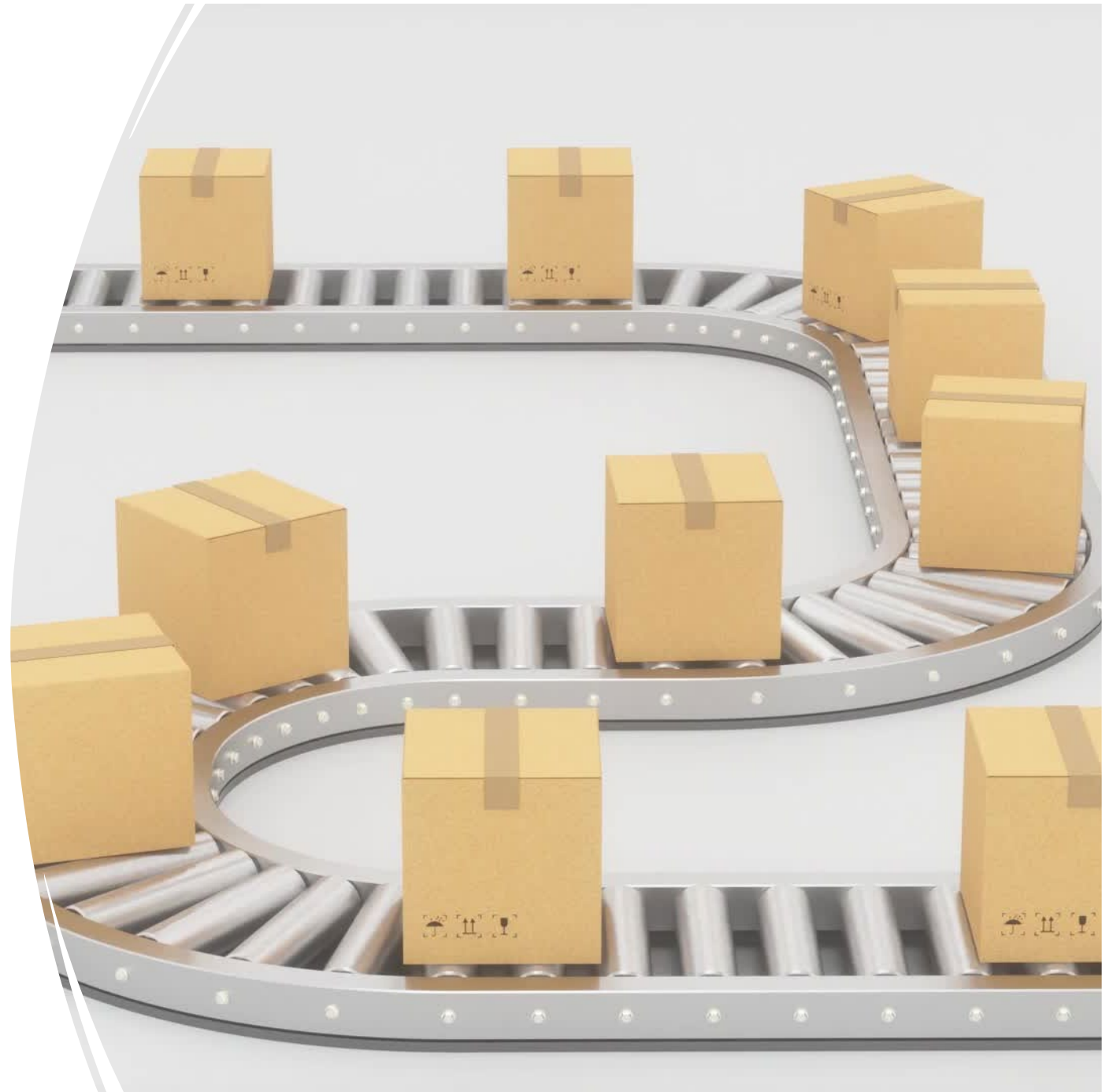


Changes to FedEx Delivery Process at VUMC

Teresa Dail

Chief Supply Chain Officer

Vanderbilt University Medical Center





FedEx Inbound Delivery Background

- VUMC, and VU, access a state contract to secure lowest possible rates for deliveries from Fed Ex.
- Clause in that contract states if the entity has a central receiving department, then Fed Ex will deliver only to that central receiving area.
- VUMC has central receiving departments. **Note that VU does not.**
- Historically, FedEx has “waived” this contract term for VUMC for **years** as a courtesy. They have been able to do desktop (inside) delivery because a long-term employee was servicing VUMC’s account.
- That employee will retire, and **FedEx has decided not to backfill the position, and to hold VUMC to existing contract terms**

An aerial photograph of a shipping yard. The yard is filled with numerous colorful shipping containers in shades of blue, red, yellow, and green. Several forklifts are visible, some with containers on their forks. In the foreground, there are stacks of white boxes and a blue metal structure. The image is partially obscured by a white curved shape on the right side.

