1.0 Warehouse Stock Replenishment

1.01 The Warehouse Stock Buyer has access to a backorder and shortage report from BOSS. This report is used to reorder stock items.

1.02 Warehouse Stock Buyer creates a new requisition for Inventory Stock item replenishment.

1.03 The requisition is sent for approval. Note: There are fewer approvals for re-stock requisitions.

2.0 Delivered Stock Orders

2.01 Site needs items that are stocked in the warehouse.

2.02 Site enters a Warehouse Stock Requisition in the system.

2.03 Site submits Warehouse Stock requisition for workflow approval.

2.04 The orders that are ready to be filled show up on the Site Receiving screen in the system. This is printed into a report with delivery dates for the items to each site.

2.05 Warehouse staff stage and deliver the items.

2.06 Warehouse staff makes a copy of the delivery report to be signed by the Site person that is receiving the items.

2.07 The signed copy of the Delivery report is filed in the warehouse.

2.08 The signed copy of the delivery report to be signed by the Site person that is receiving the items.

3.0 Warehouse Stock Receiving

3.01 Vendor delivers items to the district warehouse.

3.02 Warehouse verifies all the counts of all the items by comparing the counts on the PO and the counts from the packing slip.

3.03 Warehouse staff receives the items in real time after being received.

3.04 Warehouse staff sends the Receiving Copy of the PO to Purchasing for review.

3.05 The Warehouse Stock Buyer reviews the item costs and quantities delivered to verify correctness of the stock order.

3.06 The Warehouse Stock Buyer then forwards the Receiving copy of PO to Accounts Payable for payment.

3.07 Warehouse staff sends the Receiving Copy of the PO to Purchasing for review.

3.08 The Warehouse Stock Buyer reviews the item costs and quantities delivered to verify correctness of the stock order.

3.09 The Warehouse Stock Buyer then forwards the Receiving copy of PO to Accounts Payable for payment.

3.10 The Warehouse Stock Buyer sends the beginning and ending inventory reports as well as the adjustment worksheet and any other backup documentation to the Accounting Supervisor.

4.0 Physical Count

4.01 End of fiscal year the district performs the physical counts. Sites can order from the warehouse up until the middle of May.

4.02 District ensures that all inventory adjustments and stock orders have been fully processed in the system.

4.03 The district freezes the inventory in the system for about a week.

4.04 Warehouse Stock Buyer prints a beginning stock report from the system.

4.05 Warehouse staff performs the first physical count.

4.06 Another warehouse staff performs the re-count of items.

4.07 Differences in items count are reconciled and adjustments are made in the system.

4.08 Warehouse Stock Buyer prints the ending warehouse stock inventory report.

4.09 The Warehouse Stock Buyer prepares an adjustment worksheet in Excel and comparing to the adjustment report from BOSS.
5.0 Adjustments

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

5.02 The Site fills out a Return for Credit form for warehouse stock. This must be done in the same fiscal year that the items were ordered, otherwise site can’t return the items

5.03 Warehouse staff pickup the items and verify that the items match the Return for Credit form. Warehouse staff then bring the items back to the warehouse

5.04 The Purchasing Director approves the Return for Credit form

5.05 The approved Return for Credit goes back to the warehouse to process the adjustment

5.06 The Warehouse supervisor processes the adjustment in the system

5.07 The Warehouse supervisor files the Return for Credit form in the Warehouse

5.20 Adjustments when inventory counts are incorrect

5.21 Warehouse staff can’t fulfill the entire order due to shortage

5.22 Warehouse staff delivers the partial order and notates the shortage on the Delivery Report

5.23 Warehouse staff give the Warehouse Supervisor a copy of the Delivery Report with the shortage notations

6.01 On occasion, Sites can place an emergency order for warehouse stock (the order must be an actual emergency)

6.02 Site user must enter the warehouse stock requisition in the system and submit it for approval

6.03 Once the order is approved and the site user notifies the Warehouse staff that it’s an emergency order, warehouse staff will pull the items for pickup

6.04 Site user signs the printed copy of the Delivery Report upon picking up the items

6.05 Warehouse staff files the signed Delivery Report

6.06 On Page Connector

6.07 BOSS

6.08 Off Page Connector

7.0 Establish New Inventory Items

7.01 As the need arises, the Purchasing dept may do a cost/benefit analysis of whether or not a particular item should be stocked in the warehouse. Purchasing Director makes the final decision on new items

7.02 If Purchasing decides to stock a new item, the Warehouse Stock Buyer creates stock items in the system

7.03 Sometimes items change and the old item needs to be deactivated by the Warehouse Stock Buyer

7.04 Return for Credit form

7.05 Return for Credit form

Symbols

BOSS: Business Process Improvement Opportunity

PFS: Approval Point

Form

Decision Box

Excel Worksheet

Off Page Connector

On Page Connector

Bendable Connector

Straight Connector

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