



## **Introduction:**

As Project Pathway nears its completion, it's more important than ever that if you have responsibility for monitoring and ordering stocks, that you read carefully the attached document and ensure you know what needs to be done and by when.

**What's happening?** We need to make some critical system changes as part of Project Pathway. During December the following arrangements for ordering via SRM (non-stock items) and the Inventory System (stock items) will be put in place.

**What does this mean in practice?** Purchase orders raised on the SRM (Supplier Replenishment Management) system after Project Pathway implementation will change. Further details on this will be communicated in due course. The impact of this is that any purchase orders raised over the coming weeks need to be:

- Delivered before the Christmas holidays begin
- Cleared through the system before we migrate the data into the new organisational structure and put the new approval hierarchy in place.

To make sure we achieve this you will NOT be able to place SRM orders from the close of play on Friday 12 December until after Friday 2 January 2015. Any orders placed during this period will not be processed by Procurement unless they are service critical.

For items ordered through the Inventory System, the following timetable will be in place for MRP (Material Requirements Plan) Runs during December:

### **Normal MRP Runs on weeks commencing:**

Monday 1 December 2014  
Monday 8 December 2014  
Monday 15 December 2014  
Monday 5 January 2015

### **No MRP Runs in weeks commencing:**

Monday 22 December 2014  
Monday 29 December 2014

**How can I help?** Procurement Coordinators will liaise with site Stock Champions throughout December to ensure that any additional stock orders are identified and placed to provide sufficient stock coverage during this time. Orders will need to be communicated to the Supply Chain Team **before Monday 15 December** so that deliveries can be made before Christmas Eve. Orders after this date will still be placed but pre-Christmas delivery will not be guaranteed.

### **Why are Year End Stock Counts important?**

Knowing how much stock we hold at the year end is really important for finalising our year end accounts. There are a number of actions that need to continue to take place over the Christmas period to ensure we have an accurate record for the New Year and minimise the risk of any disruption to the order and delivery of goods.

- Stock counts are being scheduled throughout December
- Goods receipt (GRN) orders as they are received
- Scan out stock as it is consumed.

**Supply Chain Team Contact Information**

The Supply Chain Team will only be available at Francis House throughout the Christmas period i.e. 27<sup>th</sup> -31<sup>st</sup> December and can be contacted on X52635 or X51509 or by email - [Purchasing@viapath.co.uk](mailto:Purchasing@viapath.co.uk). If in the meantime if you have any questions, please contact your local Procurement Coordinator as soon as possible.