	<p>QUALITY MANAGEMENT SYSTEM ISO 9001:2015</p>	Document No.:
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		Revision No.:
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<p>Document Title:</p> <p>STOCK MOVES VIA PROJECT MODULE</p>		

1. PURPOSE

The main purpose of Stock Moves is to track, record, monitor, and control the movement of inventory items from one location to another.

2. SCOPE

Stock moves are usually composed of the following operation type:

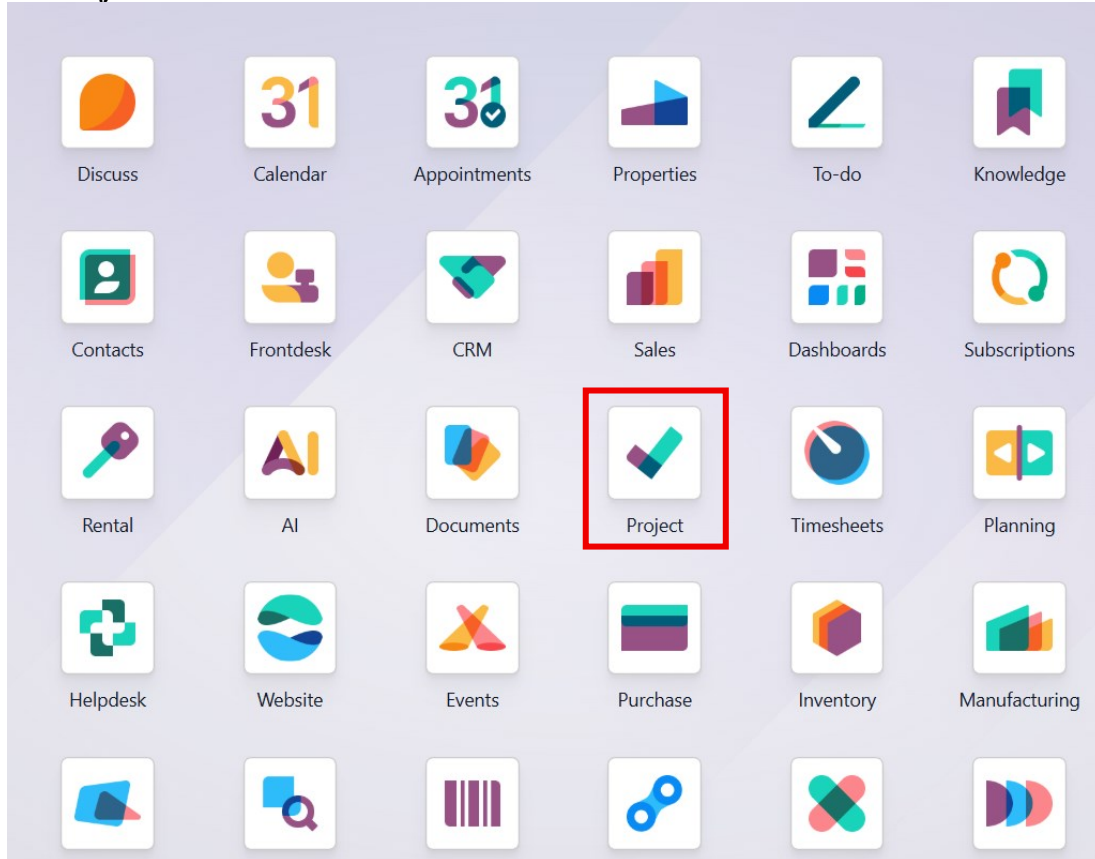
- Receipts - track the product entering the inventory
- Delivery orders - track the product leaving the inventory
- Internal transfer – track movements between internal locations

3. RESPONSIBILITIES

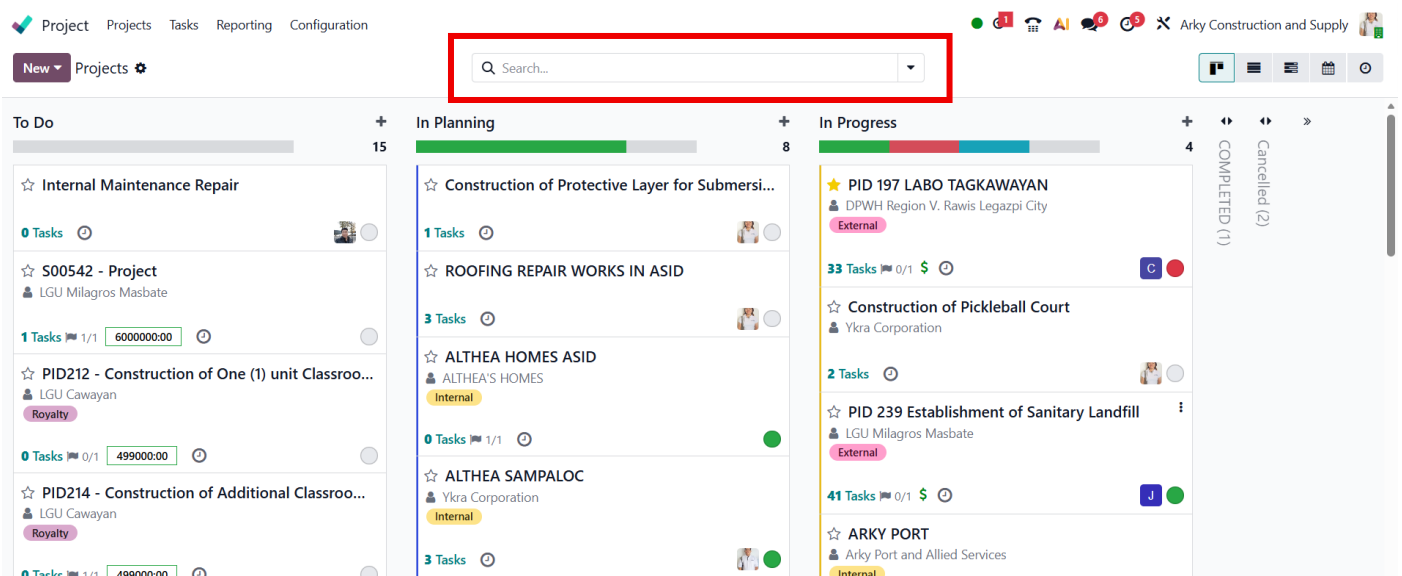
Role	Responsibility
Accountant	Monitoring and auditing of stocks entering and leaving the company
Planning Engineer	Monitoring of product quantity if within the project timeline and budget
Project Engineer	Requesting the desired materials or services needed on site
Project Admin	Receive and records the materials entering and leaving the project site

4. PROCEDURES

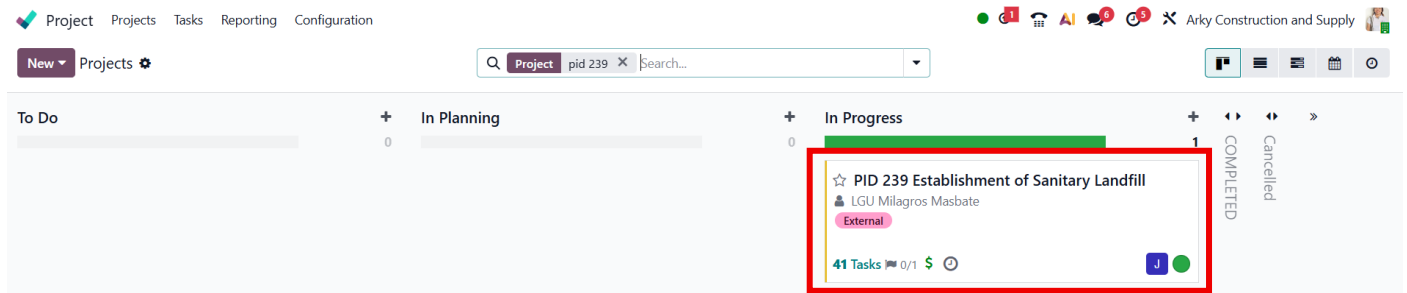
Step 1. Go to “Project Module”.



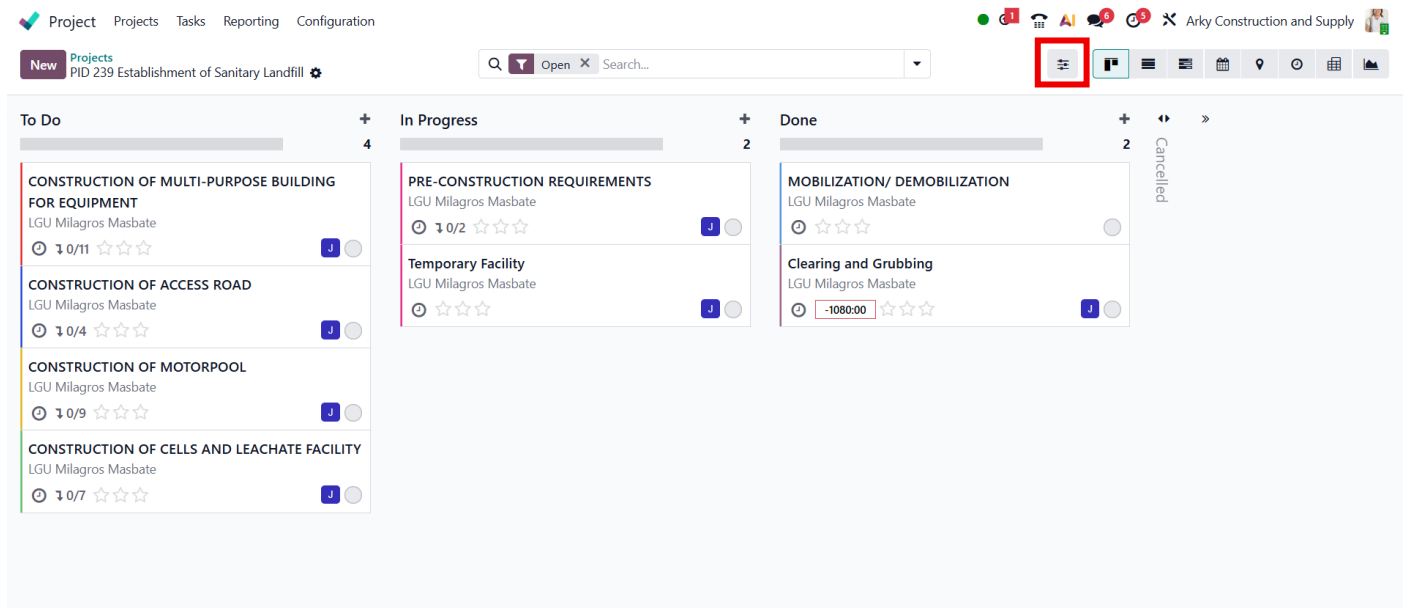
Step 2. Search the “Project Name/ PID No.” on the search box below.



