

Material Replenishment

Material Replenishment General:

Each agency will be responsible for managing their inventory. At minimum, this includes a weekly review/assessment of inventory.

All agency's managing their inventory in a computer data base will be required to review, update and maintain the stock replenishment data. Reviewing and updating should be performed on a frequent basis in order to ensure best business practices for inventory management.

Agency's who are manually managing their inventory will be required to review their inventory to ensure best business practices for their inventory management. One method of reviewing your inventory is to use the Material Replenishment Planning (MRP) in the SAP system. MRP will identify your inventory replenishment needs based on your minimum/maximum re-order quantities and the consumption of each inventory item.

Material Replenishment Planner (SAP):

In MRP, when you are setting up your Material Master for each of your inventory items, you can define your minimum and maximum reorder levels as well as you can choose whether you want the system to create a Planned Order or a Purchase Requisition.

A Planned Order is a "suggestion" that it is time to reorder. You have the ability to:

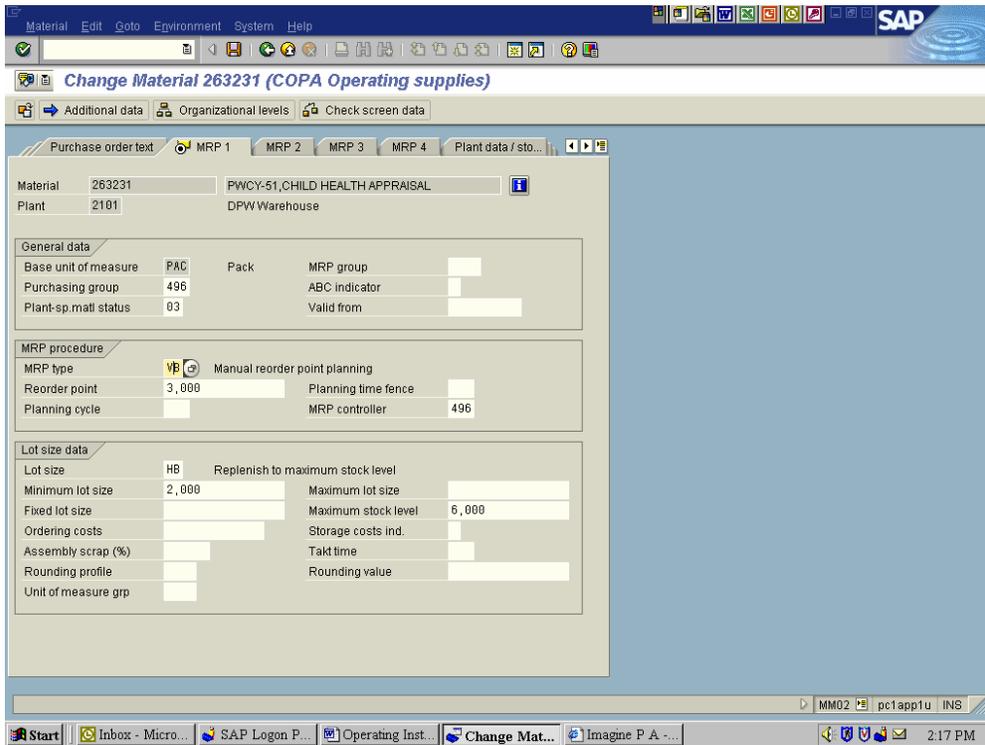
1. Convert the Planned Order "as is" to a Purchase Requisition for processing
2. Modify the Planned Order before converting to a Purchase Requisition
3. Delete the Planned Order in its entirety

A Purchase Requisition will go to directly to the Purchase Group for processing.

