

maintain and issue
stationary stock items
essay sample



**ASSIGN
BUSTER**

Q. 1. 1 Outline organisational requirements for ordering, taking delivery, storing, stock-taking, issuing and disposing of stationery stock items

A. Ordering office supplies is normally done by using a program called 'Rebel' this program is used to order most of our stationary and other eg. Filling slings, pens, folders and even our water and hand towels, we also use another program called 'PTB print' this program is used to order our special customised paper for client profiles and valuations etc. We don't normally get big deliveries here at Charles Stanley and if we do it will only be if there is an event day coming up in which case we would normally receive Charles Stanley umbrellas, diary's and notepads for the clients of the investment managers.

When taking a delivery we normally only have to sign for it with the postman, if the delivery is stock we have ordered we normally get a confirmation email and receipt, once the delivery is here we sign for it and with the receipt we mark of everything on there to make sure everything ordered is there , if there was to ever be a problem with the delivery and everything we ordered was not there we would the ring the company who we ordered from and ask for an explanation, once this part of the process is done we then continue to put away accordingly or give to the person it is addressed to and file the receipt upstairs in the correct invoice folder, Stock taking is a simple job, we don't really have any specific routine of doing it yet, we just check every week to see if we are running low on anything and make a list, if we are we then order the stationary needed.