

## HANDHELD: DELIVERY RECEIVING

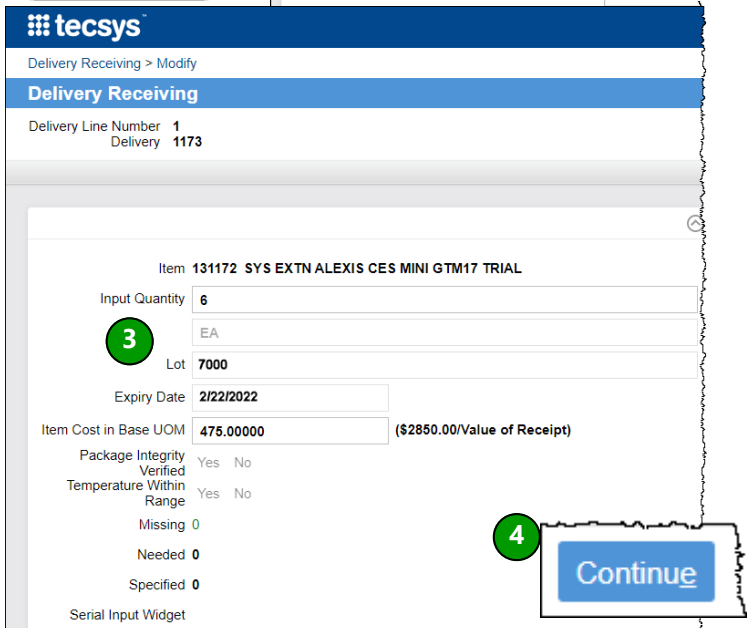
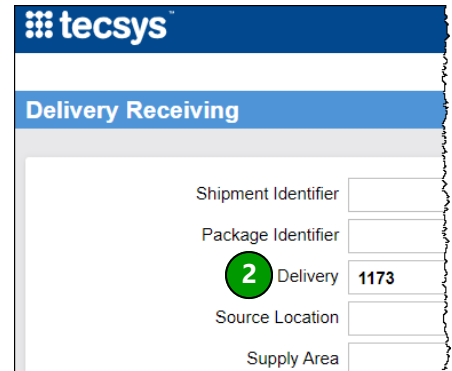
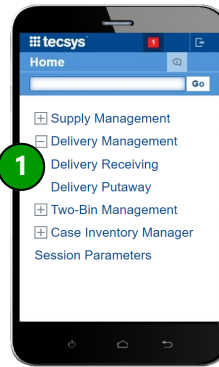
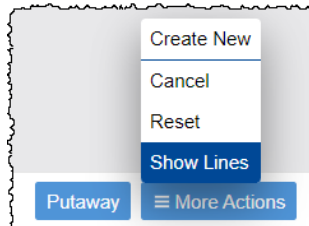
While Regular Supplies are only received in Workday, reception of Tracked Items and Tissue is performed in Workday and Tecsys to condition the items and generate unique barcode labels in Tecsys that will follow the items throughout their lifecycle. To receive a delivery in Tecsys, the Delivery Status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

### RECEIVING TRACKED ITEMS

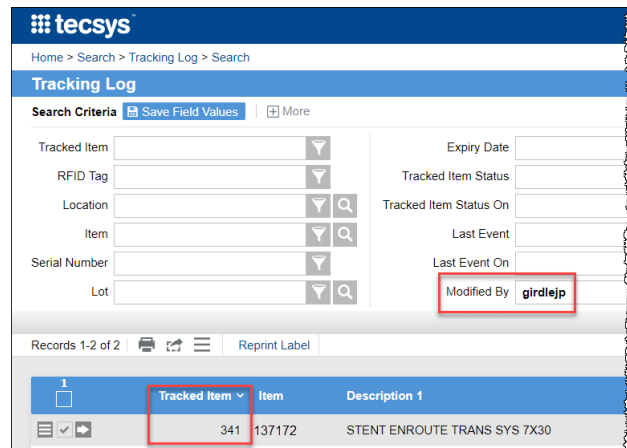
1. Within the **Delivery Management** resource on the handheld, open **Delivery Receiving**.
2. Identify the delivery to be received by entering in available information. In this example, the **Delivery Number** is used.
3. If receiving the full delivery, **Scan** each item and input the quantity received. 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.



**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 **Modified By** field, then take note of the tracked item number assigned.



