SUPPLY CHAIN

The Supply Chain Department is an integrated support department, comprised of two core service areas.

Institutional Services Serving the Entire University

- Central Acquisitions
  Central Acquisitions serves all academic, research and service/business departments, purchasing supplies, equipment and services. It is their responsibility to ensure that we all follow best value principles, applicable laws, regulations, and best industry practices. You can contact the Purchasing Help Desk for assistance with eProcurement, Purchasing, DEP Procedures, Requisitions, and Purchase Orders.
  [http://www.utmb.edu/logistics/purchasing/default.asp](http://www.utmb.edu/logistics/purchasing/default.asp)
  Contact number (409) 747-8000
  Purchasing.helpdesk@utmb.edu

- Central Receiving, Shipping & Delivery
  This area receives all merchandise coming into UTMB and delivers it to the appropriate department. While out on their routes the delivery personnel will also pick up surplus items and deliver them to the Surplus Inventory Area (after you have completed the appropriate forms and have them approved). They can also help you ship UTMB outbound packages.
  [http://www.utmb.edu/logistics/receiving/default.asp](http://www.utmb.edu/logistics/receiving/default.asp)
  Contact number (409) 772-8926
  Shipping contact number (409) 772-5340
  [http://www.utmb.edu/logistics/shipping/default.asp](http://www.utmb.edu/logistics/shipping/default.asp)
  Delivery contact number (409) 772-5322

- Fleet Services
  Fleet Services manage approximately 180 vehicles, providing maintenance, long-term vehicle leases, insurance, an online drivers safety course, driver verification and state reporting.
  [http://www.utmb.edu/logistics/fleet/default.asp](http://www.utmb.edu/logistics/fleet/default.asp)
  Contact number (409) 772-4834

- Mail Services
  Responsible for processing U.S. Postal Service inbound and outbound mail as well as all inter-campus mail. Mail Services works with customers to ensure that UTMB stays in compliance with all Postal mailing guidelines and regulations. Mail Services works with customers to obtain the proper design and mailing formats including Business Reply mail formats. Mail Services also issues and maintains all UTMB Mail Route Codes.
  [http://www.utmb.edu/logistics/mail/default.asp](http://www.utmb.edu/logistics/mail/default.asp)
  Contact number (409) 747-3260

- Records Management
  This service area is responsible for the UTMB Records Retention Schedule. Records Management ensures that UTMB stays in compliance with all federal and state regulations. They will also store institutional records, and will ensure they are disposed of properly once they have reached the end of their retention period. The department offers training, and will come to your department if you need assistance in working your retention schedule.
  [http://www.utmb.edu/logistics/records/default.asp](http://www.utmb.edu/logistics/records/default.asp)
  Contact number (409) 747-5900

- Supplier Diversity Program
  The Supplier Diversity Program was established, in part, to increase the number of contracts and dollars awarded to State of Texas Historically Underutilized Businesses (HUB), as well as small business concerns (SDB, WOSB, Hub Zone, VOSB, and SDVOSB). They identify and encourage HUB and small businesses to participate in UTMB’s competitive bid processes, which creates a fair and open competitive market.
  Contact number (409) 747-8000

- Supply Chain Data Analytics
  This group provides supply chain data to the hospitals and clinics. They are an active part of the Value Analysis team, and can provide reports to hospital and clinic departments showing spending patterns and product utilization figures. They are also responsible for creating and maintaining the clinical electronic supply catalogs that are available for use in the clinical areas.
  [http://www.utmb.edu/logistics/data/default.asp](http://www.utmb.edu/logistics/data/default.asp)
  Contact number (409) 772-5765

- Surplus Property
  Responsible for the storage, management and disposal of UTMB’s surplus property. Departments send a variety of equipment and furniture to the surplus warehouse, where it is made available to be used by other UTMB departments and state agencies. Surplus property that is not reclaimed is then sold in a public auction.
  [http://www.utmb.edu/logistics/surplus/default.asp](http://www.utmb.edu/logistics/surplus/default.asp)
  Contact number (409) 772-5337

- Materials Management Warehouse
  Responsible for providing various consumable medical and surgical supplies, dry ice, gas cylinders and hurricane supplies to UTMB departments. These supplies are stored in the warehouse on 13th and Strand, and can be delivered to you, or the customer can go to the warehouse to pick up their supplies.
  Contact number (409) 772-1161

Hospital Clinical Supply Services Serving all Hospital and Clinical Departments

- Clinical Purchasing
  Responsible for securing the purchase of supplies, equipment and services for UTMB’s hospitals and clinics in a manner that is consistent with best value principles, applicable laws and regulations, and best industry practices.
  [http://www.utmb.edu/logistics/clinical/default.asp](http://www.utmb.edu/logistics/clinical/default.asp)
  Contact number (409) 747-1280
  Purchasing.helpdesk@utmb.edu

- Materials Management – Hospital Storeroom
  Supply chain activities for UTMB’s hospital and clinic operations are managed by Clinical Supply Services. They store and distribute medical supplies. You’ll notice Omnicells throughout the hospitals and clinics. This group is responsible for keeping these filled with the supplies needed to serve our patients.

- Value Analysis
  The Value Analysis Program at UTMB provides a systematic assessment and approval process for the evaluation and acquisition of products, equipment and clinical technology. This team reviews products at all levels within the Hospitals and Clinics and continually seeks opportunities to reduce costs and improve performance. They work to standardize equipment, technology and processes while maintaining high quality care to our patients.
  [http://www.utmb.edu/logistics/vap/default.asp](http://www.utmb.edu/logistics/vap/default.asp)
  Contact email: valueanalysis.request@utmb.edu