



Purpose:

Outline the Supply Chain Services Emergency Locations, Item Master, Disbursements and Purchase Ordering Process during Freeze Period for Workday Go-Live. The freeze date for eProcurement orders is 2/28/2023 and for PMM orders it is 3/27/2023.

Expectations:

Departments are expected to stock up on items beforehand and to order items during the freeze period only for Emergencies.

Process (Emergency Orders) - eProcurement:

- 1- If supplier Accepts P-Card
 - a. Use of P-Card to order items
 - i. Departments have a P-Card currently issued to them.
 1. If a department does not have P-Card, then they should submit a request to Purchasing team to use the Purchasing Team's P-Card.
 2. If P-card increase is required, please follow normal approval process for increases.
 3. Applications for new cards and increases can be found [here](#).
 - ii. 3/1/2023 – 3/27/2023
 1. Departments will continue to follow the current P-Card process to expense the charges in the USBank Portal.
 - iii. 3/27/2023 – 4/7/2023
 1. Transactions will be available in Workday.
 2. Create an Expense Report in Workday.
 - b. Purchasing Team
 - i. Will receive appropriate approvals.
 - ii. Create Purchase Order and issue to supplier
 1. Fax, Email, or Phone
- 2- If the supplier does not accept P-Card
 - a. Departments contact Purchasing team to create a requisition on their behalf. See approval process below.
 - b. Purchasing Team
 - i. Will receive appropriate approvals.
 - ii. Create Purchase Order and issue to supplier
 1. Fax, Email, or Phone

Process (Non-Emergency Orders)

- 1- Order the items prior to freeze period to stock up on items.
 - a. If critical to Business Operations
- 2- Submit Order in Workday after go-live

Definitions:

Emergencies - are defined as follows:

- Significant business interruption
- Urgent and unable to care for a patient properly
 - eProcurement for medical orders related to Pharmacy and Transplant are excluded from above freeze date
- Impacts our ability to timely bill the patient
- Impacts our ability to pay our suppliers within the defined payment terms
- Supplier banking updates
- Medical Supply/Implant contract pricing changes

Approval Process:

Item Master

- Submit request via Pegasus. Select category "PMM Miscellaneous" (MCSS)
- Include in the ticket justification for emergency request
- If determined this is not an emergency request, the requestor will be notified and informed that the item will be available post go live

Purchase Orders

- Submit request to vumcprocurement@vumc.org
- Include justification for emergency
- Subject line of email should state: **ACTION REQUIRED – EMERGENCY REQUEST**
- Indicate in the request if a payment card is available to the department
- If emergency is confirmed, Purchasing will provide instructions on how the order will be placed

Disbursements

- Request should be sent to vumcdisbursements@vumc.org
- Include justification for emergency
- Subject line of email should state: **ACTION REQUIRED – EMERGENCY REQUEST**
- Indicate in the request if a payment card is available to the department
- If emergency is confirmed, Disbursements will provide instructions on how the payment will be facilitated

Suppliers

- Request should be sent to vumcdsvendormaintenance@vumc.org
- Include justification for emergency supplier add
- Subject line of email should state: **ACTION REQUIRED – EMERGENCY REQUEST**
- Indicate in the request if a payment card is available to the department
- If emergency is confirmed, vendor maintenance will provide confirmation of supplier addition to PeopleSoft

Locations (Addresses)

- Submit request to mcss.support@vumc.org
- Include justification for emergency
- Subject line of email should state: **ACTION REQUIRED – EMERGENCY REQUEST**
- If emergency is confirmed, MCSS will provide additional information regarding the address setup

Escalations:

Item Master: Liz Harvison – Director of Sourcing

Accounts Payable: Brandy Ritchey – Director of Disbursements

Payment Cards and Employee Reimbursement: Clay Wilson – Travel and Payment Manager

Purchasing: Mace Neal – Interim Director of Purchasing

All: Yolanda Redmond – Vice President, Supply Chain