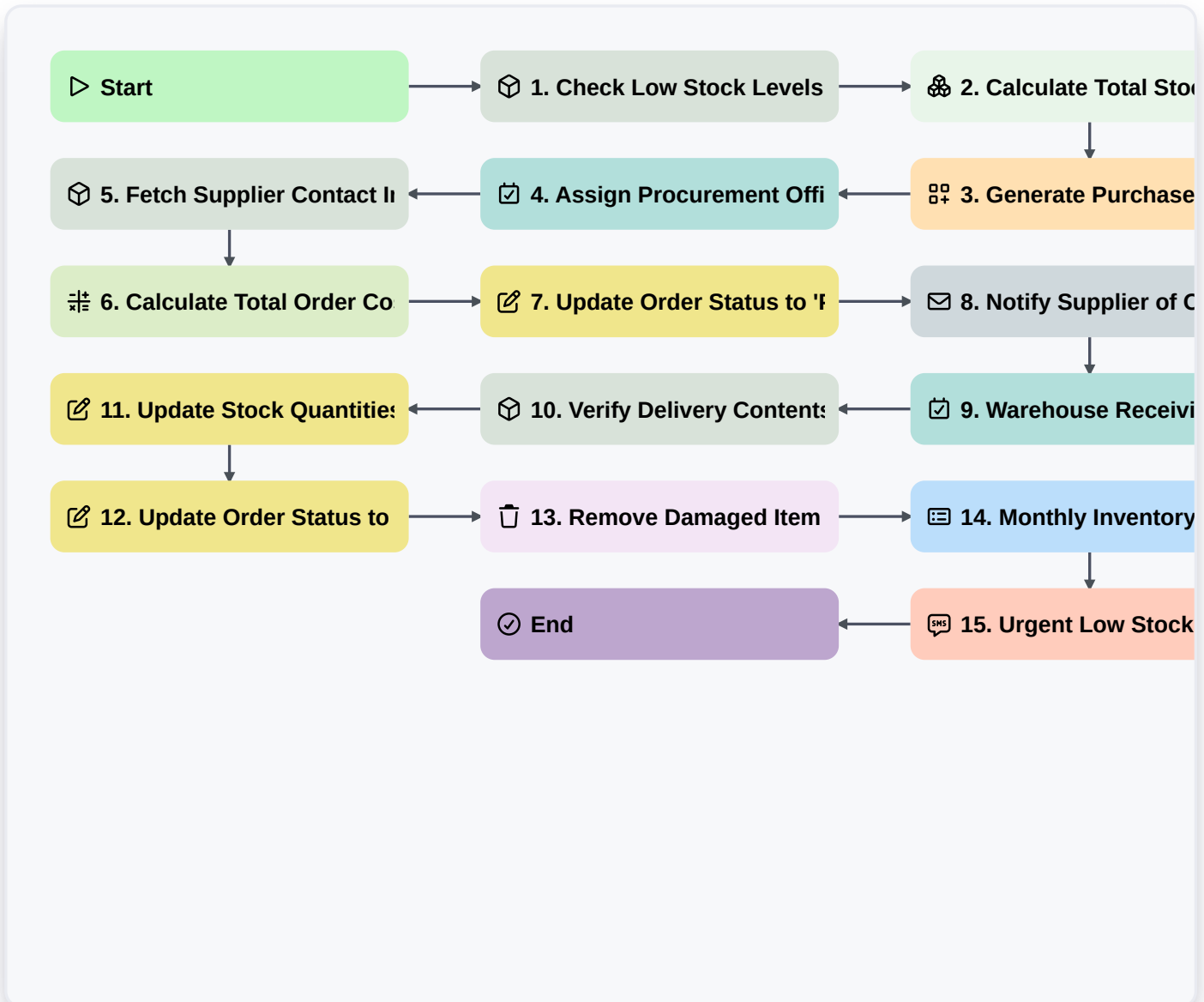


# Hotel Inventory And Supply Chain Management Workflow



## ▶ Start

Start of the Workflow/Process.

## 📦 1. Check Low Stock Levels

Retrieve all inventory entries where current quantity is below the minimum threshold.

## 🧮 2. Calculate Total Stock Value

Sum the total value (quantity \* unit price) of all items in the warehouse.

## 📄 3. Generate Purchase Requisition

Create a new entry in the Purchase Order data model for items identified as low stock.

## 📅 4. Assign Procurement Officer

Create a task for the Procurement Manager to review and approve the new purchase requisition.

## 📦 5. Fetch Supplier Contact Info

Retrieve supplier details and lead times associated with the requested items.



## **6. Calculate Total Order Cost**

Calculate the total cost of the order including estimated shipping and taxes.

## **7. Update Order Status to 'Pending'**

Update the status of the Purchase Requisition to 'Pending Approval'.

## **8. Notify Supplier of Order**

Send an email to the supplier with the details of the approved purchase order.

## **9. Warehouse Receiving Task**

Create a task for the Warehouse Clerk to prepare for incoming shipment delivery.

## **10. Verify Delivery Contents**

Retrieve the original Purchase Order entry to compare against physical goods received.

## **11. Update Stock Quantities**

Increment the quantity in the Inventory data model based on the received goods.

## **12. Update Order Status to 'Completed'**

Mark the Purchase Order as 'Fulfilled' in the system.

## **13. Remove Damaged Item Records**

Delete entries for items that were logged as 'Returned/Damaged' and are no longer in the system.

## **14. Monthly Inventory Audit Report**

Generate a comprehensive report showing stock turnover, discrepancies, and total spend.

## **15. Urgent Low Stock Alert**

Send an SMS to the Operations Manager if a critical item (e.g., essential linens) hits zero stock.

## **End**

End of the Workflow/Process.