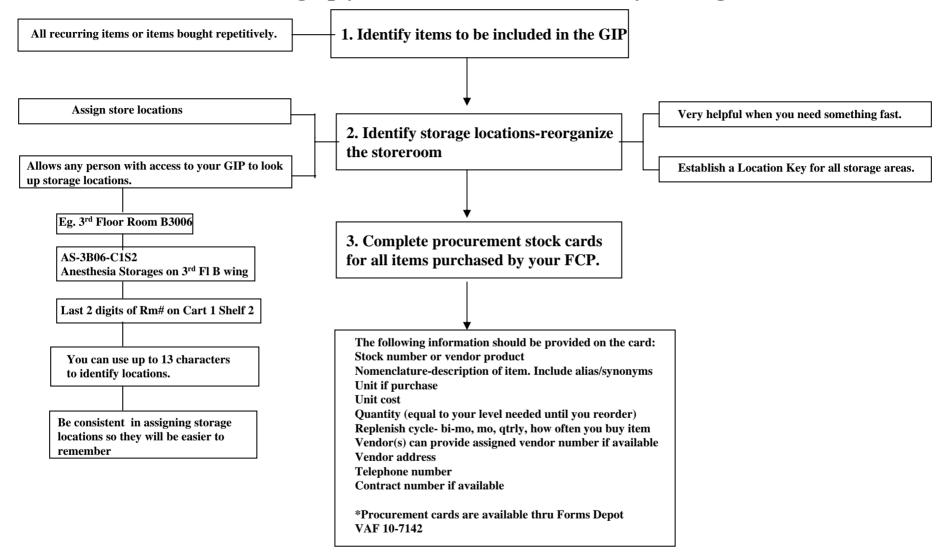
Setting up your GIP (Generic Inventory Package)



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

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 <u>Secondary Distribution Points</u> - locations you will issue supplies to from your Primary Inventory Point. (I.e., SICU is a distribution point for an SPD Primary.)

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.

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.

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)

