

Currently under construction. A lot of data is still missing.

# PURCHASE ORDER

- [Standard Operating Procedure \(SOP\): Product Ingestion Workflow](#)
  - [SOP 1](#)
  - [\[FLOW CHART\] Standard Operating Procedure \(SOP\): Product Ingestion Workflow](#)

# Standard Operating Procedure (SOP): Product Ingestion Workflow

# SOP 1

## 1. Purpose

To standardize the process of evaluating incoming product data, preventing duplicate records, ensuring accurate inventory cataloging, and streamlining Purchase Order (P.O.) generation.

## 2. Scope

This procedure applies to all team members responsible for inventory management, procurement, data entry, and supplier coordination.

## 3. Workflow Steps & Decision Logic

### Step 1: Initial Record Check

- Locate the incoming item in the master inventory database.
- **Decision:** *Does a similar product already exist in our records?*
  - **NO:** Proceed directly to **Step 5 (Create New Product Master Record)**.
  - **YES:** Advance to **Step 2**.

### Step 2: Brand Verification

- Compare the brand of the incoming item against the existing record found in Step 1.
- **Decision:** *Is it a different brand?*
  - **YES:** Proceed directly to **Step 5 (Create New Product Master Record)**.
  - **NO:** Advance to **Step 3**.

### Step 3: Specification Review

- Compare the technical specifications, dimensions, and core features of the item.
- **Decision:** *Are the specifications different?*
  - **YES:** Proceed directly to **Step 5 (Create New Product Master Record)**.
  - **NO:** Advance to **Step 4**.

### Step 4: Supplier and Pricing Evaluation

- Check the vendor details, unit pricing, and contact information for the item.
- **Decision:** *Is there a different supplier, different price, or different contact person?*

- **YES OR NO:** Proceed directly to **Step 6 (Maintain Product Reference & Update Data)**.
  - *Note: Regardless of whether the supplier data matches or varies, an existing product master record is used.*
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## 4. Action Items & Execution

### Step 5: Create New Product Master Record

- Execute this action if triggered by **Step 1 (NO)**, **Step 2 (YES)**, or **Step 3 (YES)**.
- Generate a brand new system entry.
- Populate all fields completely based on the provided data:
  - Technical Specifications
  - Model Number
  - Part Number
  - Brand Name
- Once saved, pass the new data to **Step 7**.

### Step 6: Maintain Product Reference & Update Data

- Execute this action if triggered by **Step 4**.
- **Do not** create a new system profile. Stick with the existing product and the same product reference number.
- Review the profile for missing attributes. Update any blank or outdated fields with the new supplier, contact, or pricing information provided.
- Once updated, pass the data to **Step 7**.

## Step 7: Create Purchase Order & Finalize

- Receive the finalized product data (from either Step 5 or Step 6).
  - Generate a new Purchase Order (P.O.) utilizing the verified product information.
  - Review the P.O. for accuracy, submit it for approval, and terminate the current workflow cycle (**END**).
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