

UAMS INTERNAL PROCEDURES

NUMBER: 105.2.02
CONTACT: Buyer/Planner
DATE: July 1, 2004, revised 9/30/05
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SECTION: SUPPLY CHAIN
AREA: DISTRIBUTION SERVICES
PROCEDURE: PROCEDURE TO PROCESS MATERIAL CHANGE FORMS

PURPOSE

The purpose of this procedure is to maintain a correct inventory in accordance with the requirements of the Clinical Programs Materials Management Department. The materials maintained in the distribution center are requested by a campus department. *Changes of Material Status Forms* are used to add, delete or change these stock supply items. These change forms are processed within a week of receipt – or sometimes on an emergency basis, immediately upon receipt. Authority in SAP is required for transactions detailed below to perform this procedure. Change forms can be transmitted by email or campus mail or hand delivered. After processing, a hard paper copy is kept in the material files maintained in the main office of Distribution Services.

PROCEDURE

Change of Material Status Forms

Status forms are submitted to Distribution Services by Clinical Programs Materials Management Department, along with approval from Director or Assistant Director of Clinical Programs Materials Management Department.

In addition to the following list of **standard fields** that will be mandatory on all forms, below is a list of fields needed dependent upon the specific requested function:

- Department Name
- Date of form
- Date of Revision if applicable
- Telephone number of requesting department
- Contact name of requesting department

1. Information needed for the Addition of an Item

- Description
- Manufacturer Name & Number
- UAMS Catalog Number if known or suggested
- Material Group
- Order Unit
- Cost of Order Unit
- Issue Unit
- Cost of Issue Unit
- Acceptable Substitution if known
- Manufacturer/Vendor
- Contract with Start & Expiration Dates if applicable
- Anticipated monthly usage
- List of Departments using product

2. Information needed for Replacement of a Current Item (prior to changing, if material is procured through Owens & Minor, verify with O&M rep there is no current stock we are committed to purchase from O&M)

- Description
- Manufacturer Name & Number
- UAMS Catalog Number
- Order Unit
- Cost of Order Unit
- Issue Unit
- Cost of Issue Unit
- Acceptable Substitution if known
- Manufacturer/Vendor
- Contract with Start & Expiration Dates if applicable
- Anticipated monthly usage
- Direction of current product in Distribution Center, deplete or remove and charge to original ordering department
- List of Departments using product

3. Information needed for a Change in Inventory Level

- Description
- Manufacturer Name & Number
- UAMS Catalog Number
- Order Unit
- Issue Unit
- Anticipated monthly usage
- Note of requested level change

4. Information needed for the Deletion of an Item (before deleting, if material is procured through O&M, verify with O&M rep there is no stock we are committed to purchase from O&M)

- Description
- Manufacturer Name & Number
- UAMS Catalog Number
- Direction of current product in Distribution Center, deplete or remove and charge to original ordering department

Changes and additions are processed by Item Master. The following information is entered by the Buyer/Planner:

Plant Data/Stor. 1

- Bin location - if new, coded JANICE to check packaging; if change, bin location does not change unless changed by Inventory Control Manager due to size constraints.
- CC physical inventory indicator – coded same as what was used in MRP 1 ABC Indicator field.

Processing a deletion is also done by Item Master. The Buyer/Planner changes the following and depletes stock before sending to IM to process.

1. MRP 1

- Change MRP Type from VM to ND for No Planning

Storage location will need to be changed to ZZZ00 by Item Master.