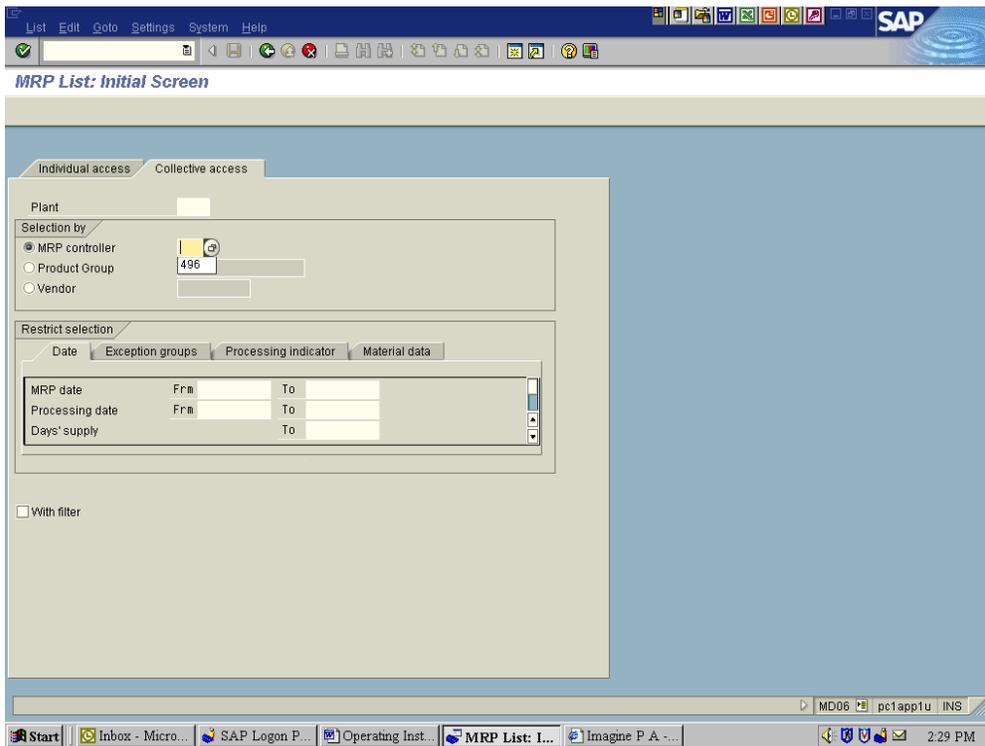
For SAP procedures detailing the MRP run, please follow the link below:

[Material Replenishment Planning \(Mrp Run\) – Section 16](#)

Re-Order Criteria – including Minimum and Maximum Re-order Levels
Transaction MM01 – MRP 1 defines the pertinent information, which applies to your inventory replenishment.



Material Replenishment Planner:



Total Inventory Overview Report:

Another method to review your inventory is the Total Inventory Overview Report available in SAP.

Transaction: Y_DC1_32000466

The screenshot shows the SAP Total Inventory Overview Report selection screen. The window title is "Total Inventory Overview Report". The menu bar includes "Program", "Edit", "Goto", "System", and "Help". The SAP logo is visible in the top right corner. The main area contains a "Selection Screen" with the following fields:

Plant	2101	to		
Storage Location	0001	to		
Material Group		to		
MRP Controller				
Material		to		
Bin Location		to		
Qty on Hand				
Open PO's	<input checked="" type="checkbox"/>			

The bottom status bar shows the transaction ID "Y_DC1_32000466", user "pc1app1u", and role "INS". The Windows taskbar at the bottom includes the Start button and several open applications: "Inbox - Micro...", "SAP Logon P...", "Operating Inst...", "Total Invent...", and "Imagine P A - ...". The system clock shows "2:35 PM".

List Edit Goto System Help
 SAP
Total Inventory Overview Report

Program : ZM_REPT_INVENTORY_VIEW
 User : P00063923
 Commonwealth of Pennsylvania
 Materials Management
 Total Inventory Overview Report

