

Procurement

1. How do you know when something needs to be purchased?
2. How does a purchase request start in your company? Who creates it and who approves it?
3. How does this play with 5 different branches/warehouse in different parts of US?
4. How do you communicate with the vendors?
5. How many vendors do you have?
6. Do you have a structure for vendors? (primary and secondary)
7. Do you have multiple vendors for specific products?
8. Do you have product catalog with prices from vendors on their prices? validity
9. What specifications do you give to your vendors when requesting materials?
10. What's your criteria for purchasing materials?
11. Do you have a minimum quantity for certain products to be purchased?
12. How do you manage returns to vendors and warranties?
13. Who bears the transportation cost of purchased products? If you bear the costs, how are you tracking those costs/bills right now.
14. Do you have purchase agreements/contracts with your vendors?
15. What kind of reports do you need for your operations?
16. Do you purchase to stock?
17. When you purchase a product, do you receive the entire order, or do you receive a partial order sometimes?
18. Any special scenarios, process you have during the procurement

Inventory

1. How many warehouse do you have?
2. How each of your warehouses structured? Do you have warehouse layouts that you can share with us.
3. Do you have specific storage area? Like cold storage? Or you segregate items by some categories. Example you have specific area for any given item?
4. Walk me through your receiving process: from truck arrival to goods being available.
5. Do you use boxes, pallets, or bins?
6. What kind of packaging or casing structure do you use. Do you break down cases to different SKU and reverse. Or do you go by units with different packaging.
7. How do you manage the storage of different type of goods? Do you have different categorization on types of item you store?
8. Can you give us some examples of items you carry?
9. Do you have items that have variants? Example items in different color. Or sizes. How are you managing those currently.
10. Do you store perishable items? E.g. Food, medicine?

11. Do you have items that require lot tracking or serial tracking. If so, how do you keep track of it (e.g., barcode or tablets)?
12. Do you have categories list or tree that you currently use to group items.
13. When receiving items, do you have different kinds of packages that they come in? In terms of unit of measure, do you carry items that get sold by weight or length?
14. Do you perform quality checks while receiving the product? If so, what kind of checks do you perform?
15. **How often do you conduct inventory cycles?**
16. How do you know when you're running short on items, and you need to order/replenish them?
17. How do you handle shortages/items that the vendors don't carry anymore?
18. Do you encounter discrepancies frequently in inventory when doing a cycle count? If so, how do you manage those discrepancies?
19. Do you have indispensable items that you need to always have in stock?
20. Do you have seasonal items in your inventory?
21. Do you do dropshipping as well? How do you manage that currently?
22. During picking, how many orders are inventory pickers working on at a time. Would batching of pick help?
23. What operations do you carry in your warehouse? Examples: Picking, Internal transfers, Deliveries.
24. Do you have your own shipment service? Or do you use third-party services?
25. Can you walk me through how you prepare a Delivery Order?
26. How do you handle partial shipments vs. complete-order delivery?
27. Do you have a return policy? If so, what's the process to return a product?
28. While working in inventory, do you have to scrap inventory items? If so, how do you handle them?
29. Do you need to track specific metrics inside your inventory?