**Version 1.1**

**Date: 2018/04/09**

Abstract

**The objective of this document is to describe the warehouse pre-count of bulk stock preparation.**

Main Warehouse

Stock Take 2018-04

*SOP Pre-Count Bulk Stock*

**Table of Contents**

Document approval and distribution list 2

1. Introduction 3

2. Process overview 3

3. Spreadsheet format 4

4. Proposed pre-count sheet format 5

5. Acceptance 6

# Document approval and distribution list

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

Designated Warehouse location ­­­­­­­­­­

**MAIN WAREHOUSE**

# Introduction

Performing a warehouse inventory assurance program, is at best very challenging usually due to the sheer volume of items to be counted combined with limited human resources available.

In order to optimise time and labour pre-counting and marked clearly with product code and quantity, of bulk stored items will be done.

The following supports the concept of pre-counting stock to optimise time and labour

<https://www.thebalance.com/conducting-a-physical-count-of-your-inventory-4154600>

# Process overview

|  |  |  |
| --- | --- | --- |
| # | Description | Action / By whom |
|  |  |  |
|  | Identify stock items that could participate in a pre-count program |  |
|  | Move relevant stock to intended location |  |
|  | Capture ***bin location*** and ***product code*** in a spreadsheet as detailed |  |
|  | Note that more than one product may be located into the same bin – this is permissible |  |
|  | Note that a product can be located in more than one bin – this is permissible |  |
|  | Pass spreadsheet on for printing of pre-count sheet |  |
|  | Pass printed sheets on to warehouse store person |  |
|  | Store person to find printed stock location |  |
|  | Count the items identified by the specific printed item code and write the count onto the sheet |  |
|  | Fill in the date and time the count was performed |  |
|  | Write name and initials and sign the document |  |
|  | Attach the pre-count document to the items in the bin suitable for counting by the counting teams |  |
|  | In support of the scanning product barcodes where external packaging does not have a product barcode, a representative part from a box of the products in a bin being counted must be opened and the product barcode scanned. |  |
|  | NOTE: All pre-counted and sealed locations may be captured in the stock assurance system **AS LONG AS THERE IS NO FURTHER MOVEMENT TO AND FROM THE PRE-COUNTED**, sealed areas. |  |
|  | Special attention is required on serial tracked items to ensure that these receive a commodity barcode and an easily identified item code. These are crated and can be treated in the same manner as bulk stock for pre-count purposes |  |

# Spreadsheet format

|  |  |
| --- | --- |
| ***Bin Code*** | ***Item code*** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

The use of the spreadsheet is documented under the relevant (to be defined) SOP

# Proposed pre-count sheet format

This will be application generated

**Stock take Pre-count Sheet**

**Do not pick items from this from this bin unless authorised**

**Remove & destroy this sheet if the items are picked from this bin**

|  |  |
| --- | --- |
| **Warehouse Bin Code** | *System printed* |
| **Stock Item Code** | *System printed* |
| **Quantity pre-counted** | *Written by hand* |

**Completed and check by:**

**Name**

**On Date**

**Time**

**Signed**

# Acceptance

I hereby confirm that I have been fully informed of the documents content and received training appropriate to apply the instructions and guidelines detailed herein

Name ……………………………………………………………………………..

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

Signed ……………………………………………………………………………

Date ………………………………………………………………………………