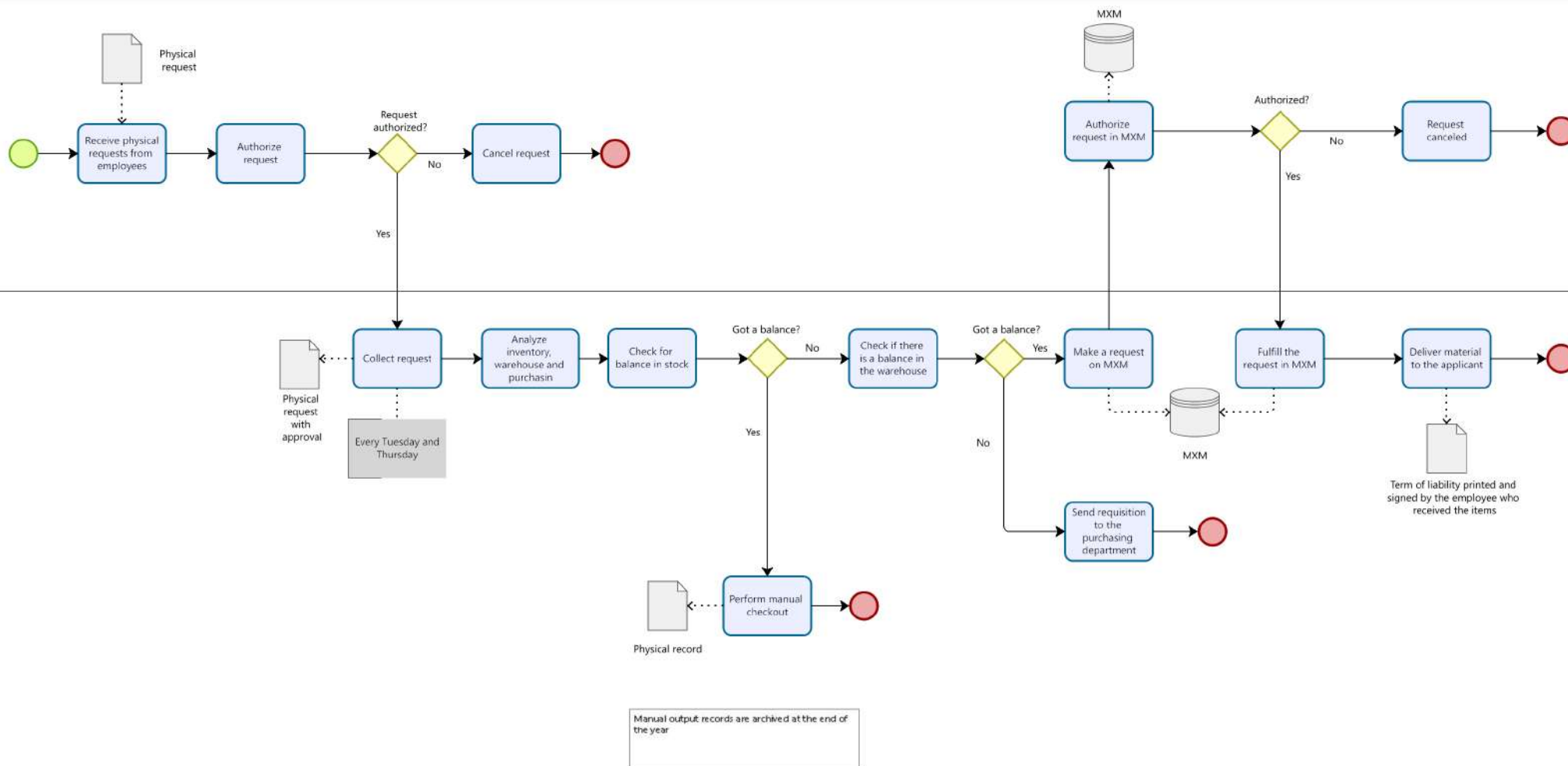


Internal Purchase Requisition Service

Management

Warehouse



	Organizational Process Mapping
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Process:

INTERNAL PURCHASE REQUEST SERVICE

WAREHOUSE

Objective:	CHECK IF THE ITEMS REQUESTED ARE IN THE WAREHOUSE AND FORWARD FOR DELIVERY OR REQUEST PURCHASE
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CHECK IF THE ITEMS REQUESTED ARE IN THE WAREHOUSE AND FORWARD FOR DELIVERY OR REQUEST PURCHASE

Stock

Purchasing process

Stock

Purchasing process

Inputs

(materials, information, resources, requests)

(key process activities)

Outputs

(materials, information, resources, requests)

Material delivered to the requester
Send request to the purchasing department
Perform manual check-out
Request canceled

Printed and signed liability waiver

Printed and signed liability waiver

[illegible]

Authorize request
Analyze inventory, warehouse and purchasing items in Excel
Check for stock balance
Check if there is a balance in the warehouse
Make a request in MXM
Authorize request in MXM

Material delivered to the requester
Send request to the purchasing department
Perform manual check-out
Request canceled

Printed and signed liability waiver

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

Time between request and purchase

(specific knowledge required for the process)

Use MXM system
Conduct supplier and material type research

Use MXM system
Conduct supplier and material type research

(standard, law, regulations that impact the process)

Alpha's Resolution
Alpha's Resolution 1270/2024
Alpha Normative Instruction 001-06

Alpha's Resolution
Alpha's Resolution 1270/2024
Alpha Normative Instruction 001-06

Alpha's Resolution
Alpha's Resolution 1270/2024
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(necessary software, websites, programs and resources)

MXM System

(risks associated with this process)

Long waiting time for purchases
Wear and tear of items stored in inventory

Long waiting time for purchases
Wear and tear of items stored in inventory

(opportunities of this process)

Purchase request in digital forms

Preparation:

Approval:	
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Revision: _____