







Monash Health

WMS Implementation Project Update



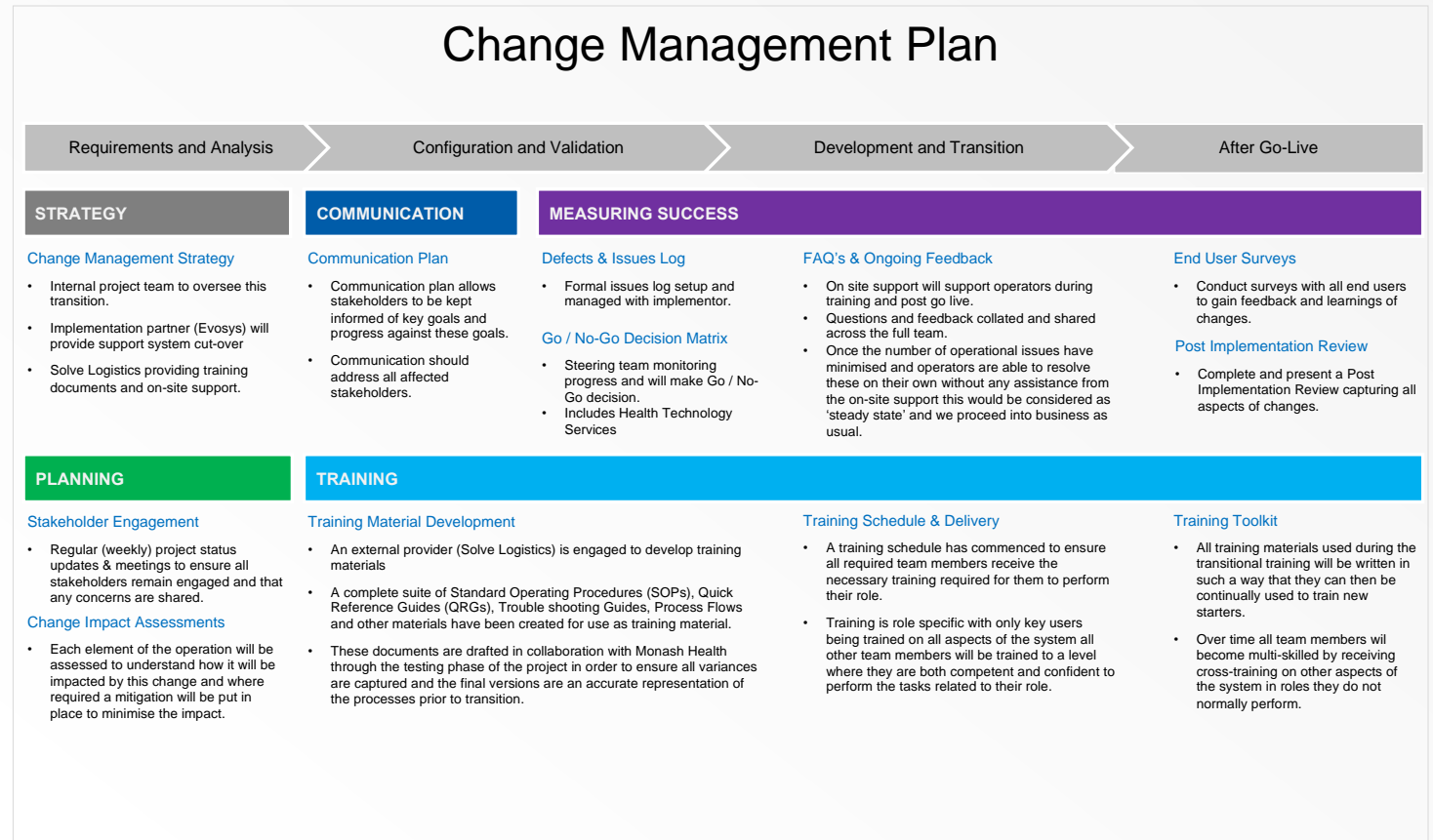
WMS Implementation – Project Summary

- What**  • We are implementing the Warehouse Management System component to our current Enterprise Resource Planning (ERP) system.
- Why**  • This will give us greater inventory accuracy and significantly reduce the amount of time spent resolving issues by having the ability to track and trace each item or transaction.
- When**  • While the project has been ongoing in the background for over 2 years now, the planned switch over to the new system is on Monday 9th May.
- Who**  • This includes all Monash Health team members who work within the warehouse or make deliveries to hospitals, health centres and clinics.
- Where**  • This is only for orders currently processed through the Distribution Service Centre at 35 Centre Rd, Scoresby.
- How**  • All current warehouse process will change from the current manual paper based system to each product being receipted, picked & dispatched using barcode scanning technology.



WMS Implementation – Change Management

- Major change impact is in the Warehouse and Logistics team
- Team has been trained and are rapidly gaining confidence in the new tools
- Minor changes to the reports available to wards on the procurement website. User guides updated.



WMS Go Live Timeline 2022

	Apr 15	Apr 22	Apr 29	May 6	Mon May 9	Mon May 9 onwards
	Closing Date for NCR's, Imprest & Catalogue updates	Department Initial FULL "Top Up"	Department Advanced Ordering for Delivery during shutdown period	System Shutdown Period	System "Go Live"	Post Go Live Activities
	Apr 22	Apr 25 to Apr 29	Apr 29 to May 6	May 6 (3pm) to Mon May 9 (Noon)	Mon May 9 (Noon)	May 10 onwards
Department Requirements	Ensures all Non Catalogue Request's are received and approved prior to Apr 29.	Departments order to bring their stock up to the recommended levels as advised by Procurement	Departments with a scheduled Delivery Day of Friday 6 ^h need to place orders no later than 10am on Thursday May 5 th . Departments need to ensure all I-Proc requisitions are approved prior to shutdown.	System is unavailable for any form of ordering Borrow any stock required from other departments.	System unavailable to users until after noon. Procurement will confirm when system is available again.	All I-Proc users can now use the system but with potentially limited service (it's best to pre-order and hold stock).
	Ensure catalogue additions and imprest updates requests are in by Apr 22.	This includes Winc and Allanby Press items.	Departments with scheduled delivery days between May 7 st & 11 th need to place orders prior to 1pm on May 5 th .	Order manually only urgent critical items where unable to borrow from other departments.	Only departments who have a scheduled Wednesday delivery are to use the system in the afternoon	Expect delays in processing of NCR's due to backlog.
Procurement Requirements	After Apr 22 Procurement staff will prioritise NCR's	Stock levels within Procurement warehouse will be increased to meet increased demand	Stock levels within Procurement warehouse will be increased to meet increased demand.	Procurement to provide a manual ordering process and prioritise requests.	Procurement to confirm with departments when system is available.	Clear backlog of work created during downtime.
	Priority will be given to medical/surgical supplies for Critical Care areas.			Procurement to deliver items ordered prior to shutdown.	Enter all deliveries received during shutdown to allow departments to imprest scan.	Prioritise work based on clinical urgency.



Increasing stock levels

It is critical that departments complete the tasks below to effectively manage the shutdown period.

All Departments Initial Stock Up – Tuesday 26 April to Friday 29 April

- Place order to bring your stock levels up to maximum. This includes Winc and Allanby Press items.
- Imprest departments must conduct a full scan of all items in storerooms.
- Non-Imprest departments, will need to increased stock levels to last until Wednesday 11 May.

All departments - follow up Stock Up – Monday 2 to Thursday 5 May

- Conduct a final 'top up' of critical items, as well as any Winc and Allanby Press items.
- ***This will be the final opportunity for departments to order stores prior to the system shutdown***
- Thereafter, Procurement & Supply Chain will only have the capacity to order extremely urgent critical care requirements, with Executive approval.



**We appreciate your support as we enhance our
supply chain capability**

Thank you!