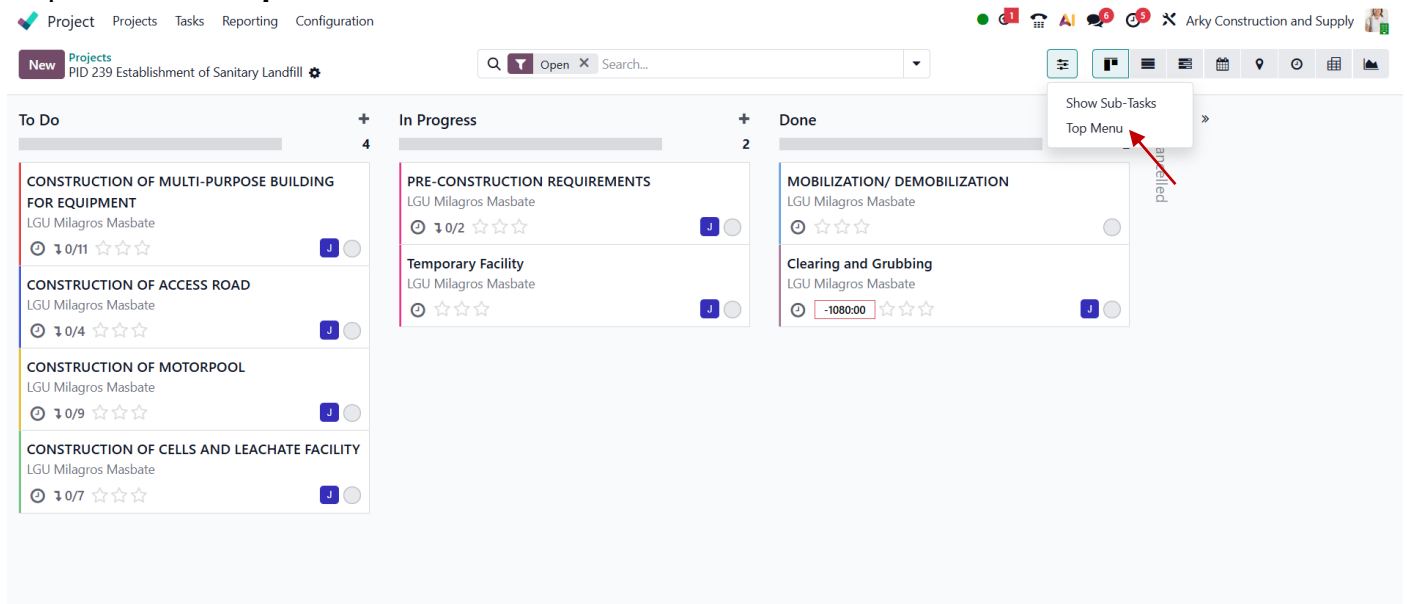
Step 3. Click the **Project Name** you've searched.



Step 4. You will be directed to **"Kanban view"**. Then, lick the **"Top Bar"**.



Step 5. Choose **"Top Menu"**.



Step 6. Click the “Top Bar” that shows at the top middle of the tab.

The screenshot shows the software interface with a navigation menu at the top: Project, Projects, Tasks, Reporting, Configuration. A search bar is present with the text 'Open X Search...'. A red box highlights the 'Top Bar' menu icon (three horizontal lines) in the top center. Below the search bar, there are three columns: 'To Do' (4 items), 'In Progress' (2 items), and 'Done' (2 items). The 'To Do' column lists construction tasks for 'CONSTRUCTION OF MULTI-PURPOSE BUILDING FOR EQUIPMENT', 'CONSTRUCTION OF ACCESS ROAD', 'CONSTRUCTION OF MOTORPOOL', and 'CONSTRUCTION OF CELLS AND LEACHATE FACILITY'. The 'In Progress' column lists 'PRE-CONSTRUCTION REQUIREMENTS' and 'Temporary Facility'. The 'Done' column lists 'MOBILIZATION/ DEMOBILIZATION' and 'Clearing and Grubbing'. A 'Cancelled' column is also visible on the right.

Step 7. Choose “Stock Moves”.

The screenshot shows the same software interface as in Step 6. A dropdown menu is open from the 'Top Bar' icon, listing various options: Tasks, Milestones, Timesheets, Planning, Documents, Sales Orders, Sales Order Items, Rental Orders, Invoices, Purchase Orders, Vendor Bills, From WH, To WH, Stock Moves, Bills of Materials, Manufacturing Orders, Analytic Items, and Dashboard. A red arrow points to the 'Stock Moves' option.

Step 8. Click “Stock Moves”.

The screenshot shows the software interface with the 'Stock Moves' button highlighted by a red box in the top center. The rest of the interface, including the navigation menu, search bar, and task columns, remains the same as in the previous steps.

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Step 9. Click "New".

Project Projects Tasks Reporting Configuration

Stock Moves

New Projects Stock Moves

Search...

