**The Importance of Uniform Management in Companies**

**Business Process Identification**

It is well known how important the Human Resources department is in companies. Studies such as *(Saharuddin et al., 2019)* explain how important it is both internally and externally, as well as some of its main functions. For example, in many companies, uniform distribution is an essential process for both new hires and existing employees. Beyond mere attire, uniforms serve critical functions in the workplace. They standardize employees' appearance, minimize socioeconomic disparities, reinforce corporate identity, and enhance brand recognition within the industry.

The impact of uniforms extends beyond aesthetics. A study for  (Bickman, L., 2019*)* demonstrates how clothing influences self-perception and how others are perceived. Depending on the company and an employee’s role, uniforms can evoke feelings of authority, professionalism, or belonging. Thus, uniform distribution is not just a formality during onboarding but a strategic tool to strengthen organizational culture and employee motivation.

Moreover, uniforms are not solely symbolic; they play a vital role in workplace safety. In industries such as manufacturing, construction, and chemicals, proper attire can determine whether a work environment is safe or accident-prone. (Alvarado-Ibarra & Burrola-Núñez, 2022)emphasizes the importance of providing uniforms designed to mitigate occupational hazards. From chemical-resistant materials to safety footwear, every element must meet standards that safeguard workers’ well-being

**The Role of Human Resources in Uniform Management**

Given the significant impact of uniforms on brand image, safety, and employee performance, their management must be handled meticulously. The Human Resources (HR) department plays a central role in this process, as outlined in **(Mihanović, 2021).**, which underscores HR’s responsibility to ensure timely and accurate uniform distribution. Key tasks include:

* **Requirement Validation:** Confirming that each employee receives uniforms tailored to their role, responsibilities, and specific needs.
* **Inventory Management:** Maintaining adequate stock of all required sizes and models to prevent shortages or overstocking.
* **Supplier Coordination:** Collaborating with manufacturers and distributors to ensure quality standards and timely deliveries.
* **Physical Distribution:** Guaranteeing prompt delivery of correctly sized uniforms to employees.

Efficient execution of these tasks is critical to avoiding operational disruptions and unnecessary costs. However, many companies still rely on manual processes, such as paper forms, emails, and spreadsheets. These outdated methods often lead to errors like incorrect sizing, duplicate orders, and poor inventory tracking. Consequently, uniform shortages or excess stock can hinder operations and frustrate employees.

In worst-case scenarios, inadequate uniforms may result in workplace accidents. Employees lacking proper protective gear risk their safety and that of their colleagues. Conversely, excess stock wastes resources and burdens HR with administrative overload.

**The Need for Modernization**

To address these challenges, companies are increasingly adopting technological solutions to streamline uniform management. Automated systems improve inventory tracking, optimize ordering processes, and ensure accurate, timely distribution. These tools also enable detailed record-keeping, allowing HR to track every request and delivery.

In an era prioritizing efficiency and safety, modernizing uniform management is not just an operational upgrade—it is a necessity. By embracing agile, technology-driven processes, companies can equip employees with attire that supports safety, comfort, and pride in their work.

**Business Process Modelling (BPM)**

Business Process Modelling (BPM) can optimize uniform management by mapping each stage of the process. Key elements include:

1. **Uniform Request Submission** (Employee submits request to HR).
2. **Requirement Validation** (HR verifies role, size, and availability).
3. **Inventory Check** (Proceed with delivery if stock is available; otherwise, initiate supplier orders).
4. **Purchase Order to Supplier** (Generate orders based on demand).
5. **Uniform Receipt** (Quality inspection and confirmation of delivery).
6. **Employee Distribution** (Record delivery and update inventory).
7. **Follow-Up and Feedback** (Quality assessment and process adjustments).

Implementing BPM enhances efficiency, reduces errors, and ensures employees receive appropriate uniform and size for safe and effective performance. The diagram below highlights key HR decisions and procedures during uniform distribution, identifying areas for improvement and automation

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The diagram illustrates HR’s responsibility for overseeing employee onboarding and subsequent uniform distribution. This process applies to new hires and existing employees requiring replacements due to wear, size changes, or other reasons.

The process begins with collecting the employee’s size and uniform type. HR then checks inventory availability. If stock exists, the uniform is delivered immediately. If not, HR reviews the allocated budget. Sufficient funds trigger a supplier order, followed by quality checks upon delivery.

However, if the Human Resources department does not have sufficient budget to make the purchase, it is necessary to request additional funds from the Accounting department. If Accounting approves the request and allocates the required budget, the order is placed and the uniforms are subsequently delivered. Nevertheless, in the event that neither Human Resources nor Accounting has sufficient funds to cover the purchase of the uniforms, the process is suspended until the necessary budget is obtained to proceed with the acquisition and distribution.

This procedure can become lengthy and bureaucratic, which sometimes delays the delivery of uniforms to employees. Therefore, it would be advisable to consider automating some of the steps involved in the process, which would help optimize time, reduce the administrative burden, and simplify the required procedures and paperwork. Implementing digital tools for inventory management, requests, and budget approvals could make this procedure more efficient and agile, benefiting both the company and the employees who need their uniforms delivered on time.

Specifically, the review of existing merchandise in inventory, the budget request, and the supplier order are steps that can be automated.

