Effective Date: 11/13/2023
Review/Revision Date: 11/07/2023
Revision Author: D. Cobb, L. Allen, K. Klug
LB-036-1.5

How to Submit a Stockroom Request

1) SCOPE/PURPOSE

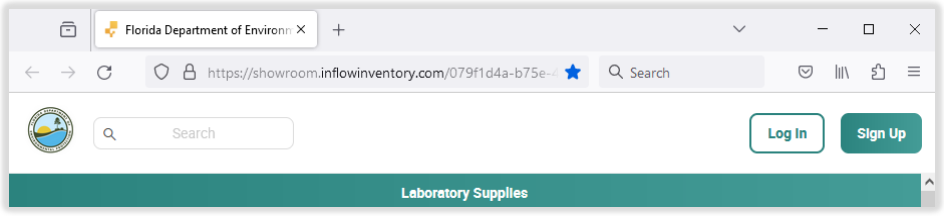
This document describes the standard operating procedure (SOP) for submitting a stockroom request at the DEP Laboratory.

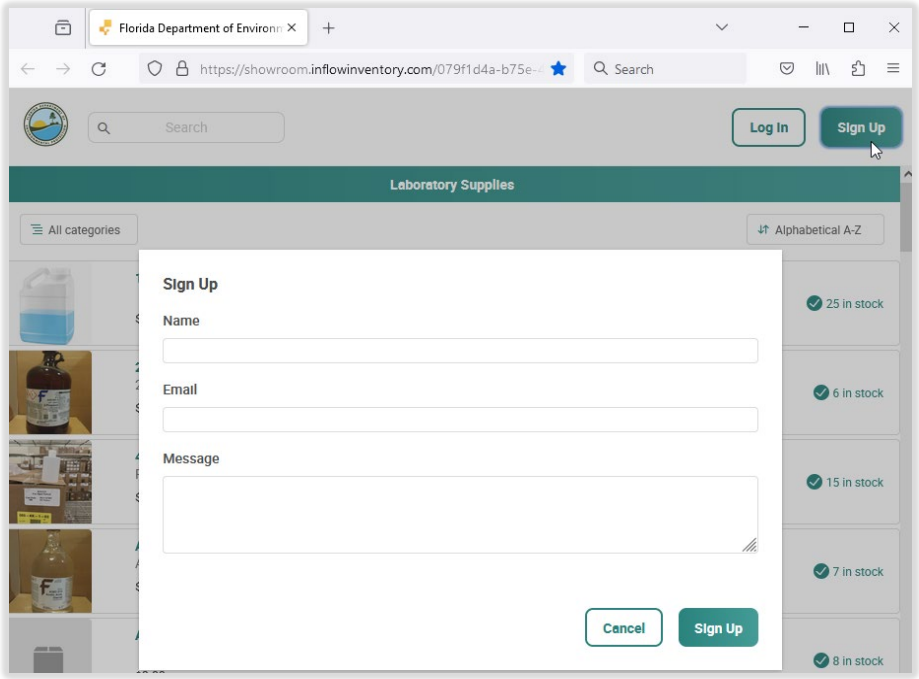
2) Getting Started

Public Showroom: https://showroom.inflowinventory.com/079f1d4a-b75e-435e-b4c7-d50475e2a8bb

a) Setting up an account (*only needs to be completed once)

i) Navigate to the Public Showroom (link above).
ii) Click Sign Up in the top right corner
iii) Complete the information requested
iv) Click Sign Up



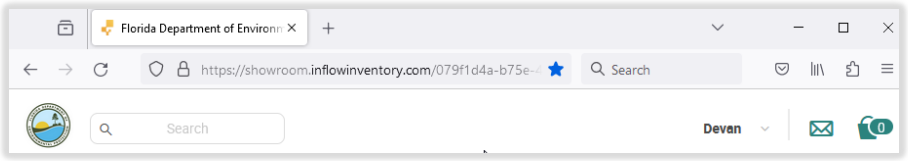


v) An e-mail will be sent to the inFlow administrators to approve the request.
vi) Once the request is approved an order can be placed.

