

From: Quimby, Erin R <ERQuimby@uams.edu>

Sent: Monday, November 14, 2022 3:02 PM

Cc: Stocker, Pamela M <PMStocker@uams.edu>; Homsley, Suzanne M <SMHomsley@uams.edu>; White, Jayme S <JSWhite2@uams.edu>; Hahs, Larry K <HahsLarryK@uams.edu>; HICKS, BOBBY D <BDHicks@uams.edu>; Hunter, Michael 'Procurement' <MHunter@uams.edu>; Johnston, Denver <DJohnston@uams.edu>; Mahlen, Harry P <HPMahlen@uams.edu>; Spencer, Doris H <DHSpencer@uams.edu>

Subject: RE: Workday Requisitioning: Updating Deliver-to/Ship-to Locations on requisitions using a Requesting Entity (also includes an updated QRG for Staples requisitions)

Good afternoon,

As of Wednesday morning, 11/16/22, you will have to use a requesting entity on your requisitions for Staples. The requesting entity must be selected at the very beginning of your requisition, as shown in the attached QRG. You will not receive an error message until you reach the checkout screen of your requisition, and at that point it is too late to update the requesting entity. You will then have to cancel the current requisition and start over with a new one using a requesting entity. You will also no longer be able to ship to our company default ship-to of 800 Cottage Drive (SAP delivery address of 22375).

If you do not know what Requesting Entity you should be using for a specific building and room number deliver-to/ship-to location, now is the time to go ahead and request that information from SupplyChainLocations@uams.edu. When requesting a new delivery address or a change to an existing address (Requesting Entity), please make sure to include all of the following information in your email.

- Name for this requesting entity (This is your department or program name.)
- Street address for the ship-to location (ex: 325 JACK STEPHENS DR)
- Building and Room # (ex: BIOMED II RM 406-2)
- If your department has moved locations and you have an existing requesting entity that needs to be updated, please include information on your existing requesting entity as well. (ex: I used the address code 123456 in SAP, but we have moved from the Cancer Institute over to Biomed II. Can you update that address code to instead reflect the new location information listed above?)

We are approaching the holiday season which means more people are likely to be out of office in the upcoming weeks. This can lead to delays in setting up new requesting entities and ship-to addresses for UAMS. So please submit your requests as soon as possible.

Thank you,
Erin

Please note: You are receiving this email because you are assigned a Requisition Requester security role. If you no longer need this role assignment, and to keep from receiving our mass emails moving forward, please submit a help desk ticket to have the security role removed if it is no longer required for your position.

From: Quimby, Erin R <ERQuimby@uams.edu>

Sent: Thursday, November 3, 2022 4:04 PM

Cc: Stocker, Pamela M <PMStocker@uams.edu>; Homsley, Suzanne M <SMHomsley@uams.edu>; White, Jayme S <JSWhite2@uams.edu>; Hahs, Larry K <HahsLarryK@uams.edu>; HICKS, BOBBY D

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Subject: Workday Requisitioning: Updating Deliver-to/Ship-to Locations on requisitions using a Requesting Entity (also includes an updated QRG for Staples requisitions)

For this week's communication we would like to address Deliver-to/Ship-to locations and when you should be using a Requesting Entity while creating a requisition. Our central receiving team has had many issues with incomplete delivery information on orders, and they are often unable to identify where the goods need to be delivered. This has also led to a number of our orders being returned to the supplier due to the freight delivery driver being unable to identify or locate the delivery location. Below we will outline some tips for selecting an appropriate Deliver-to location when shipping to 800 Cottage Drive or when to instead use a Requesting Entity to update your ship-to location so that your goods will bypass Central Receiving and instead be shipped directly to the final delivery location.

There is one thing that all requisitioners can do to help Central Receiving know where the goods need to be delivered. **Use the Internal Memo field** on the requisition to put all relevant contact and delivery information. You can use this free text field as a backup to tell them who the goods are for, building and room # for delivery, a phone number to reach someone if they are unable to locate anyone for delivery, etc. The Internal Memo field prints on the UAMS Receiving Ticket and is a great resource for any information relevant for approvers, Buyers, and Central Receiving.

