5.0 Adjustments

5.01 Return to warehouse adjustments (e.g., Site orders too much, ordered the wrong item)

5.02 Site/Dept emails the warehouse foreman or makes a copy of the pick ticket, highlights the items, and forwards to Warehouse Foreman

5.03 Warehouse Foreman verifies that the item counts being returned to stock are correct

5.04 Warehouse Foreman forwards copy of pick ticket and/or email to Senior Buyer with Account String

5.05 Senior Buyer enters the adjustment to credit the account and adjust the inventory in the system

5.06 Senior Buyer files copy of the pick ticket and/or email

5.07 Senior Buyer verifies the adjustment is completed the next day

6.0 Emergency Orders (N/A)

6.01 Because the items stocked in inventory is so few, there is not a need to process emergency stock orders

7.0 Establish New Inventory Items (N/A)

7.01 Alhambra has no plans to stock additional items in the warehouse

Symbols:
- PSPS
- Form
- Control Point
- Excel Worksheet
- Off Page Connector
- On Page Connector
- Decision Box
- BPI: Business Process Improvement Opportunity
- Straight Connector
- Bendable Connector