FedEx Inbound Delivery Change

THE SHIFT TO CENTRAL DELIVERY IS NOT WORKDAY RELATED

- This change is entirely driven by FedEx decision to enforce the existing contract terms
- Supply Chain has been working with FedEx before and after Workday go live to develop a mutually agreed way to manage deliveries to VUMC
- There is not sufficient space **long term** for VUMC campus docks to manage receiving, storage and internal delivery



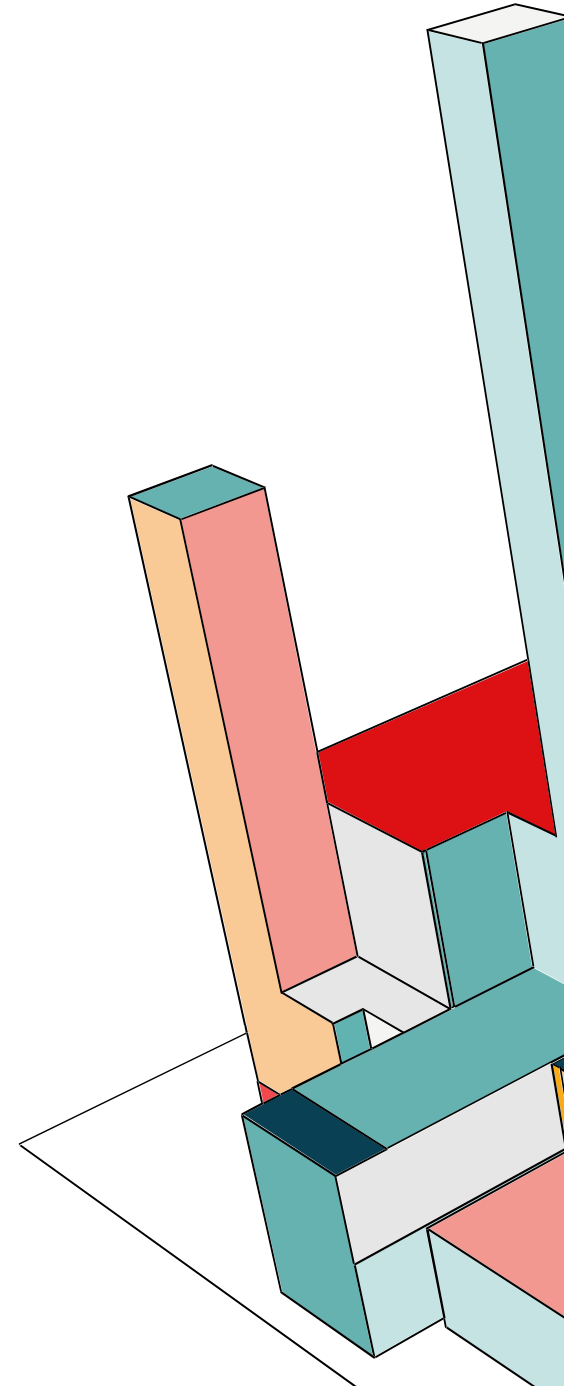
FedEx Inbound Delivery Change

New Terms from FedEx for VUMC's main campus effective April 1, 2024:

- FedEx **will** consolidate and deliver all Express packages to one central receiving location
- FedEx **will** consolidate and deliver all Ground packages to one central receiving location
- FedEx **will not** continue desktop delivery directly to the department space, offices, labs etc.