If you are located on the UAMS main campus, 800 Cottage Drive should be the Ship-to Location on a majority of the requisitions that you create. **You must select an accurate and detailed Deliver-to location for Central Receiving to know where the goods need to be delivered.** The deliver-to location should include a Building, Floor, and Room Number.

Examples of good deliver-to locations:

- UAMS | Cancer Institute S, WPR | 04 | CI.4417
- UAMS | Spine Institute, Stephens | 02 | 204
- UAMS | Shorey | 08 | S8/23F
- UAMS | Biomedical Research Center I | 01 | B109

Examples of deliver-to locations we would not want you to use on a requisition:

- UAMS | University Tower
- UAMS | Remote Office - Off Campus
- UAMS | Central Building

When you do have a need to create your requisition using a Requesting Entity, your deliver-to and ship-to locations are automatically updated for you. There are very few instances where you should be using a **Requesting Entity** and removing 800 Cottage Drive as the Ship-to location. The following are use cases for using a Requesting Entity to update your ship-to and deliver-to locations:

- Perishable, time-sensitive deliveries (such as goods shipped on dry ice)
- Items that need to be installed or delivered to their final destination by the vendor
- Certain chemicals and radioactive materials
- Staples orders

- You are ordering items for off-campus locations (ACH, Midtown, Freeway, all off-campus outpatient clinics, Regional Programs, Head Start, Monroe Bldg., Mediplex, etc.)

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We also wanted to touch on **Staples** orders and the proper way to create those requisitions. Attached you will find a Quick Reference Guide (QRG) with step-by-step instructions for creating a requisition using the Staples punchout. Most importantly, you **MUST** use a **Requesting Entity** when creating all Staples Requisitions, regardless of ordering from the punchout or non-catalog/special order items. The Requesting Entity is entered on the very first splash page during the Create Requisition task.

Create Requisition

Requester * Erin Quimby

Requesting Entity x UAMS | HEAD & NECK ONCOLOGY 934386 ...

Company * x University of Arkansas for Medical Sciences ...

Currency * x USD ...

Requisition Type * x Standard ...

Deliver-To * x UA System | All Institution Locations > UAMS > UAMS_CAMPUS - UAMS | HEAD & NECK ONCOLOGY 934386 ...

Ship-To * x 4110 OUTPATIENT CIR, WPROJ RM CI 7033 LITTLE ROCK, AR 72205 United States of America ...

Update your ship-to address using Requesting Entity

Deliver-To / Ship-To will default in for you from the Requesting Entity

Do not click into this field to update the ship-to address

In order to ensure that our Staples orders include all required, detailed delivery information that will print on the Staples shipping label, we will soon need to restrict your ability to use 800 Cottage Drive as the Ship-to on any requisition for Staples. Now is the time to make sure that you have a Requesting Entity to use to create these requisitions. The requesting entity will be linked to the Staples account which uses your inside delivery address, that includes street address, building, and room number.

As always, if you have questions about this or need assistance with any other procurement process, please reach out to **Pam Stocker** PMStocker@uams.edu for additional support. If Pam is out of the office, please also include Erin Quimby ERQuimby@uams.edu in your email. But please note that if your questions are specific to Requesting Entities (Ship-to locations or address codes/delivery addresses), please send those requests to SupplyChainLocations@uams.edu.

Please note: You are receiving this email because you are assigned a Requisition Requester security role. If you no longer need this role assignment, and to keep from receiving our mass emails moving forward, please submit a help desk ticket to have the security role removed if it is no longer required for your position.

Thank you,

Erin

Erin Quimby

IT Support - Enterprise Resource Planning
University of Arkansas for Medical Sciences

ERQuimby@uams.edu

501-686-5009