

# settrax<sup>®</sup> Consignment

## Shared Workflows + Responsibilities

Consignment inventory is vendor-owned inventory stored onsite under facility approval and oversight. All submissions, approvals, use, and removal must be documented in Settrax.

### The Consignment Workflow



#### Vendor Responsibilities

- Submit trays for approval before use
- Load trays into correct scheduled cases
- Submit removal request before taking tray offsite
- Communicate with facility
- Check out and document tray upon approved removal
- Record damaged trays within Settrax

#### Facility Responsibilities

- Grant or restrict vendor submission access
- Review and approve/deny tray submissions
- Print case labels at kiosk for approved trays
- Review and approve/deny removal requests
- Monitor inventory accuracy and damage documentation

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Weekdays 5am-5pm PT