Material	Description	Qty On Hand	UOM	Reorder Point	Max Stock Level	Bin Location	Open PO #	Line #	Open PO Qty
262808	PW-1677,VACANT POSITION RQ	593	PAC	10	25	01-03-022			
262834	PW-1709,VISA PURCHASING CARD TRANS1	195	PAC	10	25	01-05-049			
262835	PW-1710,VISA PURCHASING CARD ORDER	167	PAC	10	25	01-05-054			
262858	PW-176,KM,AGRMT&AUTH/PAY MED. ASST CLAIM	849	PAC	300	800	01-05-022			
262873	PW-2009A,RETIR CERT UNDER 25YRS,2 SIGN	984	PAC	10	25	01-03-062			
262874	PW-2009B,RETIR CERT UNDER 25YRS,3 SIGN	446	PAC	10	25	01-03-052			
262875	PW-2009C,RETIR CERT OVER 25YRS,3 SIGN	11	PAC	10	25	01-08-020			
262876	PW-2009E,RTRMT CERT OVER 25YRS-2SIGN	4,347	PAC	150	400	01-07-032			
262882	PW-257,MAINT WORK ORDER	330	PAC	60	200	01-06-024			
262888	PW-29A,DAYCARE SVC ENRLMT/ATTENDANCE	1,404	PAC	900	2,000	01-06-018			
262889	DO NOT USE	0	PAC	3,600	8,000				
262897	PW-301,OUT CARD	63	PAC	600	1,500	01-12-024			
262901	PW-307R,PROCUREMENT BID LABEL	91	PAC	10	25	01-06-016			
262903	PW-308,RQ FOR POSTAL OR TRNSP EXPENSE	137	PAC	10	25	01-06-031			
262908	PW-334,PROP TRANSFER RECORD	214	PAC	10	25	01-06-020			
262913	PW-361S,STANDARD TRANSMITTAL	0	PAC	2,100	4,600	01-12-022	4500137329	10	3,000
262914	PW-371,PERSONNEL DATA SUMMARY	23	PAC	60	150	01-06-033			
262921	PW-418,ISSUING OFCR'S CNTRL DOC LOG	68	PAC	60	200	01-06-035			
262922	PW-419,ISSUING R'S CNTRLLED DOC LOG	265	PAC	240	600	01-06-036			
262923	PW-455,DPW TRAFFIC/PRKNG VIOLATN NTC	118	PAC	18	50	01-06-038			
262934	PW-523,STANDARD BID TABULATION	68	PAC	10	25	01-06-005			
262936	PW-530,INDIVIDUAL PERSONAL PROP RPT	49	PAC	10	25	01-06-047			
262938	DO NOT USE	56	PAC	360	800	01-14-016			
262939	PW-560,OFFICE MEMO	1,899	PAC	1,200	2,600	01-14-012			
262944	PW-652,RNWL APPLI/EXISTING CERT/COMPL	4	PAC	180	450	01-06-052			
262947	PW-68,REC OF CERTIF OF COMPLIANCE	77	PAC	180	500	01-07-028			
262957	PW-764,AUTH./INSTRUCTION SHEET	69	PAC	18,000	38,000	01-13-006	4500132613	20	1

Y_DC1_32000466 pc1app1u INS 2.36 PM

Material Replenishment (Non-SAP):

Each agency will be responsible for managing their inventory. At minimum, this includes a weekly review/assessment of your inventory. Agencies not using SAP to manage their inventory will review whatever re-order criteria is available to them to assess what stock needs to be replenished.

Material Replenishment Purchase Orders

General Information:

Each agency is required to prepare documentation to replenish their inventory. This includes:

1. Preparing Purchase Orders to private vendors in accordance with Act 57 of 1998 – The Procurement Code. Purchase order to include:
 - a. Purchase Order Number
 - b. Vendor's Name
 - c. DGS Distribution Center delivery address
 - d. Material Number(s) of Inventory Item(s)
 - e. Nomenclature(s) of Inventory Item(s)
 - f. Notation to print vendor indicating each carton received must be properly marked with appropriate purchase order number, material number, nomenclature, packaging and appropriate print number
 - g. DGS Distribution Center Pallet Specifications
 - h. DGS Distribution Center Delivery Hours
 - i. Quantities and Unit of Measure of item(s)
 - j. Fund, Cost Center and G/L Code
 - k. If applicable, special delivery instructions
 - l. Contact Person and telephone number
2. Promptly providing an approved copy of the Purchase Order to the DGS Distribution Center for inventory receipt
3. Fiscally managing the purchase order until all funds have been expended

For SAP procedures detailing the MRP/Purchase Orders, please follow the link below:

[Create A Purchase Order – Section 16](#)

Material Replenishment Purchase Order - Damaged Items:

It is the responsibility of the DGS Distribution Center to inspect all stock replenishment orders being received for damages.

Prior to the receipt of the shipment, if the item(s) appear to be damaged, the receiving clerk will immediately contact the designated person from that agency for instructions. Notations to be made on the packing slip regarding the damage, date/time, person contacted and any instructions.

If damages are discovered after the receipt of an item(s), DGS Distribution staff person will contact the designated person from that agency for instructions. The agency is asked to provide a prompt verbal response and confirm in writing to the DGS Distribution staff person.

Material Replenishment Purchase Order – Discrepancies:

DGS Warehouse and Distribution Division staff person will contact the designated person from that agency for instructions. The agency is asked to provide a prompt verbal response and confirm in writing to the DGS Warehouse and Distribution Division person.

In certain circumstances, overages or shortages are allowable industry practices. If this is the condition with a particular item number, indicate the allowed percentage in the material master record. This will avoid delay in receipt.