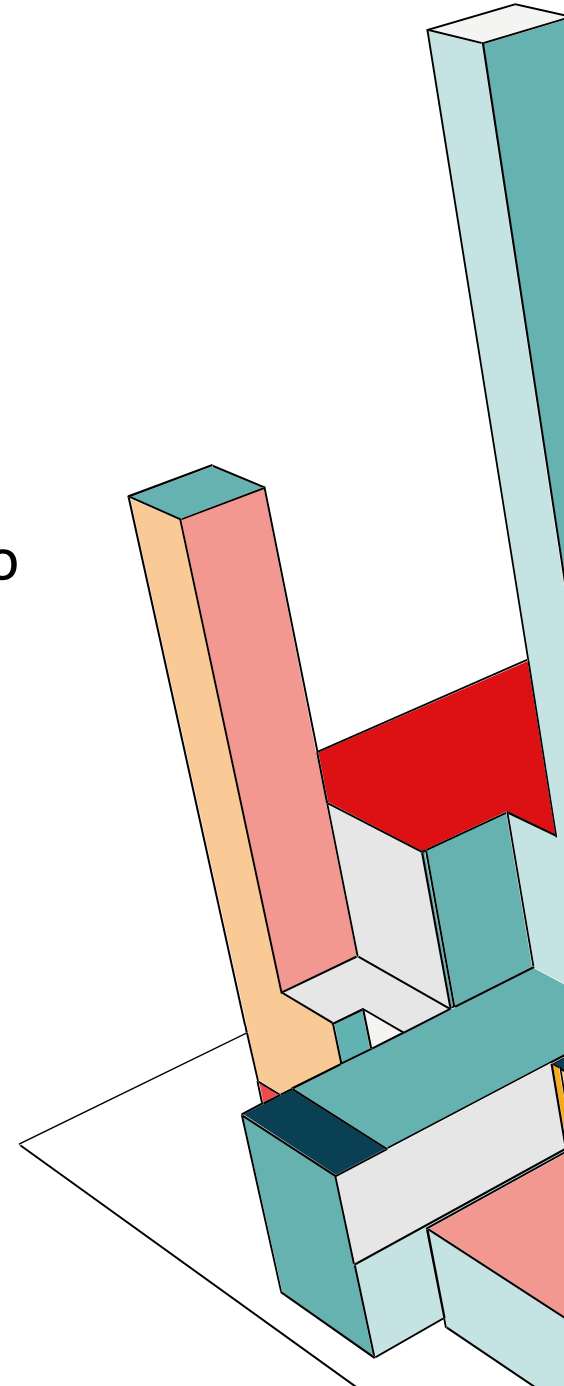
VUMC Plan for FedEx Inbound Delivery Changes

- All FedEx **Express deliveries** will be delivered to Monroe Carrell Jr Children's Hospital (MCJCH) dock, received and delivered same day by VUMC staff.
- FedEx **Ground** will deliver daily initially to the **MCJCH dock with a transition in the next 4 weeks to the new VUMC Glenrose Warehouse** (15 mins from campus) no later than 12pm M-F
- Packages will be sorted by location and received by the receiving team
- **VUMC delivery** truck will arrive by 2:30pm with goal to complete deliveries inside VUMC buildings by 4pm



VUMC Plan for FedEx Inbound Delivery Changes

- **“Goods delivery” technology** available from Workday will be utilized to document delivery by obtaining a signature (highly desired) and a photo of the room number/name. This documentation will be uploaded into Workday tagged to the order.
- If no one is available to sign, delivery will be documented using photo capability **except for temperature sensitive parcels.**
 - Temperature sensitive parcels will be returned to receiving and refrigerated
 - Staff will attempt to redeliver next morning



Purchase Orders PO100000284608 Supplier ALCOR SCIENTIFIC INC Status Approved Total Amount \$166.32 Currency USD

Information Attachments Inventory Process History **Lines**

1 item

Goods Lines

WATER ULTRAPURE IWASH 4X500... 112-12-001	1/1 Each
--	-------------

Line Information

Item	129763 - WATER ULTRAPURE IWASH 4X500ML
Item Description	112-12-001
PO Line	PO100000284608 - Line 1
Quantity to Receive	1
Unit of Measure	* Each
Quantity Ordered	1
Ordered Quantity Invoiced	1
Total Quantity Already Received	1
Stocking Location	A2S2A (1)
Manufacturer Part #	112-12-001
Supplier Item Identifier	112-12-001
Memo	(empty)

Additional Information

Goods Delivery Line	GDT0288599 - Line 1
Company	Vanderbilt University Medical Center
Commodity Code	(empty)
Spend Category	SC240 Non-Med Sup: Measuring And Observing And Testing

Pull up the PO

- ✓ Click on view receipt (RCT)
- ✓ Go to Goods Delivery Line
- ✓ Copy the number into search bar

