



University of California  
San Francisco  
*advancing health worldwide*

# **Supply Chain Management Last-Mile Package Delivery Pilot Program**

August 2016

# About the Program

- Supply Chain Management (SCM) is expanding it's "last-mile" package-delivery program to all **Parnassus locations**
  - Program managed by SCM Logistics
  - Currently routes packages from four suppliers, Fisher Scientific, VWR, OfficeMax and Give Something Back Office Supplies, as well as the United States Postal Service to UCSF locations
  - Packages are delivered to Oyster Point location where packages are sorted and delivered "last-mile" that same afternoon to UCSF locations with no additional cost
  - Instead of many supplier/courier trucks delivering packages, Logistics safely & successfully delivers 600-700 packages daily with a few vehicles

# Purpose & Benefits of Program

- “Last-Mile” Package Delivery program helps meet goals in University's [Long Range Development Plan](#)
- Mitigate traffic on and around campus
  - Logistics delivers with a few trucks, eliminating numerous supplier/courier trucks on campus
  - Reduces traffic congestion for patients, employees, & students on campus
  - Reduces traffic impacting neighborhoods around campus
- Environmental sustainability
  - Reduced traffic means less CO<sub>2</sub> emissions in the environment
- Helps UCSF be a good neighbor locally around campuses and globally

# Parnassus Pilot

- Program expanding to users shipping to Parnassus locations
  - “Last-Mile” Delivery available for appropriate BearBuy orders delivered to UCSF regardless of supplier
- Go Live is **August 22** for pilot program at Parnassus
- Additional campus locations will roll out the program approximately 4 months after the pilot begins

# When to Ship to Oyster Point

Items	Examples	616 Forbes Routing (Oyster Point)	Ship Direct to Your Department	Exceptions, Restrictions, and Comments
Lab/Office Supplies	Beakers, gloves, pens, notebooks, etc.	Preferred	Optional	
Bio-Hazardous Materials	Acids, flammable liquids, formaldehyde, etc.	Preferred	Optional	
Calibrated Equipment	Air tables	Preferred *	Optional	Ship direct only if equipment requires calibration.
Cell Cultures	Cell cultures (frozen or liquid)	Preferred	Optional	Use Direct Routing only for expedited delivery.
Compressed Gases and Alcohol (No Liquid Gas)	Helium, air, CO2, helium, nitrogen, oxygen, etc.	Preferred	Optional	
Computer Accessories	Desktop printers, cables, mouse, keyboard, etc. under 70 lb.	Preferred	Optional	Use Direct Routing only if required next day.
Large Equipment	-80 degree freezers, bio-hazardous hoods, CO2 incubators, safety cabinets, centrifuges, etc.	Preferred *	Optional	

\*Requestor chooses "616 Forbes" to receive and immediately inspect to ensure that no external damage to the unit has occurred in shipping. Customer provides instructions regarding assembly, delivery and installation. Logistics/DSM labor fees will apply.

# When to Ship Direct to your Department

Items	Examples	616 Forbes Routing (Oyster Point)	Ship Direct to Your Department	Exceptions, Restrictions, and Comments
Furniture	Office chairs, desks, tables, etc.	Optional	Preferred	Optional only If the customer requires temporary storage or assembly prior to delivery and installation. Logistics/DSM labor fees will apply.
America To Go Catering Orders	Food orders		Required	
Computers	Apple, Dell computers, servers, oversize copiers, TV/computer monitors		Required	
Controlled Substances	Blood, reagents, and pharmaceuticals		Required	
	DEA Schedule II-V drugs, DEA List 1 Chemicals, California Regulated Chemicals			Department cannot receive directly. Must be shipped to an authorized EH&S DEA Controlled Substance receiving location.
Expedited Items	Any shipment that requires next day receipt prior to 2 p.m. should be directed to your location		Required	
Items over 4'x6'	White/bulletin boards, chairs, mats, office décor		Required	
Licenses and Contracts	Consultant agreements, software, etc.		Required	
Live Animals	Mice			Refer to LARC guidance on purchasing live animals.
Radioactive Materials	Isotopes			Department cannot receive directly. Must be shipped to an approved EH&S Radiation Safety Receiving Laboratory.

# Oyster Point Last-Mile Package Delivery Times

- If the supplier provided carrier tracking information, check with the carrier/carrier website to track the order delivery to Oyster Point
- Quick links to the major overnight carriers:
  - [USPS](#) - by receipt number
  - [FedEx](#) - by reference number or tracking number
  - [UPS](#) - by reference number, by tracking number or by email
  - [DHL](#) - by reference number or email
- Packages delivered to Oyster Point **before** 8:00 a.m. will be delivered the same day
- Packages delivered to Oyster Point **after** 8:00 a.m. will be delivered the next business day
  - Ex: FedEx delivers your ABC Supplier package to Oyster Point at 11 a.m. on September 1
  - Your package will be delivered to your department location on September 2

# How to Get Started

- Determine where your BearBuy ordered item needs to be delivered
- Choose your BearBuy ship to address as appropriate
  - a. Oyster Point (616 Forbes)
  - b. Your department ship to address
  - c. EH&S (normal process for DEA controlled substances, radioactive items – no change)
- Process your cart/requisition as you normally would in BearBuy

