

Stock and Inventory Management System (Multi Store)

Scope

To design and develop stock and inventory management system for hospital and health centers. Hospital will hold the main stock in different locations to distribute goods and items to health centers. Each health center should maintain their own stock and generate reports. For each store Item expire notifications should be sent via email to storekeeper. Item Issue, delivery and management notes should be generated on each stage.

Main Functions

- Maintain existing stock
- Request new stock from stores
- Receive new stock
- Stock Issuance
- Stock information
- Item expire notification
- Monitoring and control of inventory
- Barcode or tag generating
- Add new stock from vendors, gifted and others
- Reporting

Functional requirements

- Update existing stock (import existing inventory to the system - CSV file)
- Add items to inventory, edit items in inventory (by authorized user or administrator)
- Product categorization including, department, category and sub category
- Stock inquiries including, product history, vendor, PO number and invoice number
- Physical counting option for annual inventory physical count
- Stock Adjustment
- Automated low stock alerts and out of stock reports
- Product Expire Alert

Stock request

- Requests from all the department to main store
- Requests/PO from main store for new stock
- Request approval from Department head when products are requested to main store
- Request processing authorization from main storekeeper
- Main storekeeper approval for new stock request
- Budget approval for new stock request
- Management authorization for new stock requests
- If request was rejected at any stage of authorization, it will be notified to the requester

- Availability of requested items at main store will be notified to the requester
- Request approvals will be notified to the requester
- Issuance of requested products to the requested departments will be notified to the requester
- Procurement status of new stock will be visible to requester (PO details and delivery details)
- Pending items to be received will be visible to requester and procurement user
- Receiving items
 - Receive items directly from PO
 - Receive items manually
 - Partial receiving from PO
 - Generate Goods
 - Receive Note
 - Issue Stock
- Issue stock from main store to other departments
- Consume items from departments to end users/customers
- Generate stock issue note/delivery note

Users

Manager

- Manager access will be given to the head of the organization
- Manager cannot add/remove item to the inventory or edit inventory
- All requests/POs sent to procurement should be authorized by manager
- Manager can view the inventory, pending items to be received, item history, request/PO history and generate reports

Administrator

- Administrator can add/remove users to the system
- Administrator can change access level for users
- Has full control of system settings

Authorizer

- This access will be given to Department head
- View Request approval
- Can view the inventory, pending items to be received, item history, request/PO history and generate reports of particular departments
- Authorization will be limited to specific departments
- Cannot add/remove items or edit inventory

Procurer

- Can update the status of requests/PO (Status includes, Request Received, PO pending, PO Generated, items shipped, Items partially received and all items received)
- Can view pending items to be received to stock
- Cannot add/remove items or edit inventory

Stock controller

- Add/Remove items
- Update physical inventory count
- Edit inventory
- Request for new items
- Receive/issue items
- Generate reports
- Full control of stock related functions
- Storekeeper
- Receive items
- Issue items
- View item history
- View pending requests
- Add new items Cannot remove items or edit inventory
- Staff
- Receive items
- Issue items
- Cannot add/remove or edit inventory

Reporting

Stock Reports (date filtered)

- Available Stock
- Out of stock
- Low Stock
- Expiring Stock
- Store Discards
- Department Discards

Vendor Reports (date filtered)

- All Vendor Requests
- Not Received
- Received