

## Procedure: Property Management – Stores Operation Parts Ordering

Revision	0
Effective Date	03/04/19
Management System	Property
Owner	Property Management System Owner
Review Cycle	Every 3 years

This procedure outlines the process for replenishing parts in the ISS and FMP operations

### 1. Purpose

The purpose of the procedure is to document how inventory is replenished or ordered for one-time usage, for the ISS and FMP operations.

### 2. Procedure

- 2.1. The ISS and FMP stores operations utilize Min – Max parts replenishment for parts that are required for stock replenishment. Refer to Running Min-Max Report Desk Procedure.
- 2.2. After the report is generated, run the requisition import concurrent job request to generate requisitions by commodity. Refer to Run Requisition Import Desk Procedure.
- 2.3. Once requisitions are generated, review requisitions to see if quantity ordered is adequate. Review last 12 months usage along with ABC analysis to see if minimum and maximum quantities need to be updated. Refer to Defining Items Desk Procedure for updating minimum and maximum quantities.
- 2.4. After quantities are updated on the requisition, review to see if any of the parts can be ordered from eMarketplace sources. If parts can be ordered from eMarketplace vendors, verify that pricing is accurate. After pricing is verified for eMarketplace vendors supplied parts approve the requisition or forward if dollar amount for requisition is over approval limit. Refer to Modifying – Approving a Requisition Desk Procedure.
- 2.5. For requisition lines that are sourced to eMarketplace vendors, purchase order is generated via concurrent request and no further action is required. For parts that are not sourced through eMarketplace review previous purchase order history to get vendor and previous pricing. Refer to Purchase Order Inquiry – Inventory Desk Procedure.
- 2.6. After contacting vendor to get pricing and delivery promise dates, autocreate requisition line to a purchase order. Refer to Adding Lines to a Purchase Order Desk Procedure.
- 2.7. Create a requisition for items that have low usage or no usage, but need to be ordered. Refer to Creating a Stockroom Operation Requisition Desk Procedure.
- 2.8. Follow the steps in 2.5 and 2.6 to generate purchase order when there is procurement history. For items with no procurement history, work with procurement department or requestor to locate a source to obtain material from. Follow steps in 2.5 and 2.6 to generate / approve purchase order.

**3. Definitions**

N/A

**4. Responsibilities**

**3.2. The Property and Infrastructure Management System Owner** approves this procedure, identifying necessary resources and overseeing consistent laboratory compliance.

**3.2. The FESS-Logistics and Property Control Department Head** is responsible for implementing and managing changes to this procedure by assigning appropriate resources.

**3.2. The LPC-Inventory Control Supervisor and Inventory Control Associate** are responsible for following the guidance within this procedure.

**5. Resources / Supporting Documents**

**3.2. Desktop Procedure:** Running Min-Max Report

**3.2. Desktop Procedure:** Run Requisition Import

**3.2. Desktop Procedure:** Defining Items

**3.2. Desktop Procedure:** Approving a Requisition

**3.2. Desktop Procedure:** Purchase Order Inquiry – Inventory

**3.2. Desktop Procedure:** Adding Lines to a Purchase Order

**6. Revision History**

Version Number	Date	Author	Change Summary
0	03/04/19	Jack Kelly	First issuance

**7. Approvals**

Title	Name	Electronic Signature
FESS Logistics and Property Control Head	Jack Kelly	Jack Kelly, UID:jkelly <small>Digitally signed by Jack Kelly, UID:jkelly Date: 2019.03.05 09:33:39 -06'00'</small>
Property and Infrastructure Management System Owner	Karen Kosky	Karen Kosky, UID:kkosky <small>Digitally signed by Karen Kosky, UID:kkosky Date: 2019.04.03 20:21:29 -05'00'</small>