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Reference	From	To	Contact	Scheduled...	Product (Copy)	Source Do...	Batch Tran...	Company	Status
WHLG/INT...	WHLG/Stock	Partners/Cus...	Bgry. Tawad, Milagros, M...		[DT-226] Dump Truck (EQ226)			Arky Const...	Cancelled
Prod/OUT...	Prod/Stock	Partners/Cus...	LGU Milagros Masbate		Diesel		BATCH/OU...	Arky Const...	Done
Prod/OUT...	Prod/Stock	Partners/Cus...	Bgry. Tawad, Milagros, M...		Diesel		BATCH/OU...	Arky Const...	Done
Prod/OUT...	Prod/Stock	Partners/Cus...	Bgry. Tawad, Milagros, M...		Diesel		BATCH/OU...	Arky Const...	Done
Asid/OUT/...	Asid/Stock	Partners/Cus...	Jodenson B. Bartolay, Ark...		[GAS-UNL] Gasoline (Unleaded)		BATCH/OU...	Arky Const...	Done
Asid/INT/...	Asid/Stock	Partners/Cus...	Bgry. Tawad, Milagros, M...		[GIP-40-38] GI (Galvanized Iron) Pipes (40mm, 38...			Arky Const...	Done
Asid/OUT/...	Asid/Stock	Partners/Cus...	Bgry. Tawad, Milagros, M...		[PHENB-48-1/2-B] Phenolic Board (4' x 8' x 1/2", ...		BATCH/OU...	Arky Const...	Done
Prod/OUT...	Prod/Stock	Partners/Cus...	Bgry. Tawad, Milagros, M...		Diesel		BATCH/OU...	Arky Const...	Done
Prod/OUT...	Prod/Stock	Partners/Cus...	Bgry. Tawad, Milagros, M...		Diesel		BATCH/OU...	Arky Const...	Done
Prod/INT/...	Prod/Stock	Virtual Locati...	Bgry. Tawad, Milagros, M...		[DRM-STL] Drum (Steel)			Arky Const...	Done
Prod/INT/...	Prod/Stock	Virtual Locati...	Bgry. Tawad, Milagros, M...		[DRM-STL] Drum (Steel)			Arky Const...	Done
Prod/OUT...	Prod/Stock	Partners/Cus...	Bgry. Tawad, Milagros, M...		Diesel		BATCH/OU...	Arky Const...	Done

Step 10. Input the following information.

Project Projects Tasks Reporting Configuration

New Projects / Stock Moves

Moves Barcode

Mark as Todo Validate Cancel

Draft Waiting Ready Done

Send message Log note Activity

Today

Ann Nicole Caballero 11:15 AM
Creating a new record...

New

Contact e.g. Lumber Inc Scheduled Date? May 11, 11:12 AM

Operation Type Source Document e.g. PO0032

Source Location

Destination Location

Operations Additional Info Note

Product Packages Demand Unit

Add a Product Move a Pack

Step 11. Click "Add a Product".

Project Projects Tasks Reporting Configuration

New Projects / Stock Moves

Moves Barcode

Mark as Todo Validate Sign Cancel

Draft Waiting Ready Done

Send message Log note WhatsApp Activity

Today

Ann Nicole Caballero 3:00 PM
Transfer created

Asid/OUT/00316

Delivery Address Bgry. Tawad, Milagros, Masbate PID239 Scheduled Date? May 11, 2:58 PM

Operation Type Warehouse Asid: Delivery Orders Source Document e.g. PO0032

Source Location Asid/Stock

Operations Additional Info Note

Product Demand Unit

Add a Product Move a Pack

Step 12. Search the "Product" (e.g. cement).

The screenshot shows the 'Asid/OUT/00316' project page in 'Draft' status. A search bar at the top left contains the text 'cement'. A dropdown menu is open, displaying a list of products including 'Cement Remover', 'Cement (40 kg) (Type 1)', 'Fiber Cement Board', and 'Vulcanizing Cement'. A red arrow points to the search input field.

Step 11. Input the Demand Quantity.

