

**TASK 2: INVENTORY PROCUREMENT**

**Objectives**

Students are able to:

- Create purchase planning according to office’s necessity
- Coordinate with other departments

**Insatrument and Material Preparation**

- Laptop/ Computer
- Internet Connection

**Activities**

No	Activities	Duration
1	<ul style="list-style-type: none"> <li>▪ VP, along with department staffs, figure out the necessity of inventory procurement. The inventory contains goods sold to company, so that those must always be available.</li> <li>▪ Discuss about necessity of inventory according to each type of periodical goods (monthly or biweekly) with Marketing Department. The necessity must be based on sales target.</li> </ul>	10'
2	<ul style="list-style-type: none"> <li>▪ Order the planned goods through <i>Wholesale Marketplace</i> in VCI Portal. Follow the instruction of goods order until invoice is received.</li> <li>▪ Create a memo attached with purchase invoice due to payment and submit it to Finance Department.</li> </ul>	45'
3	Record all purchase relating to inventory in Inventory Journal provided in VCI Portal. Coordinate with Marketing Department on issues relating to the number of sold goods routinely so that inventory journal may be complied with the number of sales.	10'

**Output**

- Minute of company meeting

**Internet Activity**

Company list in VCI Portal (PE Directory at [id.penworldwide.org](http://id.penworldwide.org))