

Beginning April 1, 2024:

Inbound Packages

- Express, Priority Overnight, Standard overnight: Packages will be delivered to internal locations by VUMC Central Receiving
- **NEW** Packages will arrive at MCJCHV (Express 8am Priority/Standard 10am) and then delivered by VUMC Central Receiving
- Ground Packages will continue to be delivered by FedEx to internal locations until May 1st
- Signature required by VUMC Central Receiving upon delivery to designated internal location
- Temp Sensitive packages will be delivered ASAP; and will not be taken back to Central Receiving if no one is available at the designated location. Central Receiving will find a person to sign for a temp sensitive package - please be willing to accept packages for your colleagues
- **NEW** Central Receiving WILL NOT open boxes. All receipts should be processed in Workday by the requester.

Outbound packages:

- FedEx drop boxes (FedEx Owned) at 4 existing locations will remain in place
 - 2 locations MCN 1161 21st Ave
 - 1 location MCE 1215 21st Ave
 - 1 location VCH 2200 Children's Way
- **NEW** The new Central Drop location B0106 will have an extended **drop off time of 6pm**. FedEx will pick up between 6pm-8pm
- Call FedEx directly to schedule a pickup for multiple packages or packages weighing over 10 lbs. (include a note for driver to bring a hand truck)

How can you help:

- Make sure your address includes the suite/lab number – reach out to Supply Chain if you need assistance to update
- Make sure your location is easily identified with signs for suite/lab number
- Have a clearly marked delivery location in your lab/suite
- Be willing to sign for your colleagues and ensure cold storage requirements are handled timely
- Provide an accurate phone number

Supply Chain Contact Information

- Central Receiving 615-936-6048
- Bryon Randolph bryon.randolph@vumc.org 615-971-8793
- Justin Griggs justin.Griggs@vumc.org 931-242-0065