



INVENTORY AND WAREHOUSE

Scenario: MONUSCO is receiving 500 office chairs in Goma; it was requisitioned by the Supply Section, and will be received by central receiving, and then stored in a central warehouse. Subsequently, the SRSg's office requests 20 chairs.



RECEIVE GOODS

The receipt of goods initiates transactions in both Warehouse & Inventory Management.

1



GOODS RECEIPT

The 500 office chairs are received in Umoja and this increase in goods appears in Goma's Supply Storage Location inventory.

Steps 2-4 apply to Warehouse Management only* Inventory Management keeps track of the quantity available, and Warehouse Management displays the physical bin location. Warehouse Management provides operational support related to Inventory Management.

2



RECEIPT TRIGGERED IN WAREHOUSE

Simultaneously, with Goods Receipt, the office chairs appear in Warehouse Management as a Transfer Request for Put-Away action.

3



ORDERS TO PUT-AWAY

The Warehouse Manager reviews the Transfer Request and converts it into a Transfer Order, which assigns the bins for Put-Away

4



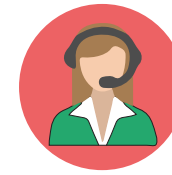
PUT-AWAY ITEMS TO BINS

Warehouse personnel physically moves the chairs to the designated bins then confirms the Transfer Order in Umoja.

ISSUE GOODS

Users submit their requests outside of Umoja through iNeed, local service desks, or other internal notification(s).

1

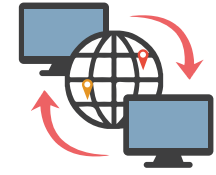


END-USER REQUIREMENT

The SRSg's office requires 20 office chairs and contacts the Supply Section with their request (i.e. iNeed, Service Desks, etc).

If stock is not available, a Shopping Cart can be raised.

2



AVAILABILITY CHECK

Supply Section checks the stock in Umoja for available office chairs, and finds chairs in the Goma warehouse under the Supply Storage Location.

Reservations are used to request and approve the issue or transfer of goods.

3



CREATE RESERVATION

Supply Section creates a reservation indicating the number of chairs (20), Storage Location (Supply/Goma), and the date required.

If the reservation requires cost recovery, it also requires the approval of the budget owner.

4



APPROVAL PROCESS

(BUDGET & INVENTORY OWNER APPROVAL). The reservation is routed for approval by the Inventory Owner (i.e. Supply Section Chief).

5



GOODS ISSUE

Once the reservation is approved, the Supply Section issues the chairs. A Goods Issue slip may be printed to show that the inventory quantity is reduced and the value is expensed in inventory.

Steps 6-8 apply to Warehouse Management only* Goods Issued from a Storage Location is subtracted from the stock level (storage location level), but not from the warehouse level (not at bin level) until picking is confirmed.

6



ISSUE TRIGGERED IN WAREHOUSE

Simultaneously, with the Goods Issue, a Transfer Request appears in Warehouse Management for the chairs to be Picked from the warehouse bin.

7



ORDERS TO PICK

The Warehouse Manager reviews the Transfer Request and converts it into a Transfer Order, which identifies the designated bins for Picking.

8



PICK ITEMS FROM BINS

Warehouse personnel physically locates the bins to retrieve the 20 chairs, and hands them over to the SRSg's office, and then confirms the Transfer Order in Umoja.