

Revision No. 00

Procedures Manual: METROWORLD FOOD SERVICES

Effectivity Date: 02/20/2025

Document Title: Inventory Management and Special Events Purchasing Procedure

1.0 OBJECTIVE

To establish a standardized procedure for inventory management and purchasing during special events or occasions, ensuring accurate stock control, proper documentation, efficient procurement, and adherence to the First-In, First-Out (FIFO) principle. This procedure aims to minimize waste, prevent stockouts, and optimize storage and purchasing decisions during peak demand periods.

2.0 SCOPE

This procedure applies to all personnel involved in the inventory management and procurement process for MetroWorld Food Services, including the Inventory In-Charge (Accounting), Operations Supervisor, Executive Assistant (EA), Purchaser, and Top Management. It specifically includes guidelines for purchasing during special events or occasions where increased demand is expected.

3.0 DEFINITION OF TERMS

- 3.1 **Par Level** The predetermined minimum stock quantity required to prevent stockouts. It is determined based on average weekly usage, lead time, and storage capacity.
- 3.2 **PRF (Purchase Request Form)** A document used by the Operations Supervisor to request necessary ingredients/supplies.
- 3.3 **Inventory In-Charge (Accounting)** The personnel responsible for monitoring stock levels, maintaining inventory records, and initiating purchasing processes when stock falls below the par level.
- 3.4 **Inventory In-Charge (Operations)-** The personnel responsible for production of received inventory and repacking stocks and maintaining inventory records in day to day transactions which also initiates in updating when stocks fall below par level.
- 3.5 **RS (Requisition Slip)** A document used by the Inventory In-Charge to request additional supplies from the Operations Supervisor.
- 3.6 **EA (Executive Assistant)** The personnel responsible for reviewing and endorsing the Requisition Slip for approval.
- 3.7 **Purchaser** The individual responsible for procuring the requested goods as per specifications.
- 3.8 MRF (Materials/Goods Receiving Form) A document used to record received goods upon delivery.
- 3.9 **FIFO (First-In, First-Out)** An inventory management principle ensuring that older stock is used before newer stock to maintain product freshness and reduce waste.



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3.10 **Special Event Purchasing Plan** – A documented plan outlining estimated demand, additional stock requirements, and procurement timelines for special events.

4.0 A. STEP-By-STEP PROCEDURE FOR PURCHASING

ACTIVITY	RESPONSIBILITY	DETAIL
		Determining Par Levels and Special Event Planning:
START	Operations Supervisor	Establishes the par level for each ingredient, including but not limited to, the following factors:
Determining Par Levels and Special Event		Average weekly/monthly usage
Planning		■ Lead time for delivery of stock
		 Storage capacity and constraints (for bodega)
Inventory Check		 Seasonal demand fluctuations
		Quantity, Shelf Life
		■ Minimum Stock Level
If Stocks level sare sufficient, no further action is required. NO Approval of Requisition Slip (RS)		 Anticipated volume for special events
		The template should also categorize per area.
		Par levels are reviewed periodically and adjusted as necessary.
		A Special Event Purchasing Plan is prepared at least two weeks before an event, forecasting additional inventory requirements.
A		



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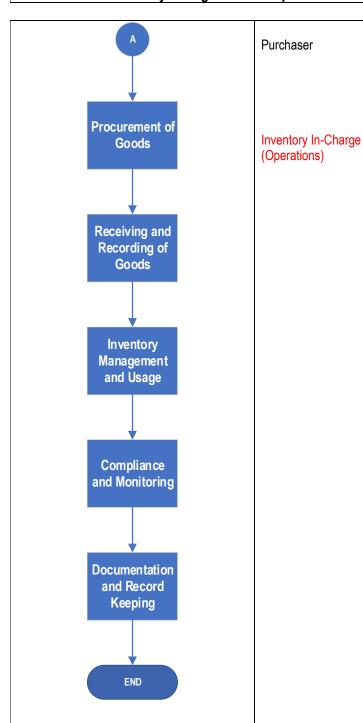
	Inventory Check:
Inventory In-Charge (Operation)	 Reviews stock levels using the standard Inventory Template.
	If stock levels are sufficient, no further action is required.
	If stock falls below the par level, or additional inventory is needed for special events the Inventory In-Charge initiates a procurement request by preparing a Requisition Slip (RS) – ALDRTZ-PO-F-012.
	Approval of Requisition Slip (RS)
Operations Supervisor	Reviews the RS, verifies the necessity of the request, and affixes their signature.
Inventory In-Charge (Operation)	Once verified, the Inventory In-Charge will forward the signed RS to the main office (EA of MetroWorld Food Services)
Executive Assistant	Once receipt, sign the RS and forward it to Accounting Assistant for the pricing then submit to the Managing Director for review, prior to final approval by the President.
	Procurement of Goods:
Treasury Officer	Forward the approved Requisition Slip (RS, along with the corresponding budget to the Purchaser, initiating the procurement process.



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Acquires the required ingredients/materials as per the approved specifications.

Receiving and Recording of Goods:

- Upon delivery, the goods are handed over to the Inventory In-Charge.
- Verifies the received items against the order and records the actual received quantity in the Materials/Goods Receiving Form (MRF) – MWFS-FM-002.
- Once verified hand it over to the personnel who will do the production or packing of goods based on prescribed servings.

If there are lacking items or items that haven't been purchased due to unavailability the Inventory In-Charge will note the discrepancies or unavailable items on the MRF.

Inventory Management and Usage:

- Update the stock cards to reflect the new quantities received or issued.
- Record transaction in the Inventory System.
- Ensure that all stock records, including stock cards, inventory reports are accurately updated and reconciled.



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All personnel handling inventory must follow the First-In, First-Out (FIFO) rule to minimize waste and ensure product freshness. Real-time monitoring of stock levels is conducted to prevent shortages. **Compliance and Monitoring:** Regular audits shall be Representative from Audit conducted to ensure adherence to this purchasing Department process. Any discrepancies or inefficiencies should be reported to management for corrective action Continuous improvements Management Trainee shall be made to optimize (FSCG) inventory control and procurement efficiency. > Special event purchasing efficiency is reviewed after each event for process improvements. **Documentation and Record** Keeping: Ensure that all records are Inventory In-Charge updated and stored securely. (Operation) > PRFs, RSs, MRFs, and inventory records must be properly maintained and filed for audit and reference purposes.



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