1.0 OBJECTIVE

To update the Stock Control & Inventory Management System's database and maintain the correct inventory levels of supplies and materials on hand.

2.0 SCOPE

This work instruction covers from the receipt of delivered supplies and materials, down to the receiving of these items in the database for update of inventory level.

3.0 ACCESS

This work instruction is uploaded to the DOST IX Document Management System and accessible to all DOST IX personnel. The original copy of this document is managed by the DOST IX's document custodian.

4.0 DEFINITION OF TERMS

4.1 Stock Control & Inventory Management System (SCIMS) - An in-house database where inventory levels of physical or on-hand supplies can be monitored and determine the need to reorder items.

5.0 RESPONSIBILITIES

5.1 Supply Officer and Property Staff is responsible in facilitating the inspection of delivered supplies, until these are received in the database.

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Supply Officer	Quality Management Representative

6.0 STEPS

6.1 Facilitate inspection of newly delivered supplies and materials with the Inspection and Acceptance Report, basing specifications to the Purchase Order and Delivery Receipt;

6.2 Upon fully inspection, organize delivered supplies in the stockroom;

6.3 Receive supplies into the Stock Control & Inventory Management System (SCIMS) database;

6.4 Access the "Receiving" tab and initiate the input of following data: item, quantity, supplier, PO number, and remarks if any;

6.5 After saving the inputted data, proceed to the updating of unit amount for each item delivered for the automated update of quantity and unit amounts in the system;

6.6 Fill in the **FASS-PSU F014, List of Received Supplies in SCIMS** for the summary of received supplies per P.O., and file a compile a copy of Purchase Order and Inspection and Acceptance Report from the Procurement Unit.

7.0 RECORDS

Title	Collection and Filing	Location	Maintenance and Disposal
List of Received Supplies in SCIMS (FASS-PSU F14)	Filed by Supply Officer and Property Staff	Supply Unit (FASS-PSU-FC-D1)	1-year retention period

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Supply Officer	Quality Management Representative