

Data Collection and Item Master Set-up Best Practices with Envi®



Why Best Practice-based Processes?

Best Practices in Data Collection and Item Master Set-up helps **build the central hub for all of your procurement processes. Having the vendor, item and pricing data you need in your item master will enable more automated processes, better reporting and improve results.**

By gathering the data you need on the front end to establish a robust item master, you will:

- Align your purchasing processes to flow through a single system
- Bring more of your spend under management
- Eliminate duplicative systems and processes, and gain better control

Why is this important? **Every step you take to set-up your item master based on Best Practices brings you closer to a fully automated, visible and well-managed supply chain, while reducing staff time and costs.**

Inventory Optimization Solutions (IOS) is committed to continually sharing best practices that improve and streamline supply chain processes. With feedback from hundreds of Envi® users, we're pleased to offer recommendations to improve your healthcare organization's supply chain processes.

Six Steps to Achieve Value

1. Consolidate to a single solution that supports all of your supply chain processes – from procurement to payment

- ✓ You'll need a solution that can integrate with legacy technology including your financial and clinical systems, and share data for the greatest efficiency
- ✓ Establish goals for consolidating processes, eliminating one-offs and manual work

2. Next, prepare for a comprehensive item master: the hub of your system. Your item master needs to contain all vendor, product and pricing data

- ✓ Evaluate your current state – are you able to create a 12- to 18-month purchase order history?
 - Contact vendors and request a 12 month purchasing history for your organization
 - These vendor files will create a good representation of your purchasing and pricing, and help create a foundation for your master file
- ✓ Contact your GPO to find out what data services they offer
 - Several GPOs provide data services to create your history file, then normalize data, update descriptions and prepare the data file for uploading
 - Alternatively, they may be able to help get a PO history file from your vendors

Save money. Be efficient. Don't do it alone.

Contact us at sales@ioscorp.com or (800) 700-4467.

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Success with Data Collection and Item Master Set-up Best Practices

“We’ve loaded the exact products and vendors we want our centers to buy from, ensuring we get the right products at the best prices. I keep control over spend and can reduce costs.”

Rami Nofal
Touchstone Imaging

“We have driven down cost by having visibility. With regards to our item master we are able to see what is being purchased. Prior to IOS, we didn’t have visibility into what we were buying. Now we are not only able to see what we buy, but we are also able to leverage that data in discussions with our vendors.”

John Mathews
AMGH

3. Prepare your data files to upload clean, normalized data in your item master; ultimately it will drive more efficient processes and improve your results

- ✓ Standardize descriptions for every item to enable greater search results

Example: noun first, then adjective and attributes

- ✓ Consolidate products – organizations often find they have the same item represented multiple times
- ✓ Upload standardized pricing from your contracts for consistency and savings

4. Determine what percentage of items need to be in your item master at go-live

- ✓ If you’re planning to track actual product usage, manage inventory, you’ll need maximum coverage – target 100% of the items you buy and use
- ✓ If you’re planning to simply purchase with your new system, you can target a lower number – try to identify at least 80-85% of the items you buy and load them into your item master

5. Is your file ready? To find out, walk the floor and walk the shelves of your storage areas

- ✓ Best Practice IOS customers take their item list and walk the shelves of their storage areas to validate that everything the materials management department is asked for is on the list
- ✓ There may be a few exceptions for unusual requests, but these should be few

6. Front-end work to prepare your item master data will greatly reduce back-end work – and manual rework – by your team

- ✓ Having consolidated and normalized products and descriptions with current contract pricing will drive greater automation and improve your costs
- ✓ You’ll improve reporting and results by streamlining all requisitioning and ordering processes through your new system

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