

<u>Question</u>	<u>Answer</u>
Clarifying location changes for entire Sup. Org.	If needing to make location changes for an entire supervisory organization(s), it is ok to specify the organization [i.e. S123456AA] rather than listing each employee. However, if not all employees in the org will use the same location - we will need employee-level detail in the pegasus ticket.
My "ship-to" address is reported to be invalid when ordering supplies from Fisher Scientific - resulting in POs not being received by Fisher Scientific. vumcprocurement@vumc.org tells csovanderbilt@thermo.com "This order request failed via EDI in GHX due to an invalid ship-to account"	Try filling in your "Deliver-To Address" first? This will be a driver worktag that ensures the correct "Ship-To Address" is auto-populated. If the "Ship To/Deliver To" do not match up correctly, these errors can occur.
The problem I've run into is that the deliver to address does not get submitted to the supplier. Thus, the suite information gets left off and causes lost deliveries or returns	You will have to reorder and the issue should be fixed. Can you provide the Supply Chain Team the PO #?
Why are all of my packages being delivered to B701 Receiving? Even when i add the correct office number in the deliver to address?	Medial Supplies typically go through Central Receiving. Please work with your Central Receiver to make sure these supplies are getting delivered to the correct location.
Is changing those defaults supposed to persist? Seems to reset each time I go to order.	You are correct. I misspoke about this during the demo.
Can you please clarify difference bt Deliver-to and Ship-to?	The "Ship-To Address" is the specific facility or building that items are being shipped to from the vendor, whereas the "Deliver-To Address" is a specific location/room/area within a building that those items are to be delivered directly to.
Some Deliver-to addresses seem to have been updated and now don't specify a single unique location, but several locations and packages are just going to the first one listed which is incorrect. Should modification requests be submitted to Pegasus?	Yes, please submit through Pegasus.

<p>If you only get deliveries at one location, can you set a default or do you have to select your deliver to address for each separate req?</p>	<p>You should be able to set your defaults for your requisitions by clicking the gear icon next to the Requisition Details, updating your locations, then selecting Save</p>
<p>What does SCM stand for?</p>	<p>Supply Chain Management</p>
<p>Pegasus ticket was submitted, deliver to address was changed, now the release authorization people are still for the first incorrect address. How can this be fixed?</p>	<p>This Pegasus Ticket needs to be re-opened or a new one should be submitted if it did not resolve this issue.</p>
<p>My street address (Deliver To) has 4 locations attached to it. Initially, one location worked for supply ordering and then last week I had to choose a different Location number to get the order to go through. Why the change and can the correct one be set as a default?</p>	<p>Please select the Deliver-to first when placing an order. This will update the appropriate Ship-to information. If a Deliver-to needs to be modified, please submit a Pegasus Ticket.</p>
<p>Where can we find that schedule for the courses?</p>	<p><a href="https://www.vumc.org/myworkday/training-hub">https://www.vumc.org/myworkday/training-hub</a></p>
<p>I seem to have to include my room number in both the "Location" and the "Deliver-to Location". Why is this? I'm also not able to set defaults. I have to edit the requisition details every time I order. Choosing the gear only changes the defaults for one order and then the next time you go to order, it changes back. It doesn't work even if you hit save</p>	<p>You only need to change to "Deliver-to" location when creating a requisition.</p>
<p>What are the GHX numbers after reqs and pos have been issued?</p>	<p>The Ship-to account number on the PO is what is registered in GHX.</p>
<p>What is the solution for suppliers that are not getting the correct deliver to information and phone number for person ordering? Specifically for Dell/CDW.</p>	<p>This issue has been corrected as of 6/2 and should no longer be an issue.</p>