



STREAMLINE THE FORMS ORDERING PROCESS

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1. Introduction

Supply Chain Management (SCM) acts as a gatekeeper to ensure all forms are printed using the most updated approved version of the artwork.

Previously, without the online ordering portal:

Stock Item: The high volume and fast moving forms were kept in CGH store. Staff are required to raise an eSIV to order the forms and Inventory will issue goods to Porter upon receiving user's SIV.

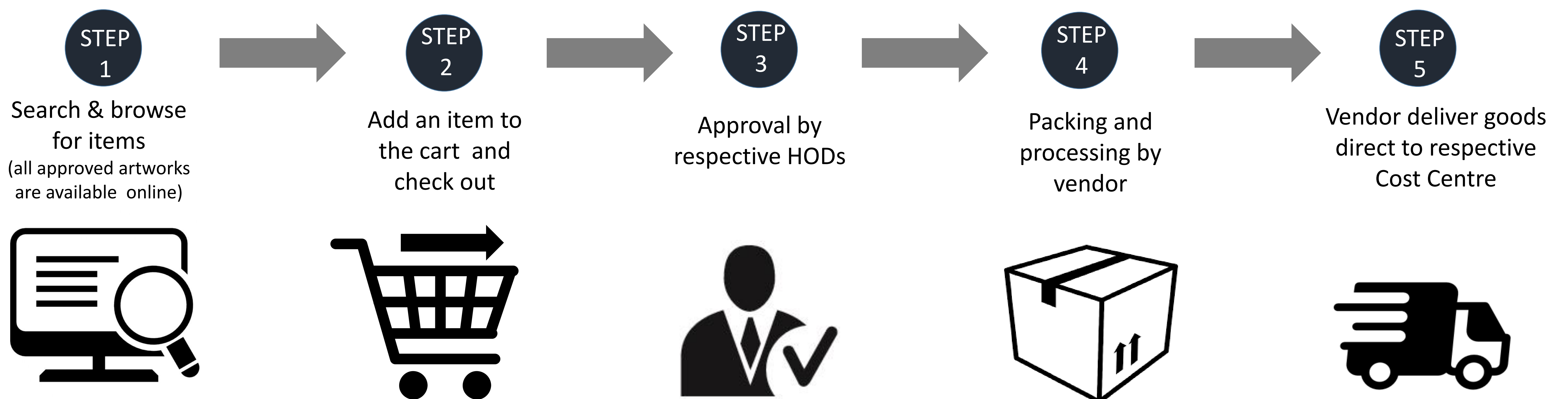
Ad-Hoc: : User needs to raise ePR and submit for approval. SCM will check the latest version of the form via SAP and confirm the artwork with user before requesting a quotation from vendor. It involves a lot of checking of the artworks hence delay the delivery time for items to arrive.

2. Aims

- To eliminate storage of forms in inventory store which will help to cater more storage space for medical items.
- To eliminate the ordering of the a wrong form (especially those with similar titles) or revision.
- To reduce manpower to deliver the goods directly to users.
- To reduce corresponding time with users such as proof checking of artworks requested by users.
- To shorten end users' waiting time for items to arrive.

3. Methodology

SCM has worked with our contract vendor to embark on a new ordering process i.e. manual requisition to online requisition. The new ordering process as follow:



4. Results



Storage Space Free Up
4 pallets worth of storage area used for stocked form (equivalent to 2.5 times of an office cubicle) were cleared for storage of medical products

Eliminate the temporary storage requirement for ad-hoc form as vendor delivers direct to requestor.



Reduced Manpower
Less manpower required to deliver goods to users (ad-hoc) forms

Eliminate the need for porters to collect the (stocked) forms



Correct Ordering of Form (revision/title)
User is able to see artwork of the forms and the revision of the form before ordering.

Eliminate the need to check for the correct (ad-hoc) form to print

5. Conclusion

With the implementation of this new process, efficiency for form ordering has been raised significantly as

- the process of ordering the stock and ad-hoc forms have merged and streamlined to one route.
- combined delivery of all forms
- User will always request for the correct revision or title as the artwork is reviewed before the ordering.

