Month 2: Supplies list

What supplies or consumables must your unit have in order to function? Imagine if you were unable to receive deliveries for a couple of weeks or even months. Would your unit face a supply crisis? Do you need to adjust your inventory practices, or stockpile specific items? Would you need to store them in an alternate location? Track those types of supplies here and upload them in the **Documents** section under **KEY RESOURCES**.

Collect **Preferred Vendor** and **Backup Vendor** contact details in **KEY RESOURCES > Stakeholders**.

Add **Excess Inventory Location** as a building in **PLAN DETAILS** > **Department Information.**

Item	Minimum Quantity on hand	Backup Quantity	Preferred Vendor	Backup Vendor	Excess Inventory location