

VANDERBILT 💱 UNIVERSITY

MEDICAL CENTER

DESKTOP: MANAGE SUPPLY ORDERS (PERPETUAL INVENTORY)

Supply orders are usually created based on item usage, adjustments or a scheduled supply order generation process.

If a manual intervention is required, create a supply order for the specific location and item.

Follow the steps below to create, modify and approve supply orders for perpetual inventory.

<u>iii tecsys</u> **CREATE SUPPLY ORDER** Home > Supply Orders > Create 1 1. After launching the Supply Orders resource, select Supply Orders Create. 2. Confirm, modify, or define the order Source Location, Source Location 0000503389-001 Destination Location, Item, Order Quantity and MEDTRONIC USA INC UOM. Destination Location 2011750000B40 VUAH3 OR OR8 RM OR8 3. Set the replenishment as **Critical >Yes** and select Item 123774 Continue. CATH ANGIO INTCRAN REFLX 6X115 Order Quantity UOM 4 FΑ 4. Select Submit to send supply order. 3 Critical Yes Continue Submit **III tecsys MODIFY REORDER GROUP SCHEDULE** Home > Reorder Groups > Search 1. After launching the **Reorder Groups** resource, search **Reorder Groups** and retrieve the reorder group. Search Criteria 🔒 Save Field Values 2. Select the **arrow** to bring up details for the reorder 1 Reorder Group group.

Reorder Group

EXT M 0655

EXT M TW TH E 0455

User and Date Stamps

EXT F 0030

2

- Select Schedules and confirm or modify the schedule rule as needed, including recurrence, schedule date, hour, and date.
- 4. Select Save.

CREATE SUPPLY ORDER BY LOCATION

- After launching the Locations resource, enter the search criteria for the hospital and the location you want to generate the supply order for.
- 2. Select Search.
- 3. Select the Multi-Row Action button.
- 4. Select the Generate Supply Order action.



Description 1

Created On 07/28

Created By tecus

EXT T.W.F 0455

EXTERNAL M 0655

EXTERNAL M,T,W,TH,F 0455

4

Save



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MODIFY ORDER QUANTITY

- After launching the Supply Orders resource, set the Order Status as "1-New". Select Search.
- 2. Double-click the Order Quantity field.
- 3. Adjust the Order Quantity.
- 4. Select the **checkmark** to confirm the change.

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VANDERBILT VUNIVERSITY MEDICAL CENTER

APPROVE INDIVIDUAL SUPPLY ORDER

- After launching the Supply Orders resource, set the Order Status as "1-New". Select Search.
- 2. Select View Record Details.
- 3. Set the **Approved** flag to "**Yes**".
- 4. Select Save.

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APPROVE MULTIPLE SUPPLY ORDERS

- After launching the Supply Orders resource, set the Order Status as "1-New". Select Search.
- 2. Select both orders by selecting the **checkbox**.
- 3. Select the Use Selected Fields as Criteria for Action icon and choose the Update Fields action.
- 4. Select the **Approve** field from the Maintainable Fields dropdown and click **Add.**
- Select the Set Value To field from the Approved dropdown and set the value to "Yes"
- 6. Select Submit.

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QUESTIONS?