MENU W Q GDT0288599

View Goods Delivery Run

Goods Delivery Run **GDT0288599-1** Closed Status Closed Created On 03/06/2024

Company **Vanderbilt University Medical Center**

Requester **Janine Gallardo (0133860)**

Delivery Recipient **Janine Gallardo (0133860)**


Deliver-To **CLINICAL PATH INV B358 (LOC10428)**

Assigned To **Bryon Randolph (0082353)**

Signature Required **No**

Details Process History **Attachments** Signature


Attachments

 **IMG_temp_image.jpg**
Uploaded by **Bryon Randolph (0082353)**

External **No**

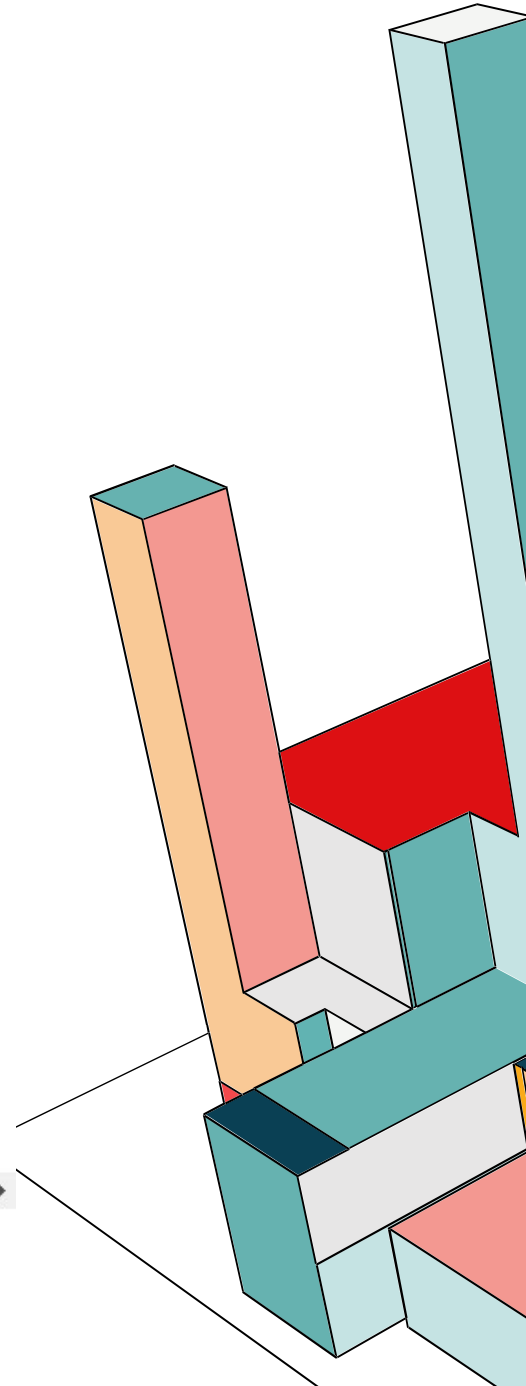
Comment **(empty)**

Signature

 **The Mar 07 14:27:07 GMT 2024.jpg**
Uploaded by **Bryon Randolph (0082353)**

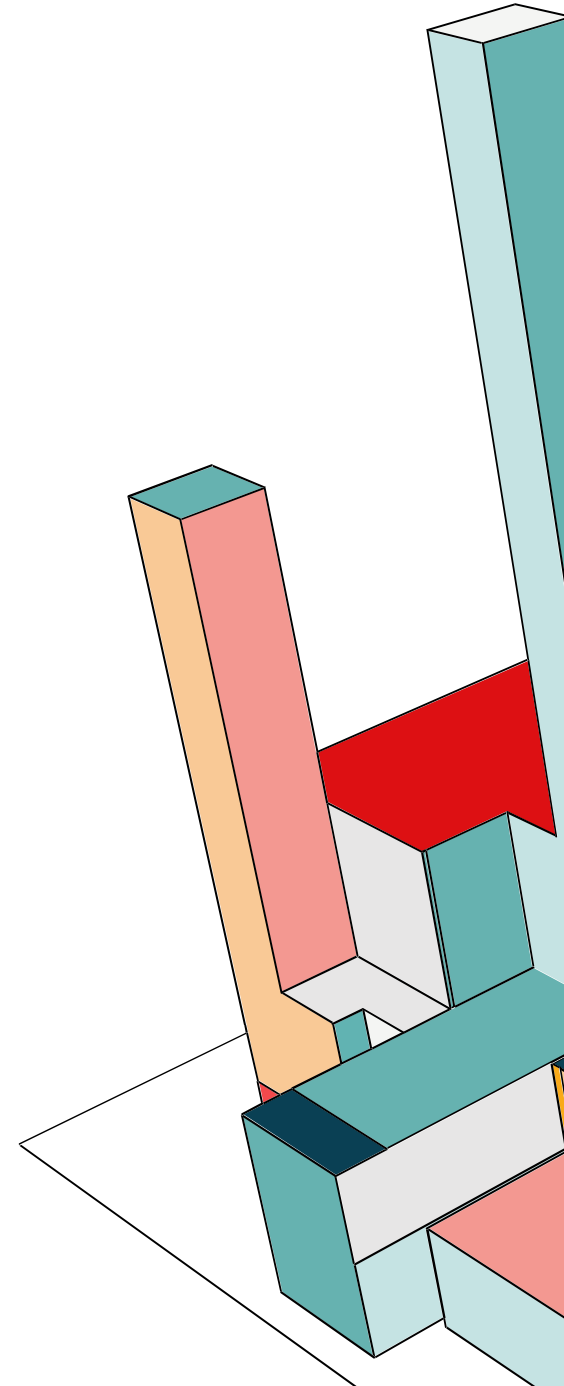


Done



VUMC Plan for FedEx Inbound Delivery Changes

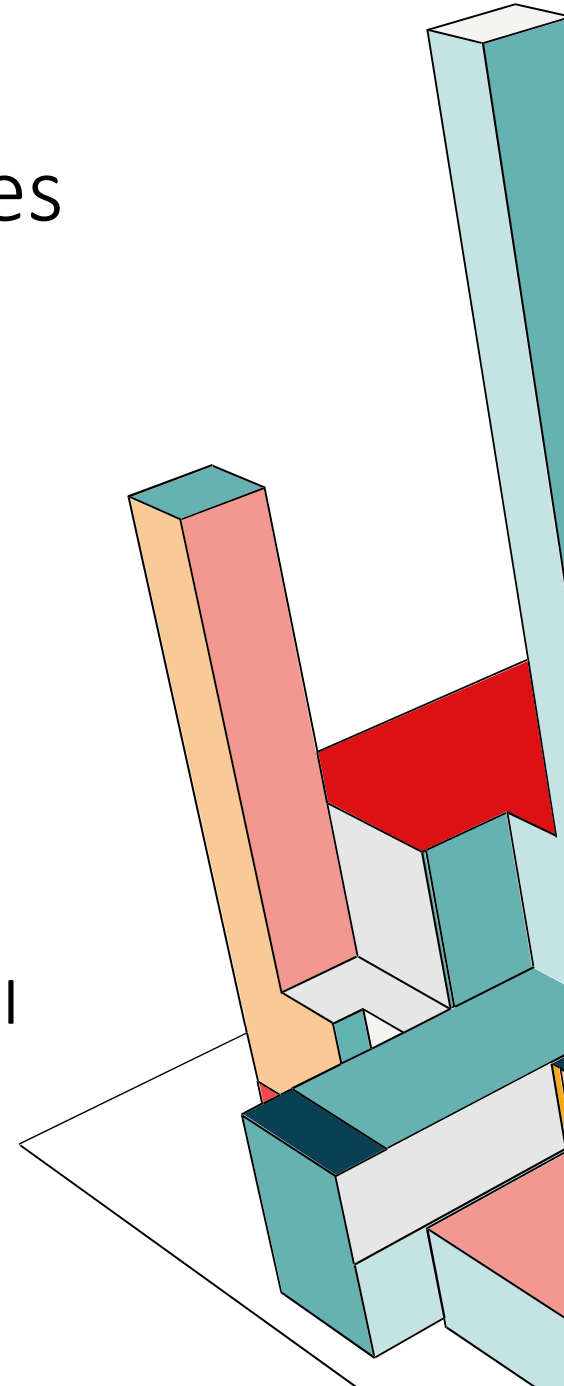
- If FedEx deliveries are late, there could be an impact to same day delivery
- **Important:** do not order using FedEx ground if a next day delivery is required
- Any temperature sensitive items **will be refrigerated overnight**
- Will you possibly see a FedEx delivery being made by FedEx to a VU lab or office? Yes, as **VU does not have a central receiving** department



VUMC Plan for FedEx OUTBOUND Pickup Changes

- FedEx has indicated they will continue to pick up packages **over a certain weight** (TBD) if the dept calls
- FedEx **drop boxes** will remain in place with no change to service
- Otherwise FedEx will pick up outbound packages **at the USPS** in the basement of MCN – **B0106**
- Packages should be taken to B0106 **no later than 2pm** for same day pickup
- Fine tuning this process with FedEx this week. More communication will come out next week on final process

Lastly – please provide a bit of grace to both FedEx and the VUMC team who will be servicing you. A **BIG** change for everyone.



Service Providers

Scott McMillian – Manager VUMC Central Warehouse

- scott.a.millian@vumc.org

Justin Griggs – Director Supply Chain Resiliency

- justin.Griggs@vumc.org

Karen Morlan – VP Supply Chain Operations

- karen.Morlan@vumc.org