The screenshot shows the 'Asid/OUT/00316' project page. The 'Demand Unit' column for the product '[CEM-T1-40] Cement (4...' is highlighted, and the value '50.00' is entered. A red arrow points to the input field.

Step 12. Click "Save".

The screenshot shows the 'Asid/OUT/00316' project page. The 'Save' button is highlighted with a red box.

Step 13. Click “Mark as Todo”.

The screenshot shows the 'Asid/OUT/00316' form in the 'Draft' status. The 'Mark as Todo' button is highlighted with a red box. The form displays delivery details for Bgry. Tawad, Milagros, Masbate PID239, scheduled for May 11, 2:58 PM. The product is [CEM-T1-40] Cement (40 kg) (Type 1) with a quantity of 50.00 bags. The status is 'Available'.

Step 14. Click “Validate”.

NOTE: The person-in-charge for each warehouse is the one responsible for the validation of the delivery of product.

The screenshot shows the 'Asid/OUT/00316' form after clicking 'Validate'. The status has changed to 'Ready'. The 'Validate' button is highlighted with a red box. The form details remain the same, but the product availability is now 'Available' and the quantity is 50.00 bags. The status bar shows 'Ready'.

Step 14. Wait for the “Approval” of the assigned personnel.

The screenshot shows the 'Asid/OUT/00316' form with a 'Planned Activities' notification highlighted in a red box. The notification reads: 'Today: “Grant Approval” for Joe Aljecera'. Below the notification are options: 'Mark Done', 'Edit', and 'Cancel'. The form status is still 'Ready'.

Step 15. Click “Validate” again.

The screenshot shows the software interface with the 'Validate' button highlighted in a red box. The interface includes a navigation menu at the top, a header with project details, and a main content area with a table of products. The 'Validate' button is located in the top left corner of the main content area.

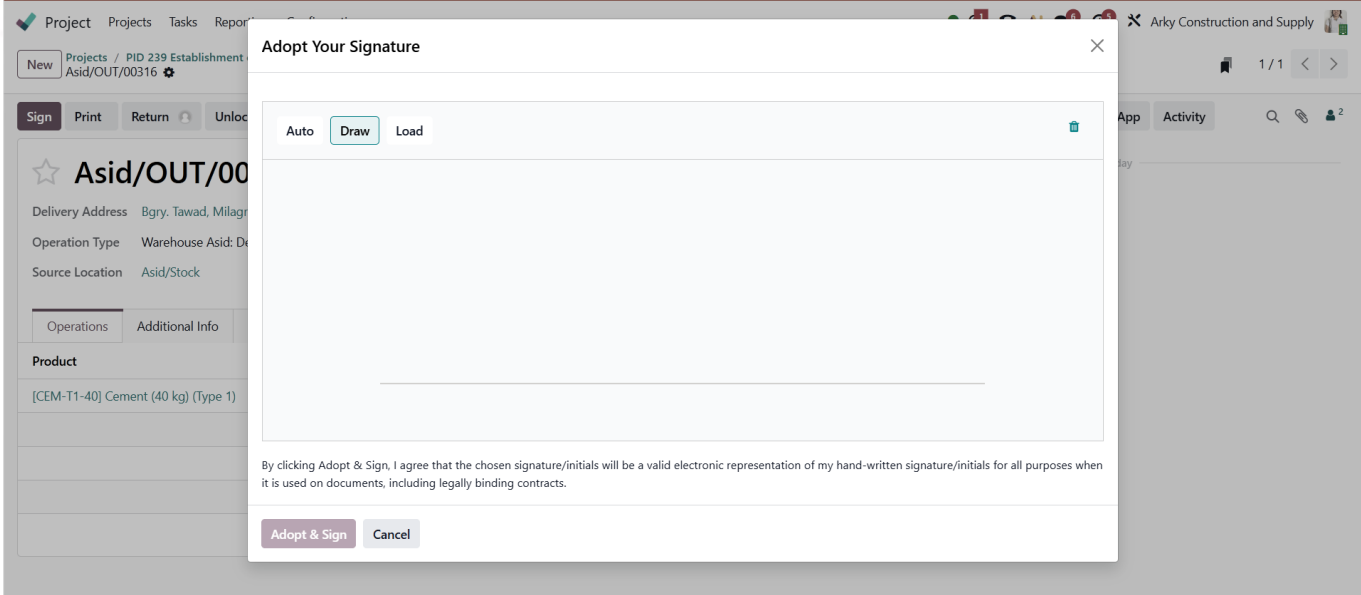
Step 16. Click “Sign”.