Material Replenishment Purchase Order - Receipts:

DGS Warehouse and Distribution Division will be responsible for inspecting deliveries and comparing them to the Stock Replenishment Order for reviewing for accuracy and quality. DGS Warehouse and Distribution Division will promptly process all Goods Receipts/Receiving Reports to confirm all partial and final goods receipts. A copy of the Bill of Lading/Packing Slip will be retained at the DGS Distribution Center. The original Bill of Lading/Packing Slip will be forwarded to agency's designated contact person.

For SAP Processes Related To Receiving, Select a link below:

[Receiving Commodities – Section 16](#)

Material Replenishment Print Requests

Print Requests – DGS or Agency Print Shop:

Based on inventory stock replenishment needs, agencies are required to process the required documentation for printed material from either the DGS or Agency Print Shop. The agency is required to forward a copy of the Print Request to the DGS Distribution Center for record of receipt.

The Print Request must contain the following information:

1. Form _____ using sequential print request numbers
2. Identification of appropriate Print Shop (DGS or Agency)
3. Material Number(s) of item(s) being requested
4. Nomenclature(s) of item(s) being requested
5. Notation to print shop that each carton received must be properly marked with appropriate purchase order number, material number, nomenclature, packaging and appropriate print number
6. Quantity(s) of item(s) being requested
7. Unit of Measure(s) of item(s) being requested which corresponds to the Inventory Unit of Measure
8. Fund, Cost Center and G/L Code
9. Agency Contact Person and Phone Number

A notation on the order regarding DGS or Agency Print Shops, for EACH Print Request delivery, will be required to provide an itemized TOTAL COST for each shipment.

Print Request - Damaged Items:

It is the responsibility of the DGS Distribution Center to inspect all Print Requests being received for damages.

Prior to the receipt of the shipment, if the item(s) appear to be damaged, the receiving clerk will immediately contact the designated person from that agency for instructions. Notations to be made on the packing slip regarding the damage, date/time, person contacted and any instructions.

If damages are discovered after the receipt of an item(s), DGS Distribution staff person will contact the designated person from that agency for instructions. The agency is asked to provide a prompt verbal response and confirm in writing to the DGS Distribution staff person.

Print Request - Discrepancies:

DGS Distribution staff person will contact the designated person from that agency for instructions. The agency is asked to provide a prompt verbal response and confirm in writing to the DGS Distribution staff person.

Print Request – Receipts:

DGS Distribution Center will promptly process partial and final goods receipts from DGS or Agency Print Shops. Delivery will be inspected and reviewed to verify it corresponds with Print Request.

DGS or Agency Print Shops, for EACH Print Request delivery, will be required to provide an itemized TOTAL COST for each shipment.

DGS Distribution Center will maintain a copy of corresponding paperwork with the records. Original paperwork will be forwarded to appropriate person as identified by each agency.

For SAP Processes Related To Receiving, Select a link below:

[Receiving STD Forms from a print shop – Section 16](#)

[Receiving Health forms from a print shop – Section 16](#)

Print Request - Requests For Samples

Any agency requesting samples of printed forms must use the: Printing Sample Inspection Report. Agencies requesting samples must attach a copy of the Purchase Order to the print request and send to the appropriate warehouse.

Upon completion of form, DGS Distribution Center will maintain these forms at a central location at the DGS Distribution Center.

Click here to access a printable copy of this form:

Printing Sample Inspection Report

Name _____ Fax Number _____

Material No. _____ Agency Name _____

Form No. and Description _____

P.O. No. _____ Dated _____ Quantity Requested _____

DGS Job No. _____ Dated _____ Requested Delivery Date _____

A. REQUEST FOR SAMPLES – BY ADMINISTRATIVE DIVISION

TO: Warehouse/Storeroom

DGS 1 DGS 5 _____

Upon receipt of this item, withdraw samples at random from packages as follows:

Not less than - 5 10 15 25 50 samples from total number of boxes received

Attach samples to this form and forward to the Administrative Division for examination and approval or disapproval.

DATE

ADMINISTRATIVE DIVISION

B. REPORT OF SAMPLE WITHDRAWAL – BY WAREHOUSE/STOREROOM

TO: Administrative Division

GOODS RECEIPT CONFIRMED

INVENTORY ADJUSTED

The attached samples of this item were withdrawn at random from packages received from: _____

Quantity Received (skids, cartons, boxes and/or each): _____

Remarks (Comments on type of packaging, general condition of shipment, etc.): _____

DATE

WAREHOUSE/STOREROOM

C. INSPECTION REPORT – BY ADMINISTRATIVE DIVISION

The samples have been examined and are satisfactory

The samples are NOT satisfactory

Remarks: _____

DATE

ADMINISTRATIVE DIVISION