



POU Requisition Matrix for Material Management Staff

Requisition Type	Requisition Definition	What Security roles can initiate a requisition	Important information about Requisition	Approval route	Purchasing involvement	Fulfillment information
Bill Only	Used for products for a specific patient, for a one time use. We are not expecting any replacement product to be shipped.	Inventory Specialist Inventory Operations Lead	<p>Change the Cost Center to the Tecsys location being used</p> <p>Change the Deliver-to and Location to the same Tecsys Location Bill Only Location List</p> <p>Additional Validation: MRN, Physician, procedure date, attachment</p>	One or more of the following (based on dollar amount) Cost Center Manager Cost Center Director Cost Center Admin Cost Center Leader Hospital President	Requisition is sent to Buyer's hub to source	PO should be reviewed to ensure it matches the invoice. Once they match, the PO and any supporting documents should be sent, via email, to both the Rep and the Vendor Customer Service.
Bulk Buy	Used for certain medical supplies or procedural items bought in bulk to receive a discount.	Inventory Specialist Inventory Operations Lead	<p>Change the Cost Center to the Tecsys location being used</p> <p>Change the Deliver-to and Location to the same Tecsys Location. Bulk Buy Location List</p> <p>Quote must be included and contain an internal "bulk buy approved by" notation.</p>	One or more of the following (based on dollar amount) Cost Center Manager Cost Center Director Cost Center Admin Cost Center Leader Hospital President	Requisition is sent to Buyer's hub to source	follows the standard procurement and receiving process.
Supplies	Used for special patient supplies, such as certain implants. Always check the catalog items first before ordering non-catalog items.		<p>Change the Cost Center to the Tecsys location being used</p> <p>Change the Deliver-to and Location to the same Tecsys Location</p>	One or more of the following (based on dollar amount) Cost Center Manager Cost Center Director Cost Center Admin Cost Center Leader Hospital President	Requisition is sent to Buyer's inbox to source	follows the standard procurement and receiving process
Emergency	Urgent item, needed same day and patient is impacted. Always check the catalog items first before ordering non-catalog items.	Buyers only	<p>Change the Cost Center to the Tecsys location being used</p> <p>Change the Deliver-to and Location to the same Tecsys Location</p> <p>Memo: emergency, ship overnight, why.../room info</p>	None Required	If punchout catalog items > \$4,999 or if any catalog or non-catalog items are included, then sent to buyer's inbox to source. Otherwise, auto sourced to PO	auto issued every 15 minutes



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Workday Inventory Replenishment	Only for single WD Inventory location	Inventory Specialist Inventory Operations Lead	The Cost Center will automatically update to the Clinical Path Inv location being used The Deliver-to and Location will automatically update to the Clinical Path Inv location	None Required	If punchout catalog items > \$4,999 or if any catalog or non-catalog items are included, then sent to buyer's inbox to source. Otherwise, auto sourced to PO	follows the standard procurement and receiving process
Tecsys Bill and Replace	Used for consignment product typically, where the product is on the shelf and VUMC does not pay for it until it is used. We are expecting replacement product to be shipped once the product on the shelf is used.	Inventory Specialist Inventory Operations Lead	Change the Cost Center to the Tecsys location being used Change the Deliver-to and Location to the same Tecsys Location. Consign Location List Add Serial Number to the Memo Field if available, else enter NA Additional Validation: MRN, Physician Name, & Procedure Date	None Required	If punchout catalog items > \$4,999 or if any non-catalog items are included, then sent to buyer's inbox to source. Otherwise, auto sourced to PO	follows the standard procurement and receiving process for the replacement
Tecsys External Replenishment	Do Not Use	n/a	n/a	n/a	n/a	n/a
Tecsys Emergency Replenishment	Used by areas that use Tecsys and are in urgent need of supplies, but missed the Tecsys ordering deadline to get supplies in a timely manner.	Inventory Specialist Inventory Operations Lead	Change the Cost Center to the Tecsys location being used Change the Deliver-to and Location to the same Tecsys Location Justification for requisition type in the Internal Memo field Expedited Shipping instructions to the Supplier in the External Memo field	None Required	If punchout catalog items > \$4,999 or if any non-catalog items are included, then sent to buyer's inbox to source. Otherwise, auto sourced to PO	MM MUST contact buyer to have the delivery expedited for emergency