**Version 1.2**

**Date: 2018/04/09**

Abstract

**The objective of this document is to describe the warehouse pre-launch check sheet guideline.**

Main Warehouse

Stock Take 2018-04

*Pre-Launch Check Sheet SOP*

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# Document approval and distribution list

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

# Introduction

This SOP is a stock assurance notification advisory used to focus on the activities to launch a well-co-ordinated stock assurance program

# Audience

All participating departments and staff

# Requirements overview

|  |  |  |
| --- | --- | --- |
| # | Description | Action / By whom |
|  | Ensure that all Warehouse stock assurance SOP documents are worked through and that the preparation is fulfilled |  |
|  | To ensure that all departments involved are on point |  |
|  | That all participating parties are aware of the dates and times assigned to the complete the designated tasks  Include accounts payable and accounts raceable staff as well |  |
|  |  |  |

# Scheduled dates and times

***Stock assurance governance team to approve the targeted dates and times below***

|  |  |  |
| --- | --- | --- |
| # | Task | Date |
| 1 | All warehouse housekeeping and preparatory work immediately leading up to start of stock assurance |  |
|  | Uni-Trade as per ***WHM-SOP-UniTrade*** |  |
|  |  |  |
|  | Warehouse stock preparation as per   1. WHM-SOP-BulkPrep 2. WHM-SOP-GeneralPrep |  |
|  | Financial department preparation as per  **WHM-SOP-FinancialPreparation** |  |
|  |  |  |
|  |  |  |
|  | Close down ACCPAC in preparation | 2018/05/04 14:00 |
|  | Export & import stock master data with server preparation per  **WHM-SOP-FinancialPreparation** | 2018/05/04 14:30 |
|  | ACCPAC stock assurance processes | 2018/05/04 14:30 |
|  | Stock take starts on per **WHM-SOP-ScannerStockTake** | 2018/05/05 08:00 |
|  | Progress review and assess time to completion | 2018/05/05 12:00 |
|  | Take corrective action | 2018/05/05 08:00 |
|  | Progress review and assess time to completion | 2018/05/05 12:00 |
|  | Take corrective action | 2018/05/05 14:00 |
|  | Progress review and assess time to completion | 2018/05/06 14:00 |
|  | Assess cut-off by value i.e. clear all variances > R9,999  *Assumption that all items scanned are on ACCPAC* | 2018/05/06 17:00 |
|  | Governance team declares stock take closed | 2018/05/06 18:00 |
|  | Generate variance stock interface file for ACCPAC update | 2018/05/06 18:30 |
|  | Apply to ACCPAC ***WHM-SOP-FinancialPreparation*** | 2018/05/07 08:00 |
|  | Post stock assurance financial rollback  **WHM-SOP-StkRollback** |  |
|  | Post stock take debrief – record challenges and improvements to incorporate into business and awareness in next stock assurance run | 2018/05/07 08:00 |
|  |  |  |

Notes:

* Post stock take debrief objective is to record challenges experienced during the stock assurance process. The review details should be used:
  + Address the immediate root causes for ***continued warehouse operational improvement***
  + Next stock take ensure that ***same challenges are not faced again*** or addressed in time

# 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 ………………………………………………………………………………