

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

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 Update any blank or outdated fields with the new supplier, contact, or pricing information provided.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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