Capture a Goods Delivery

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.

2. Select the correct **Goods Delivery** from the **Goods Delivery Run** field.

3. Select the appropriate **Delivery Action**.

4. Select **OK**.

5. Review the **Edit Goods Delivery Group Run Line**.

6. Make sure the **Quantity Accepted** is correct and does not exceed the **Quantity to Deliver**.

7. Choose **Select Files** to add an optional attachment.

8. Select **Next**.

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9. Enter the correct name in the **Signee** field.

10. Add an **optional Memo**.

11. Select the **Select Files** button to upload an **optional File**, as shown previously.

12. Select **OK**.

13. On the final page you can enter an **optional Comment**.

14. Select **Submit**.

Capture Proof

Received By	× Artie Fischel (1111111)
Deliver-To	× Mount Juliet, TN
Signee	Artie Fischel
Memo	Delivered 8/8/22

pexels-rodnae-productions-7363116.jpg
✓ Successfully Uploaded!

Confirm Delivery ✓

Goods Delivery Run   GDT0000033-1 Open

OK   **Cancel**

Capture Proof

Received By	Artie Fischel (1111111)
Deliver-To	⊙ Mount Juliet, TN
Signee	Artie Fischel
Memo	Delivered 8/8/22
Goods Delivery Run	GDT0000033-1 Open

enter your comment

Submit   **Close**