**OPR FOR \_Stock List Review\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **COMPANY** | TeKnowledge Shared Services (Pvt) Ltd |
| **SUBJECT** |  |
| **DEPARTMENT** | Sourcing & Marketing |
| **RECORDER (Name and Designation)** | Harsha Subasinghe |
| **Approved by (Name & Designation)** |  |
| **CREATED DATE** | 12/01/2018 |
| **LAST UPDATED** |  |
| **LAST UPDATED BY(Name & Designation)** |  |
| **PATH ON NETWORK FOLDER** |  |
| **NO. OF PAGES INCLUDING THIS PAGE** | 04 pages |

Clear all colors & convert to EXCEL standard format

**Stock review process**

Promo / Regular shipment

Sample Tracker

Final PSR

Reminder email to request

(After 2 days)

Adding to PSR preview list

* FW > 2500
* SW > 250

No

Yes

Yes

**Price list review process**

Current requirement file

* Family
* Common Name
* Scientific Name
* Size
* Pack/Bag
* Pack/Box
* Price

Email request to vendor

Check the availability

Verify the information against the current vendors

* Size
* Qty/Box
* Price

Yes

Filter &

Highlight - Green

Check the item required for 193/292

* Common Name
* Scientific Name

Filter &

Highlight - Yellow

**Stock list**

**Steps for Review Stock List**

1. Stock list could be received monthly or as per the request.

A screenshot of a cell phone

Description generated with very high confidence

1. Once received the stock list, it should convert to the standard format.

A screenshot of a computer

Description generated with very high confidenceA screenshot of a social media post

Description generated with very high confidence

Convert

3. check the stock list against to the current requirement for 193 & 292.

If available, should be highlight in Yellow color.

A screenshot of a cell phone

Description generated with very high confidence

1. if listed varieties are match with the requirement, verify the below details against the current vendor
   1. Price – current price or less
   2. Pack/ Bag
   3. Pack/Box
   4. Size
2. if listed varieties reaching above criteria’s, highlighted in Green color

A screenshot of a cell phone

Description generated with very high confidence

1. check the availability with supplier for selected varieties, that should communicate via e mail.
   1. If not received the details of availability, send the reminder mail after two days of requested mail.
2. Once received the availability details, it should be added to the PSR pre-view list according to below Criteria
   1. Freshwater – items of more than 2500 pcs availability
   2. Saltwater - items of more than 250 pcs availability
3. Add to the below reports
   1. Add to the Final Promo Suggestion Report
   2. Add to the Sample Tracker
4. After approval of BMU, arrange the shipment (Promo or Regular shipment)