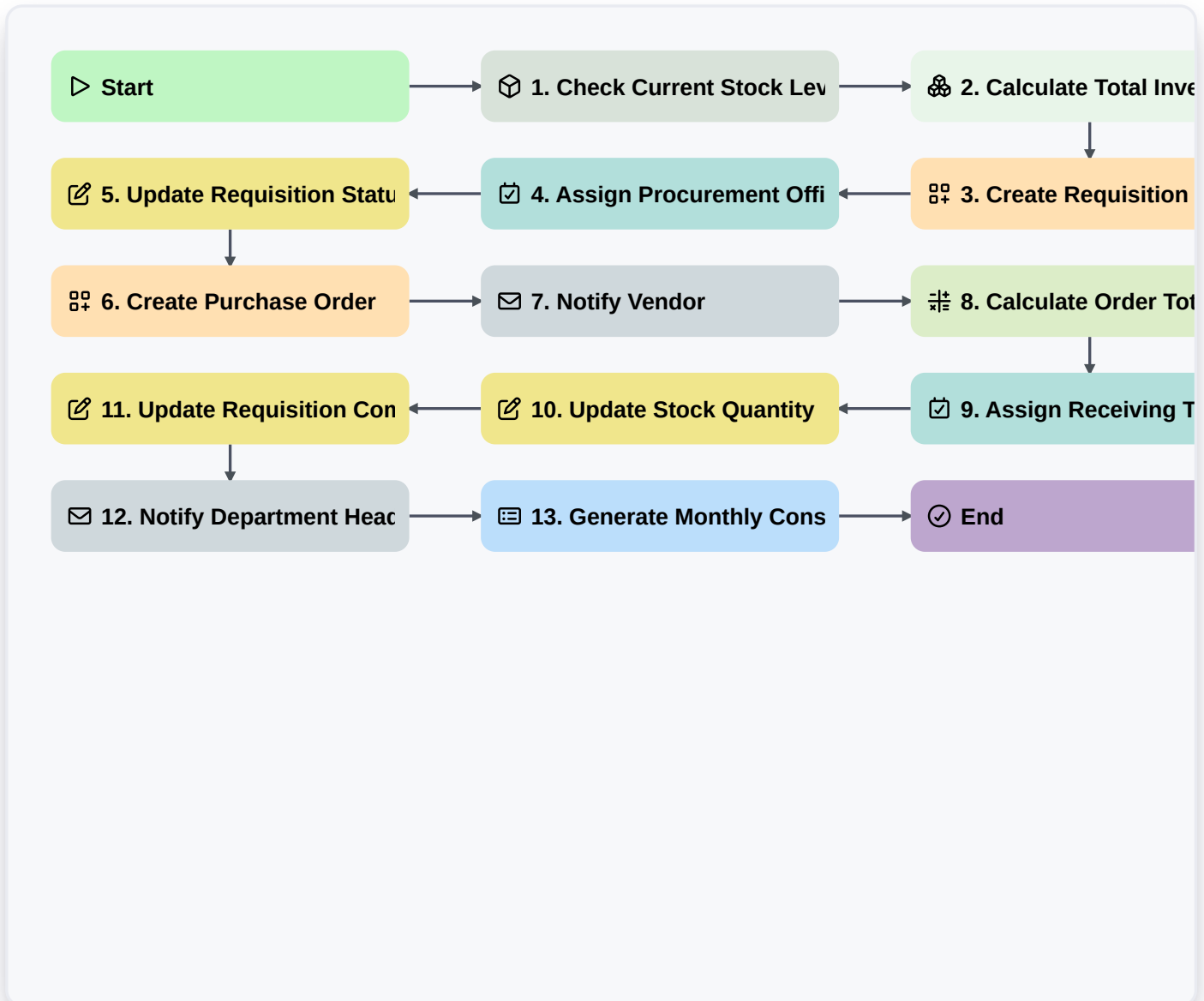


# Shop Supplies And Consumables Inventory Process



## Start

Start of the Workflow/Process.

## 1. Check Current Stock Levels

Retrieve all entries from the 'Inventory Items' data model to identify items below the minimum threshold.

## 2. Calculate Total Inventory Value

Sum the 'Unit Price \* Quantity' of all items in the inventory to understand total capital tied up in supplies.

## 3. Create Requisition Request

Generate a new entry in the 'Purchase Requisitions' data model for items identified as low stock.

## 4. Assign Procurement Officer

Create a task for the Purchasing Manager to review and approve the newly created requisition.

## 5. Update Requisition Status

Change the status of the requisition entry from 'Pending' to 'Approved' once the manager completes the task.



## **6. Create Purchase Order**

Generate a new entry in the 'Purchase Orders' data model based on the approved requisition details.

## **7. Notify Vendor**

Send an email to the selected supplier with the details of the new Purchase Order.

## **8. Calculate Order Total**

Execute a formula to calculate the total cost including estimated shipping and taxes for the order.

## **9. Assign Receiving Task**

Create a task for the Warehouse Clerk to perform a physical inspection upon delivery.

## **10. Update Stock Quantity**

Increase the 'Quantity on Hand' in the 'Inventory Items' data model once the shipment is marked as received.

## **11. Update Requisition Completion**

Mark the original requisition entry as 'Closed' or 'Fulfilled'.

## **12. Notify Department Heads**

Send an email to relevant department heads informing them that new supplies have arrived and are available for use.

## **13. Generate Monthly Consumption Report**

Create a report summarizing all stock movements and replenishment costs for the current month.

## **End**

End of the Workflow/Process.