The person responsible to sign is the person receiving the product.

The screenshot shows the software interface with the 'Sign' button highlighted in a red box. The interface includes a navigation menu at the top, a header with project details, and a main content area with a table of products. The 'Sign' button is located in the top left corner of the main content area.

There are ways to sign:

1. Auto
2. Draw
3. Load



Adopt Your Signature



Auto

Draw

Load

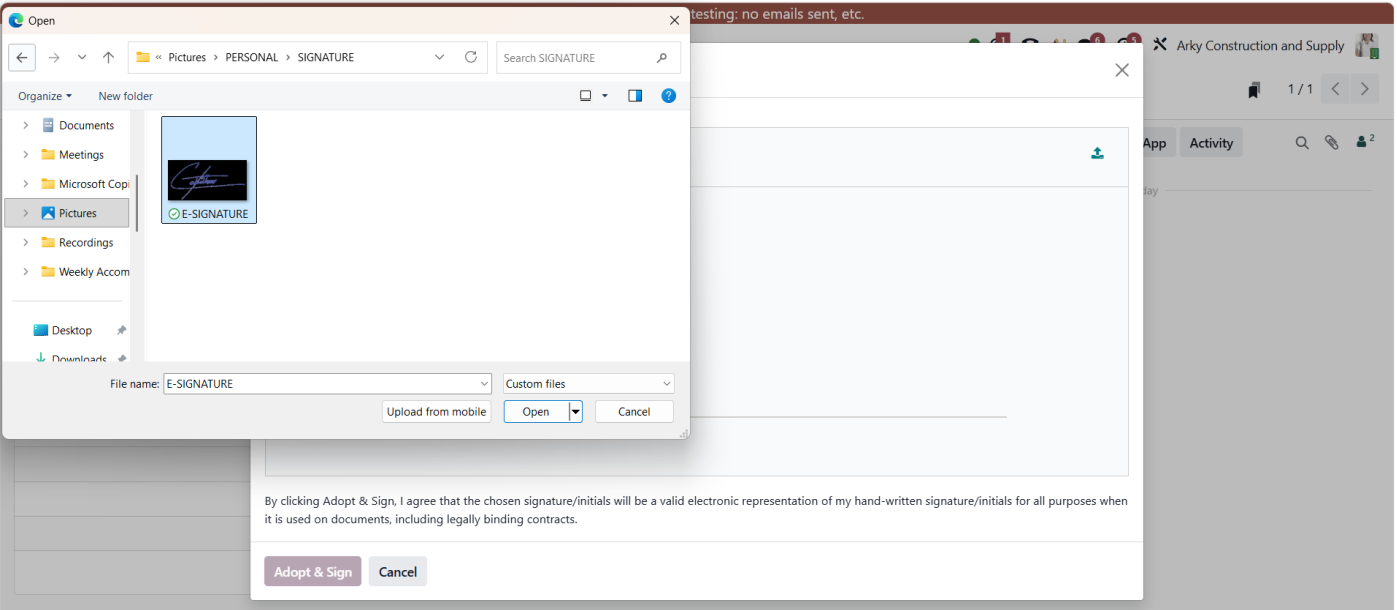


Bgry. Tawad, Milagros, Masbate PWD 239

By clicking Adopt & Sign, I agree that the chosen signature/initials will be a valid electronic representation of my hand-written signature/initials for all purposes when it is used on documents, including legally binding contracts.


Adopt & Sign

Cancel



Adopt Your Signature

Auto Draw **Load**
↑



By clicking Adopt & Sign, I agree that the chosen signature/initials will be a valid electronic representation of my hand-written signature/initials for all purposes when it is used on documents, including legally binding contracts.

