

SOP: Restocking Supplies and Maintaining Inventory Levels

This SOP details the procedures for **restocking supplies and maintaining inventory levels**, including monitoring current stock, forecasting demand, placing orders, receiving and verifying shipments, organizing storage, and conducting regular inventory audits. The goal is to ensure consistent availability of necessary materials, prevent stockouts, minimize excess inventory, and maintain an efficient and accurate inventory management system.

1. Scope

This procedure applies to all employees responsible for inventory management, ordering, and warehousing of supplies.

2. Responsibilities

- **Inventory Manager:** Oversee inventory processes, approve orders, and ensure compliance with SOP.
- **Warehouse Staff:** Monitor stock, report discrepancies, receive shipments, and organize storage areas.
- **Procurement Staff:** Place orders with vendors and track incoming shipments.

3. Procedures

1. **Monitoring Current Stock Levels**
 - Perform daily/weekly inventory checks using the inventory management system.
 - Record usage and project replenishment needs based on minimum stock thresholds.
2. **Forecasting Demand**
 - Review historical usage data and seasonal trends.
 - Adjust inventory targets as needed to align with projected demand and business objectives.
3. **Placing Orders**
 - Generate purchase requisitions and obtain required approvals.
 - Place orders with approved vendors, specifying delivery expectations and quantities.
 - Document order confirmation details in the inventory system.
4. **Receiving and Verifying Shipments**
 - Inspect deliveries upon arrival for accuracy and damage.
 - Match received items to purchase orders and update inventory records.
 - Report and document any discrepancies or damages immediately.
5. **Organizing Storage**
 - Store supplies in designated locations, ensuring items are easily accessible and correctly labeled.
 - Update inventory system to reflect precise item locations.
6. **Conducting Regular Inventory Audits**
 - Schedule monthly or quarterly physical counts to verify system accuracy.
 - Reconcile discrepancies and investigate causes of variances.

4. Documentation & Records

- Inventory count sheets and audit reports
- Purchase orders and delivery receipts
- Discrepancy and damage reports

5. Review & Continuous Improvement

- Review SOP annually or as needed for improvements.
- Incorporate feedback from staff to optimize processes.

6. Revision History

Date	Version	Description	Author
2024-06-04	1.0	Initial SOP release	[Your Name/Title]

