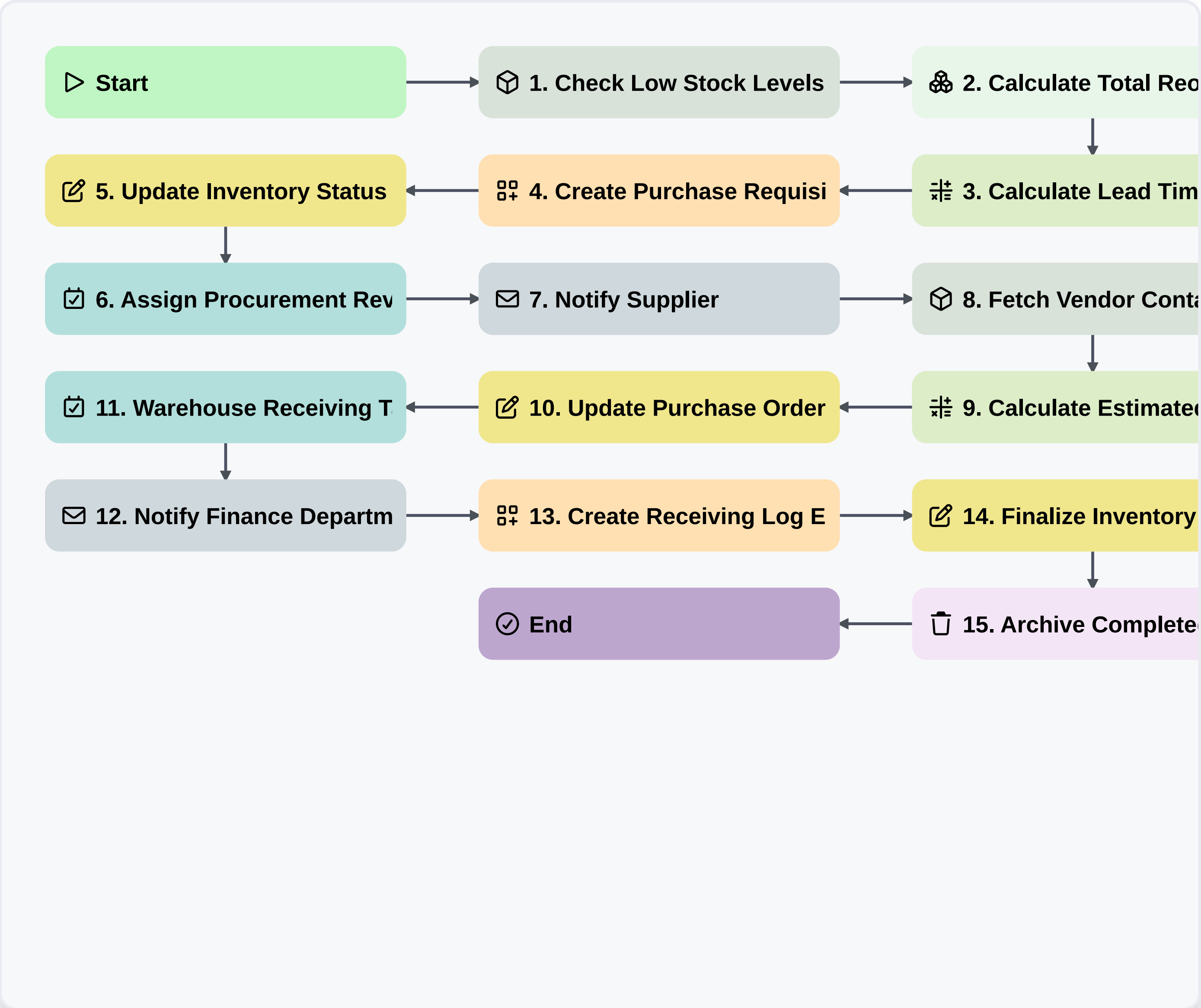
ChecklistGuro

Inventory Replenishment Automation Process



Start
Start of the Workflow/Process.

1. Check Low Stock Levels
Retrieve all items from the Inventory Data Model where current stock is below the predefined reorder point.

2. Calculate Total Reorder Value
Sum the 'Unit Cost' of all identified low-stock items to determine the total capital required for replenishment.

3. Calculate Lead Time Buffer
Calculate the required safety stock level using the formula: (Average Daily Usage * Lead Time) + Safety Buffer.

4. Create Purchase Requisition
Generate a new entry in the 'Purchase Orders' data model for the identified low-stock items.

5. Update Inventory Status
Update the 'Status' field of the selected items in the Inventory Data Model to 'Pending Reorder'.

6. Assign Procurement Review
Create a task for the Procurement Manager to review and approve the newly created Purchase Requisition.

7. Notify Supplier
Send an automated email to the Vendor's contact email with the details of the new Purchase Order.

8. Fetch Vendor Contact Info
Retrieve contact details and payment terms from the Vendor Data Model based on the items being ordered.

9. Calculate Estimated Arrival Date
Calculate the expected delivery date by adding the Vendor Lead Time to the current date.

10. Update Purchase Order Date
Update the 'Expected Delivery Date' field in the Purchase Order entry with the calculated value.

11. Warehouse Receiving Task
Create a task for the Warehouse Team to perform a physical count check once the delivery date is reached.

12. Notify Finance Department
Send an email to the Accounts Payable team regarding the pending cost for the upcoming inventory replenishment.

13. Create Receiving Log Entry
Create an entry in the 'Incoming Shipments' log to track the arrival of the goods.

14. Finalize Inventory Levels
Once items are received, update the 'Current Stock' levels in the Inventory Data Model to reflect the new quantities.

15. Archive Completed Requisition
Remove or archive the completed Purchase Requisition entry from the 'Active Orders' view to keep the dashboard clean.

End
End of the Workflow/Process.