

MATERIALS MANAGEMENT WORKFLOW: TWO-BIN KANBAN (STATIC BOARD)

Materials Management staff fulfill replenishment by proper use of the Static Board and Kanban system. This ensures the timely replenishment of supplies and helps efficiently track supply usage to maintain appropriate inventory levels.

The steps below outline the proper Static Board workflow process.



1. Using your handheld device, scan the barcode of each tag placed on the Static Board.

Note: In current state, this tag will be on the back of the tag. Scanning creates a supply order that is sent to PMM.



2. Once a tag is scanned, remove the tag from the Static Board and place it in the blue bin.

Note: Putting the tag in the blue bin indicates the tag has been scanned and is in the process of replenishment.



3. As replenished inventory arrives, rotate stock from the Secondary (back) Bin to the Primary (front) Bin and backfill new stock to the secondary bin.

Note: If both bins are empty and there is not enough stock to refill both bins, refill the secondary bin only.



4. Retrieve the appropriate tag from the blue bin and replace it on the corresponding bin.

Note: Replace white tags on primary (front) bins and red tags on secondary (back) bins.

Note: In Summer 2022, more information and training will be available in preparation for the implementation of Tecsys in Fall 2022.

QUESTIONS?

Please email businesseducation@vumc.org