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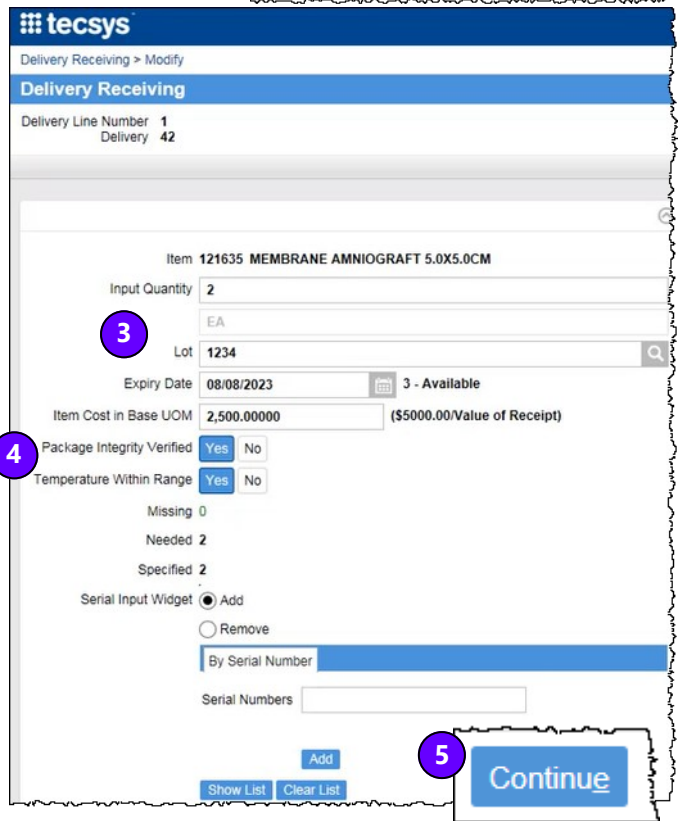
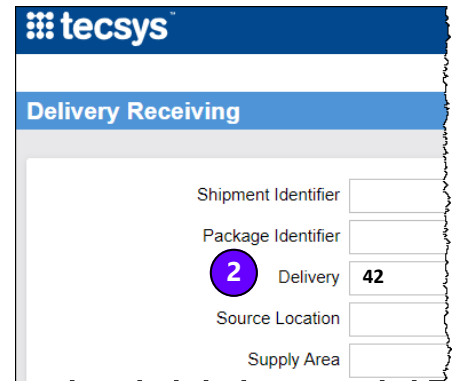
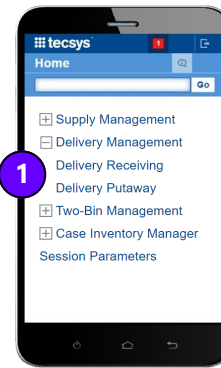
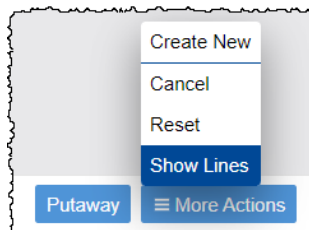
Follow the steps below to receive Tissue in Tecsys.

### RECEIVING TISSUE

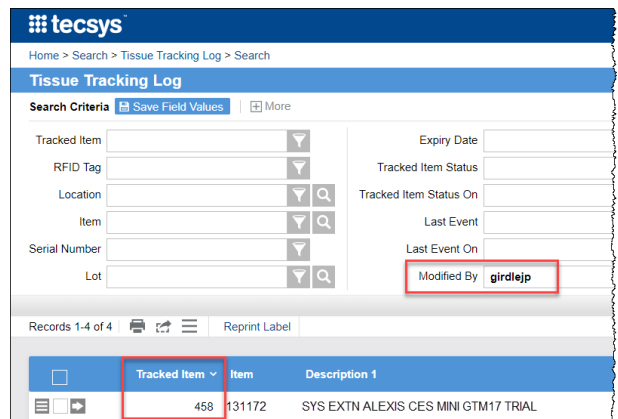
1. Within the **Delivery Management** resource on the handheld, open **Delivery Receiving**.
2. Identify the delivery to be received by entering in available information. In this example, the **Delivery Number** is used.
3. If receiving the full delivery, **Scan** each tissue and input the quantity received. Complete Lot, Expiry, and other fields as applicable.
4. Confirm the **Package Integrity** and **Temperature Within Range** fields by selecting "Yes" or "No" for the Tissue being received.
5. Select **Continue** to print the barcode for that item and move to the next item on the delivery.
6. 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.



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



### QUESTIONS?

Please email [BusinessEducation@vumc.org](mailto:BusinessEducation@vumc.org).