# Selecting Shipping Addresses

- Your location will have two ship to addresses available in BearBuy
  - One address to ship to Oyster Point for “last-mile” delivery to your department location
    - Each department location has an equivalent Oyster Point address
    - In order for Oyster Point to deliver to your location, must choose appropriate Oyster Point address for your department location
  - One address for shipping directly to your department location

Name	Address	
350 Parnassus RM 08-805, Ave (OYSTER POINT)	Attn: Ray Requester 3 616 Forbes Blvd XD01GUZBU7 South San Francisco, CA 94080 United States	<input type="button" value="select"/>
350 Parnassus RM 08-805, PARNASSUS, 296508-805	Attn: Ray Requester 3 350 Parnassus Ave 08-805 San Francisco, CA 94117 United States	<input type="button" value="select"/>

# Addresses Pre-Populated in Profile

- To help Requesters quickly find Oyster Point addresses, they will be pre-populated in Requesters' BearBuy profiles if the Requester had:
  - One defaulted Parnassus address in BearBuy profile
  - Saved Parnassus addresses in BearBuy profile but no default address
  - No address saved in BearBuy Profile, but had order activity in past year
- To ship to a new location not previously saved to a Requester's profile, search BearBuy for the address

# 1. One Defaulted Parnassus Address in Requester Profile

- If a Requester defaulted one address in the profile, then the Oyster Point (616 Forbes) address will be the new default
  - Oyster Point address automatically appears in new carts/requisitions, similar to the example below:

Shipping And Purchase Order ?

**Ship To**

Attn: Ray Requester  
616 Forbes Blvd  
XD01GUZBU7  
South San Francisco, CA 94080  
United States

XD number is for internal reference only

- Order will ship to Oyster Point and then be delivered “last-mile” to your department location

## 2. Saved Parnassus Addresses in Requester Profile but no default Address

- When a Requester selects addresses on orders
  - Requester will see addresses for previously saved locations - these addresses often contain only your department location address details
  - Plus new addresses for each of these locations labeled with **“Oyster Point”**
- To ship to Oyster Point for “last-mile” delivery to your department location, choose the “Oyster Point” address that corresponds to your address
- To ship directly to your department location, choose the address of your department

The screenshot shows a 'Ship To' dialog box with the following content:

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping address: select from your addresses

address, 350 Parnassus RM 08-805, Ave (OYSTER POINT) ←

350 Parnassus RM 08-805, PARNASSUS, 296508-805

HSE RM 1308, PARNASSUS 513 (OYSTER POINT) ←

HSE RM 1308, PARNASSUS, 30081308

Annotations:

- A blue box on the left contains the text: "Direct Ship Address - description has your department location address details". Blue arrows point from this box to the first two addresses in the list.
- A green box on the right contains the text: "Oyster Point Address - description always has phrase 'Oyster Point'". Green arrows point from this box to the last two addresses in the list.

### 3. No Address saved in Requester BearBuy Profile

- If a Requester created BearBuy order(s) that shipped to one Parnassus location in the last 12 months
  - Default address updated to the Oyster Point location (see pic on slide #11)
- Requester created BearBuy order(s) that shipped to multiple locations in the last 12 months
  - Department locations previously used will be added to profile
  - New “**Oyster Point**” addresses also will be added to profile (see pic on slide #12)

# 4. How to Select a New Ship-To Address

- To ship to a new location that was not previously saved to a Requester's profile, search BearBuy for this address
  - Go to the **Requisition > Shipping and Purchase Order** tab after Proceeding to Checkout
  - Click the **edit** button
  - Click the **select from org addresses** link
  - Enter search criteria such as Building name or room number. Use an asterisk as a wild card before and after each search term. Click **Search** button.
  - Both Oyster Point and department addresses will appear
  - Select an appropriate address for your cart/requisition
  - Click **Save** button
  - Continue completing your requisition



The image shows a search form titled "Address Search". It has a text input field with the value "\*350\* \*Parnassus\* \*08-805\*" and a "Search" button below it.



The image shows a table of search results with two rows. The first row is for "Oyster Point Address" and the second row is for "Direct Ship Address".

Name	Address	
350 Parnassus RM 08-805, Ave (OYSTER POINT)	Attn: Ray Requester 3 616 Forbes Blvd XD01GUZBU7 South San Francisco, CA 94080 United States	<a href="#">select</a>
350 Parnassus RM 08-805, PARNASSUS, 296508-805	Attn: Ray Requester 3 350 Parnassus Ave 08-805 San Francisco, CA 94117 United States	<a href="#">select</a>

# Resources

- A recorded webinar and presentation is available on the [Supply Chain Management website](#)
- Additional training materials are also available on [BearBuy training page](#)

# Inquiries

- For general questions or comments about the program
  - Email SCM Logistics (DSM) [logistics@ucsf.edu](mailto:logistics@ucsf.edu)
- For BearBuy technical questions
  - Contact the IT Service Desk at (415) 514-4100 option 2, or [appsupport@ucsf.edu](mailto:appsupport@ucsf.edu)



University of California  
San Francisco  
*advancing health worldwide*

# Questions?



University of California  
San Francisco  
*advancing health worldwide*

THANK YOU!