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| **SUBJECT** | 651 Items Ordering Process |
| **DEPARTMENT** | Marketing – Order Entry |
| **RECORDER (Name Designation)** | Ravihari Punchihewa : Executive - Order Entry |
| **APPROVED BY (Name Designation)** |  |
| **LAST UPDATE** | 27/09/2016 |
| **PATH ON NETWORK FOLDER** |  |
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Order entry maintaining master sheet for 651 which includes sourcing countries.

Master sheet have to update daily and on every Tuesday needs to finalize orders for 651.

**Step 1**:

Refer Jonathan’s inventory report and update daily master sheet (Current inventory) accordingly.

**Step 2**:

Identify less quantity items and suitable suppliers to place orders

**Step 4**: Placed order and get the confirmation for availability and for the shipment.