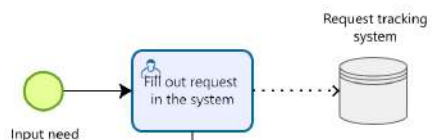
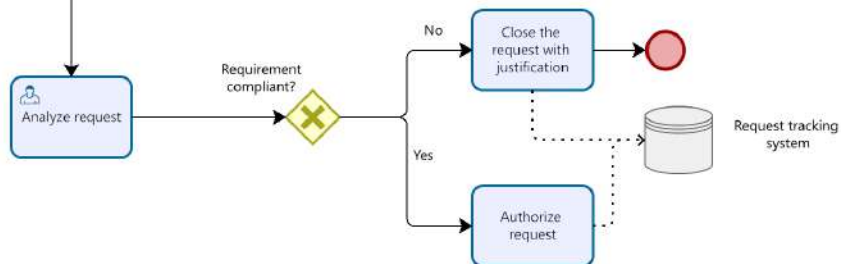


## Internal Purchase Requisition Service

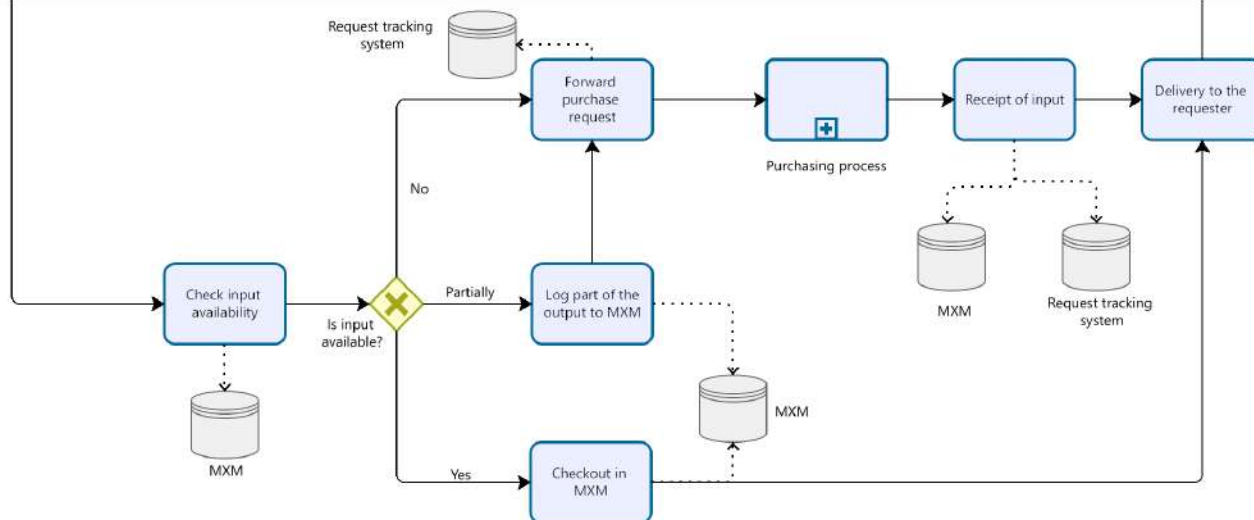
Requesting Unit



Management



Warehouse



Organizational Process Mapping

Process:Internal Purchase Requisition Service

Responsible:WAREHOUSE

Objective:REQUEST ADDITIONAL INPUTS THAT WERE NOT BUDGETED DURING THE UNIT'S ANNUAL PLANNING

Previous Process:

Next Process:Purchasing process

Inputs  
(materials, information, resources, requests)

Activities  
(key process activities)

Outputs  
(materials, information, resources, requests)

Output

Output requirements  
(output compliance)

Need to purchase input

Analyze request

Authorize request

Check input availability

Register partial or total departure in MXM

Forward purchasing process

Receive input

Deliver to the requester

Justification for denying the request

Certificate of receipt

Certificate of receipt

Monitoring  
(possible controls, measurements and indicators that ensure the effectiveness of the process)

Time between request and purchase

Flow efficiency

Average request fulfillment time

Immediate warehouse service fee

Unanswered request rate

Rate of requests served

Minimum stock level control

Budget Compliance Rate

Frequency of requests by department

Applicant satisfaction

Rework rate on requests

Knowledge  
(specific knowledge required for the process)

Applicable Legislation  
(standard, law, regulations that impact the process)

Technology and Resources  
(necessary software, websites, programs and resources)

Risks  
(risks associated with this process)

Opportunities  
(opportunities of this process)

MXM system

Applicable legislation

Alpha's Resolution

Alpha's Resolution nº 1270/2024

Normative Instruction nº 001-06

MXM System

Request tracking system

Long waiting time for purchases

Wear and tear of items stored in inventory

Use of a request tracking system to reduce waiting time, chances of error and paperwork

Integration with budget planning system

Improved communication between departments during the request

Preparation:

Approval:

Revision: