

## 2. Organize stock in a way that works for your business

Traditionally, warehouses organize their stock in bin locations based on product line, for example, all produce, all dairy, and all dry ingredients. From a layout perspective, this does not allow for ease of access, as it requires employees to spend more time walking around the warehouse fulfilling orders.



Suggestions:

- Items with the same purchase frequency should be grouped in the same bin location - saving your employees the time and effort of collecting the product from various locations of the warehouse
- Your fastest moving stock should be stored closest to your shipping, staging and receiving areas of your plant - this will allow for minimal transfer time
- Your slowest moving stock should be stored furthest from shipping area or on the higher shelves - therefore picking activity is minimized

## 3. Accurately record all material transactions

Lost inventory is a major challenge for most manufacturers and distributors because managers cannot keep track of what moves in and out of the premises.

Developing and maintaining an inventory-related policies and procedures manual can reduce the rate of inventory inaccuracies.



**How to create and maintain an inventory policies and procedures manual:**

To begin your inventory policies and procedures manual:

- 1) Create a list of inventory-related transactions, such as normal/unexpected stock receipts, requisitions, sales, write-off stock and returns on goods
- 2) Develop a step-by-step guide on how material transactions will be recorded, usually with a combination of a computer system and manual submission, such as, hanging a clipboard at every exit of the building to serve as a reminder for employees to record any inventory movement
- 3) Once the policies are in place, it is everyone's responsibility to ensure that material transactions are recorded at all the times
- 4) Creating these policies should be a collaborative effort amongst everyone involved in the inventory process - to ensure nothing is left unaccounted for and everyone has "bought into" the procedures

# Produce Warehouse Procedures Manual

**M Lipman**



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