Adopt & Sign
Cancel

Project Projects Tasks Reporting Configuration
Arky Construction and Supply

New Projects / PID 239 Establishment of Sanitary Landfill
Asid/OUT/00316
Moves Barcode
1 / 1

Print Return Unlock
Draft Waiting Ready **Done**
Send message Log note WhatsApp Activity

☆ Asid/OUT/00316

Delivery Address Bgry. Tawad, Milagros, Masbate PID239 Scheduled Date ? May 11, 2:58 PM

Operation Type Warehouse Asid: Delivery Orders Effective Date ? May 11, 3:09 PM


Source Location Asid/Stock Source Document

Operations
Additional Info
Note

Product	Demand	Quantity	Unit	Details
[CEM-T1-40] Cement (40 kg) (Type 1)	50.00	50.00	Bag	Details

Today

Ann Nicole Caballero 3:13 PM
Order signed by Bgry. Tawad, Milagros, Masbate PID239



Asid/OUT/00316_si...

Ann Nicole Caballero 3:09 PM
Ready → **Done** (Status)

Joe Aljecera 3:08 PM
Approved

Joe Aljecera 3:08 PM
✓ To-Do done : Grant Approval

Ann Nicole Caballero 3:02 PM
Draft → **Ready** (Status)

Ann Nicole Caballero 3:00 PM
Transfer created

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5. RECORDS

Project Projects Tasks Reporting Configuration

Arky Construction and Supply

Stock Moves

Reference	From	To	Contact	Scheduled...	Product (Copy)	Source Do...	Batch Tran...	Company	Status
WHLG/INT...	WHLG/Stock	Partners/Cus...	Bgry. Tawad, Milagros, M...		[DT-226] Dump Truck (EQ226)			Arky Const...	Cancelled
Prod/OUT...	Prod/Stock	Partners/Cus...	LGU Milagros Masbate		Diesel		BATCH/OU...	Arky Const...	Done
Prod/OUT...	Prod/Stock	Partners/Cus...	Bgry. Tawad, Milagros, M...		Diesel		BATCH/OU...	Arky Const...	Done
Prod/OUT...	Prod/Stock	Partners/Cus...	Bgry. Tawad, Milagros, M...		Diesel		BATCH/OU...	Arky Const...	Done
Asid/OUT/...	Asid/Stock	Partners/Cus...	Jodenson B. Bartolay, Ark...		[GAS-UNL] Gasoline (Unleaded)		BATCH/OU...	Arky Const...	Done
Asid/INT/...	Asid/Stock	Partners/Cus...	Bgry. Tawad, Milagros, M...		[GIP-40-38] GI (Galvanized Iron) Pipes (40mm, 38...			Arky Const...	Done
Asid/OUT/...	Asid/Stock	Partners/Cus...	Bgry. Tawad, Milagros, M...		[PHENB-48-1/2-B] Phenolic Board (4' x 8' x 1/2", ...		BATCH/OU...	Arky Const...	Done
Prod/OUT...	Prod/Stock	Partners/Cus...	Bgry. Tawad, Milagros, M...		Diesel		BATCH/OU...	Arky Const...	Done
Prod/OUT...	Prod/Stock	Partners/Cus...	Bgry. Tawad, Milagros, M...		Diesel		BATCH/OU...	Arky Const...	Done
Prod/INT/...	Prod/Stock	Virtual Locati...	Bgry. Tawad, Milagros, M...		[DRM-STL] Drum (Steel)			Arky Const...	Done
Prod/INT/...	Prod/Stock	Virtual Locati...	Bgry. Tawad, Milagros, M...		[DRM-STL] Drum (Steel)			Arky Const...	Done
Prod/OUT...	Prod/Stock	Partners/Cus...	Bgry. Tawad, Milagros, M...		Diesel		BATCH/OU...	Arky Const...	Done

6. RISKS & CONTROLS

Risk

Possible Effect

Control / Mitigation