SOP Template: Replenishment Request Generation and Approval Process

This SOP details the **replenishment request generation and approval process**, covering the steps for identifying inventory needs, creating and submitting replenishment requests, reviewing and validating requests, obtaining necessary approvals, and ensuring timely order placement. The goal is to maintain optimal inventory levels, prevent stockouts, and streamline procurement operations through a structured and efficient approval workflow.

1. Purpose

To establish a standardized process for generating, reviewing, and approving replenishment requests to ensure inventory availability and operational continuity.

2. Scope

This SOP applies to all staff involved in inventory management, purchasing, approval, and related supply chain operations.

3. Roles and Responsibilities

Role	Responsibility
Inventory Controller	Monitor inventory levels, identify replenishment needs, and initiate requests.
Requestor	Prepare and submit replenishment requests with necessary documentation.
Approving Manager	Review and validate requests; approve or reject based on requirements and budget.
Procurement Officer	Process approved requests and ensure timely order placement.
Finance Department	Verify funding and budget availability (if required).

4. Process Flow

1. **Inventory Review:**
   Inventory Controller reviews stock levels using system-generated or manual inventory reports on a predetermined schedule (e.g., daily, weekly, monthly).
2. **Requirement Identification:**
   Identify stock items that have reached or are projected to reach the reorder point.
3. **Request Preparation:**
   Requestor completes the replenishment request form with required details (item, quantity, justification, preferred suppliers, etc.).
4. **Request Submission:**
   The replenishment request is submitted to the Approving Manager via the designated workflow/system.
5. **Review & Validation:**
   Approving Manager reviews for accuracy, necessity, budget alignment, and compliance. Additional input may be sought from Finance if needed.
6. **Approval or Rejection:**
   Approving Manager approves or rejects the request, providing reasons in case of rejection.
7. **Order Placement:**
   If approved, the Procurement Officer places the order with approved suppliers and records the order details.
8. **Documentation & Record-Keeping:**
   All requests, approvals, and purchase documents are archived in the inventory management/procurement system

for audit and tracking.

9. **Follow-up & Confirmation:**
   Receipt of goods is confirmed, and inventory records are updated accordingly.

5. Documentation Requirements

- Replenishment Request Form
- Inventory Reports
- Approval/Rejection Records
- Purchase Order Documents
- Goods Received Note

6. Key Controls & Considerations

- Automated alerts for reorder points (if system-enabled)
- Segregation of duties in request and approval
- Regular inventory audits
- Clear escalation procedures for urgent requirements
- Periodic review and update of approved supplier list

7. References

- Inventory Management Policy
- Procurement Policy and Procedures
- Internal Approval Matrix

8. Revision History

Version	Date	Changes Made	Approved By
1.0	2024-06-01	Initial documented version	[Name/Title]