Setting up your GIP (Generic Inventory Package)

1. Identify items to be included in the GIP

- All recurring items or items bought repetitively.

2. Identify storage locations-reorganize the storeroom

- Assign store locations
- Allows any person with access to your GIP to look up storage locations.
  - Eg. 3rd Floor Room B3006
  - AS-3B06-C1S2
    Anesthesia Storages on 3rd Fl B wing
  - Last 2 digits of Rm# on Cart 1 Shelf 2
  - You can use up to 13 characters to identify locations.
  - Be consistent in assigning storage locations so they will be easier to remember
- Very helpful when you need something fast.
- Establish a Location Key for all storage areas.

3. Complete procurement stock cards for all items purchased by your FCP.

The following information should be provided on the card:
Stock number or vendor product
Nomenclature-description of item. Include alias/synonyms
Unit if purchase
Unit cost
Quantity (equal to your level needed until you reorder)
Replenish cycle- bi-mo, mo, qtrly, how often you buy item
Vendor(s) can provide assigned vendor number if available
Vendor address
Telephone number
Contract number if available

*Procurement cards are available thru Forms Depot
VAF 10-7142

Setting up your GIP (Cont'd)

4. Return Procurement Request cards to A&MMS
A&MMS service will add items to the item master file. Upon completion, the item master file # will be recorded at the top and the cards will be returned to you

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5. Next step is to set up your GIP using the Primary Inventory Menu.

Begin to populate your GIP with information on the Procurement Request card. You also need to establish your Secondary Distribution Points - locations you will issue supplies to from your Primary Inventory Point. (I.e., SICU is a distribution point for an SPD Primary.)

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6. Once your GIP has been populated, run the comprehensive report and review levels with users in your department. **Users will tell you how much to keep on hand, and what your reorder point should be and emergency levels.**

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7. After your levels, locations, etc. have been established/reviewed, you are ready to print your barcode labels. **After the barcode labels have been put up you are ready to conduct a barcode inventory of all stock on hand.**

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8. It is important to plan for when your inventory should be conducted. **Ensure all your deliveries have been Put up in the proper storage locations. Schedule your inventory During off-tour if available or when there will be the least Interruptions from person pulling items.**

Setting up your GIP (cont'd)

9. Upload your barcode inventory into your GIP.
Run the Availability Report and review your on hand quantities and values. Remove all excess stock and submit on a turn-in to A&MMS for disposal.

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10. Run Stock Status Report last day of each month.

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11. Establish replenishment schedule to conduct barcode inventories to replenish.

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12. Use the Autogeneration option to replenish items needed.
(Post all receipts/distribution orders first**)**

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13. Cardholder/ Supply Technician orders items needed.

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14. Upon receipt of items ordered, Inventory Manager posts the receipts into the GIP. **This should always be done daily or on date items are received.**

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15. Run these reports monthly to maintain your GIP inventories.

Stock Status Report
Package Discrepancy Report
Availability Listing
Inactive Stock Report
Conversion Factor Report
Due-in Report
Days Stock On-hand

(Take corrective action as needed)