

Task 2

Progress Plants must maintain the stock levels of non-plant items in the warehouse.

Draw a diagram to explain how information moves, within Progress Plants and with outsiders during the process of re-stocking the warehouse. The process starts when the decision is made about what needs to be ordered and ends when payment is made.

Your diagram should show:

- who sends the information
- who receives the information
- the types of information communicated
- the method by which it is communicated.

[15]



**What information do
organisations need?**



How is information collected?

How is information communicated?

Internal

- *Functional Areas*

External

- *Customer/Client*
 - *Suppliers*
 - *Inland Revenue*
- *Other Official Bodies*



NI Number: 522L Cumul
Tax Code/Basis: Full
NI Contributions: 07
Tax Month:

96.28
59.41

CUMUL

This Tax Year:
Taxable Pay
PAYE Employee

This Trading Year:
PB Ranking Pay

DEDUCTIONS

975.09

Tax
National Insurance

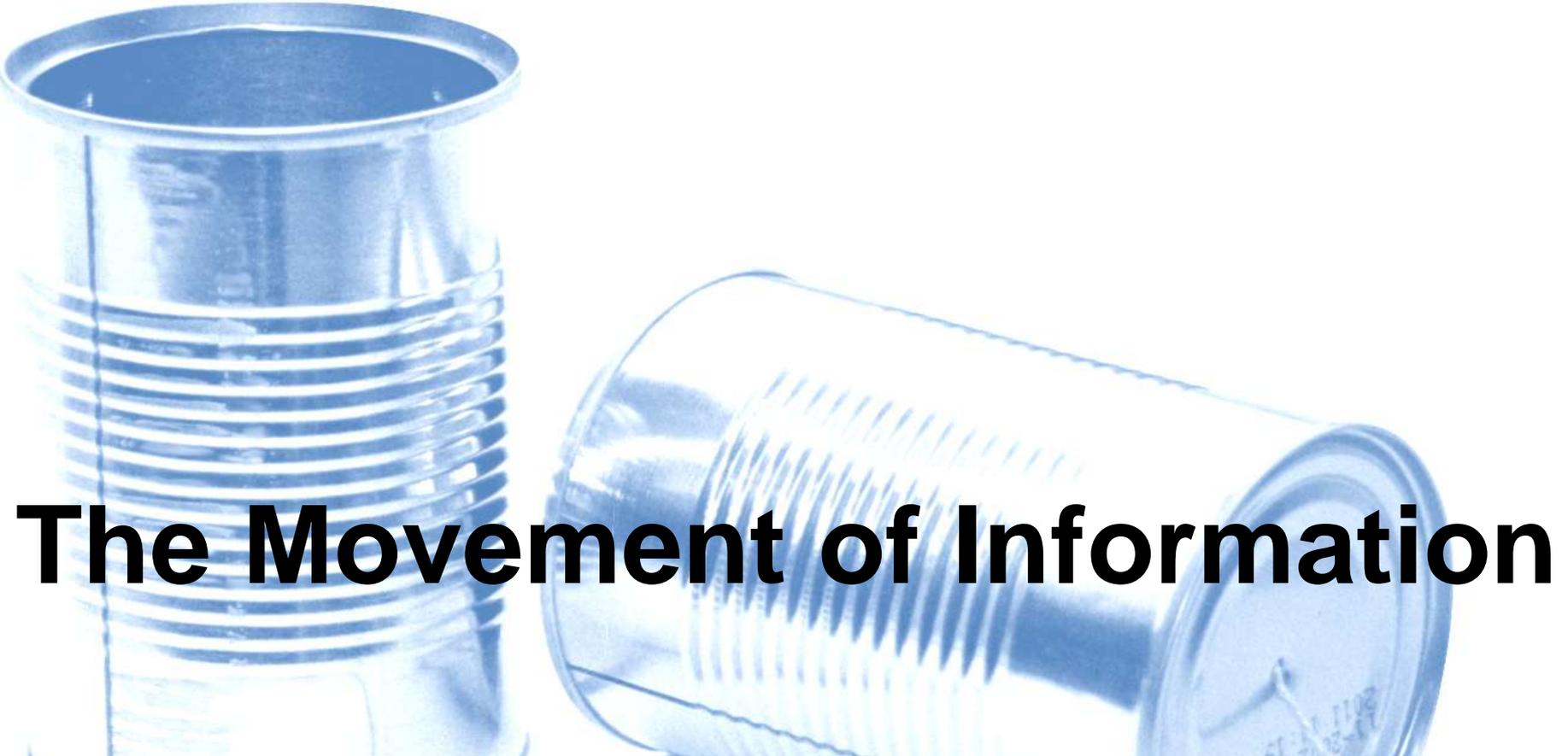
BALANCES

155.69

Net Pay:

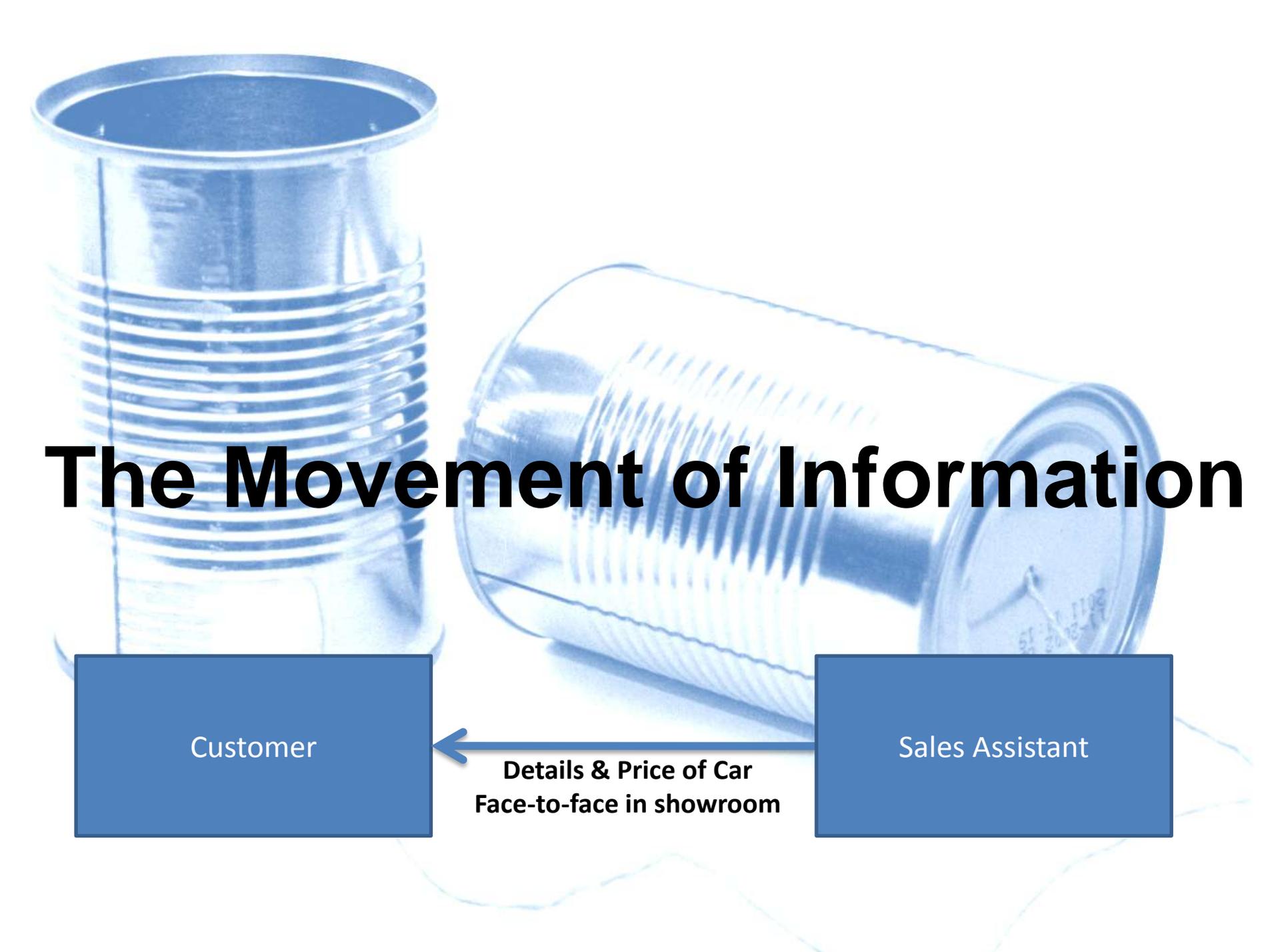
1/SMPex

What key documents are used for communication?



The Movement of Information

Who Sends It?	Who Receives it?	What info. is it?	What communication method is used?



The Movement of Information

Customer

←
Details & Price of Car
Face-to-face in showroom

Sales Assistant

SOURCE COMPUTERS UK

Information flow

The information flow when Source Computers order goods from a supplier is relatively simple. The purchasing manager, Dick, telephones a supplier to place an order. He checks that the supplier has sufficient stock and at what price the product is available. He then verbally confirms the order. Dick then emails the finance function with the name of the supplier, and details of the items ordered and an expected despatch date. The finance function sends a confirmation purchase order to the supplier by email. The supplier creates a waybill, which is collected with the goods by the courier. When the courier delivers the goods to Source Computers he or she hands a copy of the waybill to Dick. When the supplier has despatched the goods, an email is sent to finance confirming the date and method of despatch, and attaching a copy of their invoice.

SOURCE COMPUTERS UK

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Who Sends It?	Who Receives it?	What info. is it?	What communication method is used?
Purchasing	Supplier	Order	Telephone

SOURCE COMPUTERS UK

Information flow

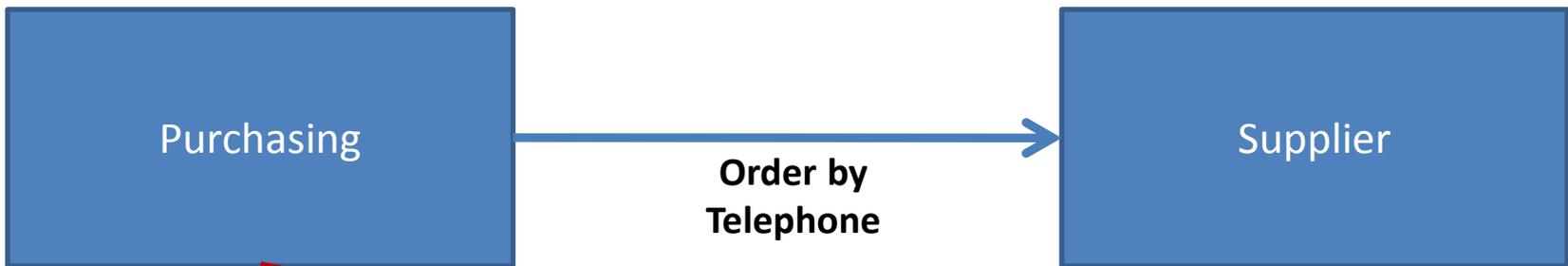
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