

HANDHELD: INTERNAL REPLENISHMENT- PICKING AND PUTAWAY

Internal Replenishment refers to when a location is replenished by another (Tecsyes) location within VUMC. Follow the steps below to perform picking and putaway activities for internal replenishment of a par location.

PICKING

1. After launching the **Supply Order Pick** resource, scan or type the **Destination Location** as the Par location being replenished.
2. Select **Continue**.
3. Select the **checkbox** next to the items you want to pick from this location. Select **Continue**.
4. Scan the **bin location** or **item** as a confirmation of picking the item quantity. Select **Continue**.
5. **Repeat** step 4 until every item is picked.

Note: At the "All Picks have been completed. Do you want to do putaway?" prompt, select 'Yes' to continue the workflow **OR** select 'No' complete the Delivery Putaway process at a later time.

Supply Order Search

Supply Order

Source Location

Destination Location

Item

Continue

Destination Location

<input checked="" type="checkbox"/>	Pick Confirmation Status	Item	Order Quantity	UOM	Source Location	Supply Order
<input checked="" type="checkbox"/>	Queued	139417	4	EA	2014020000B00	706
<input checked="" type="checkbox"/>	Queued	123943	2	EA	2014020000B00	111

Continue

Supply Order Pick

Supply Order 706
Item 139417 BLOCK LARYN SILICONE NON STERILE
Source Location 2014020000B00 VUAHB CS CORE RM B204
Destination Location 2011750000B00 VUAHB OR CORE RM 3244

Confirmation 3 - Bin or Item

Quantities

Pick Quantity
UOM EA

Continue

PUTAWAY

1. After launching **Delivery Management**, select **Delivery Putaway**.
2. Set the **Destination Location** as the Par location for item putaway.
3. Select **Continue**.
4. Select the **checkbox** next to the items you want to putaway from this location. Select **Continue**.
5. Scan the **bin location** or **item** to confirm the storage of each item. Select **Continue**.
6. **Repeat** step 4 until all items are stored in the appropriate location.

Note: At the "Putaway successful" prompt, select 'Ok' if putaway is complete.

Delivery Management

Delivery Receiving

Delivery Putaway

Continue

Delivery Putaway

Shipment Identifier

Package Identifier

Delivery

Source Location

Destination Location

Destination Supply Area

Delivery Putaway

Records 1-2 of 2

<input checked="" type="checkbox"/>	Requested Item	Received Quantity	Delivered Quantity	UOM	Putaway Confirmation Status
<input checked="" type="checkbox"/>	27672	8		PK	Queued
<input checked="" type="checkbox"/>	40435	4		EA	Queued

Continue

Delivery Putaway

Delivery 2011750000B00
Destination Location 2011750000B00
Requested Item 40435 RING RETRCT SURG 28.6X18.3CM
Bin Location AE6A

Confirmation

Confirmation 3 - Bin or Item

Quantities

Received Quantity
Delivered Quantity
Quantity Input

Continue

HANDHELD: EXTERNAL REPLENISHMENT- RECEIVING AND PUTAWAY

External Supply Orders are generated in the "Approved" status so a requisition can be created. Follow the steps below to perform receiving and putaway activities for external replenishment of a par location.

RECEIVING

1. After launching the **Delivery Management** resource, select **Delivery Receiving**.
2. Enter the appropriate criteria: **Shipment Identifier**, **Package Identifier**, **Delivery**, **Source Location**, **Destination Location**, etc.
3. Select **Continue**.
4. **Scan** the item's manufacturer barcode. After scanning, the screen will expand to display the **Item Cost in Base UOM**.
5. Adjust the **Input Quantity** as needed.
6. Select **Continue**.
7. **Continue scanning** all items being received. Once complete, deliver the items to the appropriate location.

Note: If items are already delivered to the appropriate location, initiate the Putaway process from this screen.

PUTAWAY

1. After launching the **Delivery Management** resource, select **Delivery Putaway**.
2. Enter the **delivery's Identifier** or any other appropriate information. Select **Continue**.
3. **Scan** the **bin location** or **item** barcode to confirm putaway.
4. Select **Continue**.
5. **Repeat** Step 3 for each item being putaway.

Note: When all items in delivery are stored, a completion message "Putaway successful" is displayed. Select 'Ok'.

QUESTIONS?

Please email BusinessEducation@vumc.org