**Version 1.1**

**Date: 2018/04/09**

Abstract

**The objective of this document is to describe the warehouse general preparation guideline.**

Main Warehouse

Stock Take 2018-04

*General Inventory preparation SOP*

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# Document approval and distribution list

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Name / Title** | **Signature** | **Date** |
| **MAIN WAREHOUSE** | | | |
| Prepared by |  |  |  |
| Reviewed by |  |  |  |
| Approved by |  |  |  |

# Introduction

Stock assurance is a requirement, especially at year end where the Organisations stock is to checked for presence.

# Audience

Receiving

Despatch

Warehouse housekeeping

Workshop

ELSAT

# Requirements overview

|  |  |  |
| --- | --- | --- |
| # | Description | Action / By whom |
| 1 | Receiving ensure that all goods received are processed and moved to a location ready for stock counting.  All items not receipted must be clearly marked in the event of deliveries brought onto premises after cut-off |  |
| 2 | If the goods received can be pre-countable, attach the required documentation |  |
| 3 | Process all received customer returns into the system |  |
| 4 | Relocate all processed items in the returns area into the appropriate bin locations |  |
| 5 | Ensure that goods in the repairs area still to be assessed must form part of the stock assurance process due to Elliees having taken ownership (Customer was credited) |  |
| 6 | Clear all isles to allow ***unobstructed*** access to goods by the stock assurance teams |  |
| 7 | Repack goods in a way that will allow easy access to items for counting. |  |
| 8 | Identify serial tracked items and verify that there is a ***product barcode*** available for the counting teams’ scanner operator to rely on. Ensure that product barcode is scanned and not the serial number |  |
| 9 | Some items are in bulk baskets, for the stock assurance task these should be cartonized or bagged and pre-counted and ***sealed*** with the content count written on the packaging. |  |
| 10 | Any pre-counted cartons, sealed bins or packing opened need to have a full count done. |  |
| 11 | Ensure that all items to be counted are clearly associated with a unique bin code or area if block stacked |  |
| 12 | Remove all stock items with write-off approval from site.  Ensure that the write-ooff has been processed in ACCPAC before removal. |  |
| 13 | Already written-off items in ACCPAC must be isolated and not counted. |  |
| 14 | Sales orders picked and packed not invoiced must either be counted or invoiced before start of stock assurance process starts |  |
| 15 | Unitrade pre close-down  Clear down the WIP  Return unused goods to bin in Unitade location ready to count  Return unused goods to bin in Unitade location ready to count  Clear finished goods and bin  Pre-count any bulk items |  |
| 16 | Item in a dedicated area i.e. cable near receiving, must have a unique floor bin associated. Store persons to be made aware of the bin identity |  |
| 17 | Branch location transfers to be cleared to despatch with system updated for the stock as ***IN TRANSIT***. It must not form part of the on-hand stock.  Where possible, branch replenishment should be stopped a time before the start of the stock assurance process to eliminate stock ***In-Transit.***  Branch replenishment should be scheduled for ***Over Stock*** preceding the stock assurance process with time to receive and process – ***clear in transit stock*** at the branch. |  |
| 18 | Ensure that ALL financial documentation is passed on to the relative accounting staff as per published date schedule. (Invoices, RFC’s, Supplier delivery notes etc) |  |
| 19 | All stock adjustment to be processed before the stock take commences as per published date schedule. |  |
| 20 | During the stock assurance process, no transactions are allowed to be processed |  |
| 21 | During the stock assurance process, no stock is to be moved |  |
| 22 | Revisit past stock take debrief of issues and stoppages as part of the general warehouse preparation and incorporate the suggested preparation actions |  |
| 23 | House-keeping sales counter sub-warehouse |  |

# Acceptance

I hereby confirm that I have been fully informed of the documents content and, received training to understand how the detailed instructions are to be applied

Name …………………………………………………………………………….

Job Title ………………………………………………………………………….

Signed ……………………………………………………………………………

Date ………………………………………………………………………………