3) Placing an Order

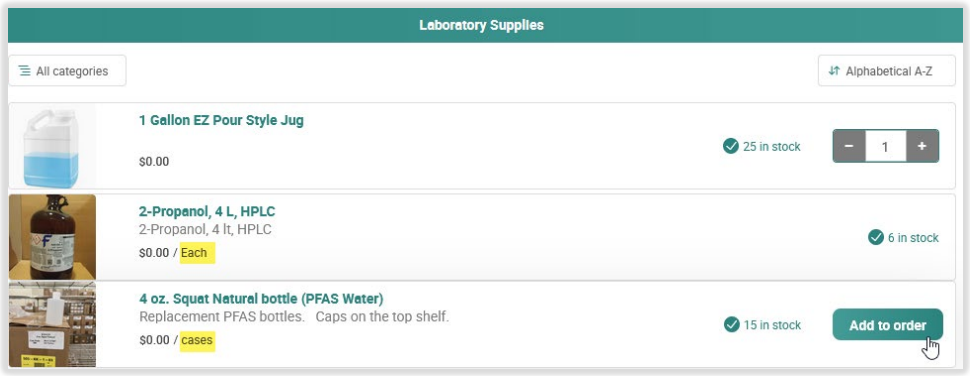
a) Once you are logged in, your name will be in the top right corner and there will be a little shopping bag.

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b) The desired items can now be chosen and placed in the cart.

i) Hover over or click on the item and click add to order.



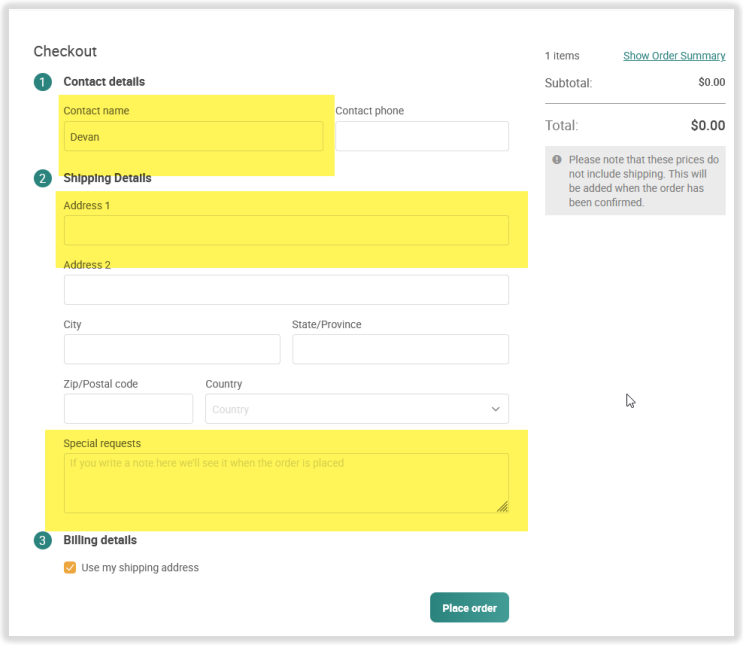
ii) Please keep in mind the number in stock and how items can be ordered

iii) When you have everything you need added to the order, click on the shopping bag icon. Check the items in your order. If everything is correct, click Checkout.

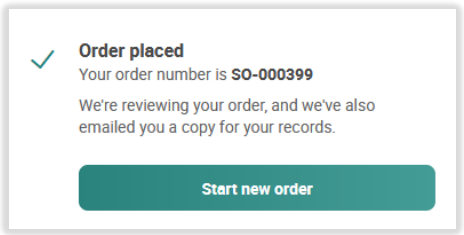


iv) Complete the delivery "Shipping" information. **<u>Include your name, the room to deliver the items to and any special requests.</u>**

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c) Click Place order



d) An e-mail is then sent to the stockroom custodian notifying that an order has been submitted.

4) Order fulfillment

a) Orders are fulfilled and delivered twice a week by the stockroom custodian.

5) Inventory management

a) Items are added to inFlow when they arrive in the stockroom by the sample custodian.
b) Automatic reorder reports are generated on a regular basis to ensure stock levels are at an appropriate level
c) Inventory levels are ground-truthed by both the Chemistry and Scientific Support Services Programs on a regular basis to confirm accuracy.

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