For example, inventory checks to verify the availability of uniforms can be managed through an automated system that updates warehouse stock levels in real time. Likewise, budget requests to the Accounting department could be implemented through a digital platform that automatically generates requests when funds are insufficient. Finally, the supplier order management could also be automated, speeding up the purchasing process and ensuring that uniforms are acquired without unnecessary delays.

Implementing digital tools for inventory management, requests, and budget approvals would greatly streamline the administration of this process. Not only would it make uniform delivery to employees more efficient, but it would also reduce bureaucracy and waiting times, benefiting both the company and the staff who need their uniforms delivered promptly

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The new flowchart represents an automated system for the distribution of work uniforms to employees, structured in several interconnected stages. The process begins with the digital onboarding of the Human Resources (HR) department, which incorporates an electronic hiring system. During this phase, the employee fills out digital forms with their personal data, allowing their sizes to be automatically registered and eliminating errors associated with manual data entry.

Next, the system queries a centralized database to automatically assign the appropriate uniform based on the employee’s position, ensuring consistency in deliveries. Then, a real-time inventory check is executed to determine item availability. If there is sufficient stock, the process moves to automatic budget validation, comparing costs against predefined limits. In case of insufficient funds, an automatic request is generated and sent to the Accounting department, following a digital approval workflow.

Once funds are approved, the system automatically issues a purchase order to the supplier, without requiring human intervention. Finally, the process concludes with the physical reception of the uniforms and their delivery to the employee, completing the cycle in an efficient and transparent manner. The only phase that must be performed manually is product verification.

This automated system provides significant improvements in various areas. From an operational perspective, it reduces the total process time by eliminating delays caused by manual approvals and bottlenecks. The ability to perform simultaneous verifications allows multiple requests to be managed at once, optimizing resource use.

First, inventory management could be automated using a real-time platform such as SAP MM or Oracle Inventory Cloud, integrated with the centralized database. This system would automatically update stock levels after each delivery or order, issue alerts when stock falls below defined thresholds, and allow instant queries from any device. Second, the budget request to Accounting could be optimized with expense management tools like Coupa or Workday, which automate approval workflows. If the system detects a lack of funds, it would send digital requests with cost details and justifications, allocating the budget once approved. This would reduce bureaucracy by 70%, although success would depend on integration with legacy systems, which could pose an initial technical challenge.

To streamline supplier orders, the use of RPA (Robotic Process Automation) tools such as UiPath or Automation Anywhere is recommended. A robot would extract inventory data, fill out purchase order templates, and send them to suppliers via APIs or email, reducing transcription errors and speeding up the process by 80%.

Additionally, it is suggested to incorporate intelligent automation through Machine Learning (ML) and Natural Language Processing (NLP). An ML model developed in Python or Azure ML would analyze historical request data to forecast future demand, such as increases during peak hiring seasons, enabling proactive ordering.

Accuracy and consistency are reinforced through the automated assignment of uniforms based on roles, minimizing human errors. Likewise, integration with real-time inventory prevents delivery failures due to lack of stock, while predefined rules ensure compliance with corporate policies.

From a resource optimization perspective, the HR team can focus on strategic tasks by reducing the operational burden, and inventory visibility allows for more efficient stock management. The data generated by the system—such as demand patterns—facilitates advance purchasing planning.

The employee experience is also significantly improved: onboarding is simplified by requiring information only once, and the quick delivery of uniforms increases satisfaction. The transparency of the process, with online tracking options, strengthens trust in the organization.

From a financial standpoint, administrative costs are reduced by automating repetitive tasks, and the consolidation of orders through digital purchase orders enhances negotiation capacity with suppliers.

Lastly, the system is highly scalable, as it can adapt to increases in hiring without the need to expand staff. Its flexibility allows for the addition of new types of uniforms or changes in criteria according to organizational shifts, ensuring long-term relevance.

This approach not only modernizes a key process but also lays the groundwork for future innovations in enterprise resource management, incorporating an executive interface that generates strategic and operational insights.

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One of the safeguards built into the automation is that the registration process must be completed in order to keep the inventory consistently updated. Additionally, the employee’s name is taken by the list provided by HR and its uniform delivery are recorded in the database,

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In this case, the uniform is available in the inventory, so the delivery can be made immediately.A screenshot of a computer

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In the second scenario are not more clothes in inventory but the company has the budget in the Human Resources department, so the order to the supplier is automatically generated, creating a message for the supplier being automatically discount the money, to don’t buy more than one per size arrive until the confirmation of the firs one was accepted

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Using another safeguard to don’t buy more than one time the same size untill the confirmation was accepted A close-up of a sign

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In the third case scenario, the department does not have the budget, so it create a request to accountant and generating the supplier request immediately receive the budget area using the same safeguards that the second case scenario.

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A close-up of a message

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Generating a response at the moment Accounting approves it, the purchase order is automatically created along with the estimated delivery time of the product. being this recreation of the interface on [Casillitas007/The-Importance-of-Uniform-Management-in-Companies](https://github.com/Casillitas007/The-Importance-of-Uniform-Management-in-Companies).

**Conclusion**  
As mentioned in Coventry research, (Moody, L.2023), uniforms can help create a better work environment, making employees more productive when carrying out all their tasks. For this reason, the correct implementation of the proposed improvement in the Human Resources department is of utmost importance. It not only helps optimize the process but also creates a better environment, providing employees with trust that they belong to a high-quality company, not to mention the economic benefits gained by managing inventories correctly.

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