliver-To :=	
	does not exceed the Quantity to Deliver.	Goods Delivery Group	
7.	Choose Select Files to add an optional attachment.	2 Goods Delivery Run * Bearch :=	
8.	Select Next.	Delivery Action	
		Confirm Delivery	
	Edit Goods Delivery Group Run Line	Attempt Delivery	
	5 Item 100-BATTERY ALKALINE D LE Description BATTERY D	4 OK Cancel	
	Quantity to Deliver       10 Box       Quantity Accepted       10         Reason       III       IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII		
		7 Drop files here a Select files 8 Next	

## **QUESTIONS?**

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	Capture a G	ioods Delivery.		
9.	Enter the correct nam	ne in the <b>Signee</b> field.	Capture Proof	
10.	Add an optional Men	10.		
11.	Select the Select Files	button to upload an <b>optional</b>	Received By × Artie Fischel (1111111) :=	
	File, as shown previou	usly.	Deliver-To × Mount Juliet, TN …	
12.	Select <b>OK</b> .		9 Signee Artie Fischel	
13.	On the final page you <b>Comment</b> .	can enter an <b>optional</b>	10 Memo Delivered 8/8/22	
14.	Select <b>Submit</b> .		11 pexels-rodnae-productions-7363116.jpg Successfully Uploaded!	
			Confirm Delivery Coods Delivery Run GDT0000033-1 Open	
	Capture Pro	of	12 ОК (	Cancel
	Received By	Artie Fischel (1111111)		
	Deliver-To	Ø Mount Juliet, TN		2
	Signee	Artie Fischel		
	Memo	Delivered 8/8/22		2000
	Goods Delivery Run	GDT0000033-1 Open		
	13 enter your co	omment	سام معاد المحالي المحال	
			14 Submit	Close

## QUESTIONS?

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