

# IMWM - WM Inventory Planner

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## **Purpose/Definition**

Within Inventory Management/Warehouse Management (IMWM), the Warehouse Management (WM) - Inventory Planner role is responsible for replenishing all materials in the Materials Distribution Center (MDC) or any storage location using the SAP WM Module.

## **Mapping Guidance**

This role must be mapped to positions within the WM-Inventory Planner's plant/storage location functioning in Supply Chain Shared Services.

## **Mapping Rules**

Positions that receive this role CANNOT be mapped with following role(s):

- None

Positions that receive this role MUST be mapped with following role(s):

- IMWM - IM Inventory Display
- IMWM - IM Inventory Issuer
- MD - Materials Requirement Planning (MRP) Controller
- SRM - Purchasing Display
- SRM - Requisitioner

## **Responsibilities**

- Analyze inventory min/max levels.
- Change Purchase Orders (MPP generated stock only).
- Create and confirm Transfer Orders within the WM environment.
- Create purchase orders for contracted items only.
- Create purchase requisitions and process receipt of supplies.
- Create Stock Transfer Orders.
- Ensure that inventories are maintained at a level necessary to support service level goals of the institution.
- Follow up with vendors/ distribution on all past due purchase orders.
- Maintain inventory variances (\$) within defined parameters for general ledger.
- Notify Purchasing department regarding all manufacturing back orders where inventory does not meet the replenishment needs.
- Perform physical inventory cycle count.
- Process inventory differences.
- Recommend changes to inventory levels based on changes in demand.
- Recommend changes to min/max order points based on review of current usage patterns.
- Reconcile credits between vendors and storage locations.
- Review purchase orders to ensure accuracy of information.
- Review, run and interpret Material Requirements Planning (MRP) Report.

**Tools**

- Intranet/Internet
- SAP Business Suite

**Knowledge and Skills**

The following knowledge and skills are required prior to SAP End User Training:

- Read and write English sufficiently to complete the SAP Transactions.
- Use a PC or MAC and its operating system and browser to access a website on the Hopkins intranet.

Knowledge of:

- Inventory/warehouse management concepts and processes

Required knowledge and skills can be obtained from established training programs in JHU and JHHS.

NOTE: The HopkinsOne Project will provide SAP End User Training that includes training on:

- How to perform SAP transactions.
- How SAP transactions relate to the business process.
- How SAP transactions relate to the system as a whole.