

VANDERBILT 💱 UNIVERSITY

MEDICAL CENTER

HANDHELD: DELIVERY RECEIVING

While Regular Supplies are only received in Workday, reception of Tracked Items and Tissue is performed in Workday <u>and</u> Tecsys to condition the items and generate unique barcode labels in Tecsys that will follow the items throughout their lifecycle. To receive a delivery in Tecsys, the Delivery Status must be "In Transit". Follow the steps below to receive deliveries in Tecsys.

RECEIVING TRACKED ITEMS

1. Within the **Delivery Management** resource on the handheld, open **Delivery Receiving.**

2. Identify the delivery to be received by entering in available information. In this example, the **Delivery Number** is used.

3. If receiving the full delivery, **Scan** each item and input the quantity received. Complete Lot, Expiry, and other fields as applicable.

4. Select **Continue** to print the barcode for that item and move to the next item on the delivery.

5. Continue scanning all items being received. Once complete, deliver the items to the appropriate location. If they are already delivered to the appropriate location, the Putaway process can be initiated.

Note: Select More Actions

> Show Lines to see all items on a delivery. Line items from a delivery can then be received individually or all at once.

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	Create New					
	Cancel					
	Reset					
	Show Lines					
Putaway	$\equiv$ More Actions					

<u>iii tecsys</u> **Delivery Receiving** + Supply Management Delivery Management 1 Delivery Receiving Delivery Putaway Shipment Identifier Two-Bin Management Package Identifier + Case Inventory Manager Session Parameters 2 Delivery 1173 Source Location Supply Area **III tecsys** Delivery Receiving > Modify **Delivery Receiving** Delivery Line Number 1 Delivery 1173 Item 131172 SYS EXTN ALEXIS CES MINI GTM17 TRIAL Input Quantity 6 3 Lot 7000 Expiry Date 2/22/2022 Item Cost in Base UOM 475.00000 (\$2850.00/Value of Receipt) Package Integrity Verified Yes No Temperature Within Range Yes No Missing 0 Needed 0 Continue Specified 0 Serial Input Widget

Note for Desktop Users: To quickly retrieve the tracked Item
Number of your item(s), navigate to the Tracking Log, search by
your username in the <b>Modified By</b> field, then take note of the
tracked item number assigned.

ome > Search > Tr	acking Log > Search			
racking Log				
Search Criteria  🗎	Save Field Values	🕂 More		
Tracked Item		7	Expiry Date	
RFID Tag		Ŷ	Tracked Item Status	
Location		<b>Y</b> Q	Tracked Item Status On	
Item		<b>7</b> Q	Last Event	
Serial Number		Y	Last Event On	_
Lot		<b>Y</b> Q	Modified By girdlej	р
				-
Records 1-2 of 2	🖶 🔝 📃 🛛 Repi	rint Label		

## HANDHELD: DELIVERY RECEIVING

VANDERBILT VUNIVERSITY MEDICAL CENTER

Follow the steps below to receive Tissue in Tecsys.



QUESTIONS?

Lot

Records 1-4 of 4 | 🖶 👩 🚍 |

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Reprint Label

131172

458

Modified By girdlejp

SYS EXTN ALEXIS CES MINI GTM17 TRIAL

note of the tracked item number assigned.