



Warehouse Stock Take Process

Ver : 1.0

AT / FIN / WI 07

Date : 09/07

1. Objective

The objective of this procedure is to describe the activities involved in making the inventory take at the warehouse.

2. Scope

- The scope of the activities defined in the procedure is applicable to the Warehouses in the UAE.
- The inventory in the retail stores and van locations is outside the scope of this SOP.

3. Inputs

- SLA's /KPI defined for Inventory and discrepancies resolution.

4. Responsibilities

- Country finance manager is responsible for managing the whole process in coordination with concerned dept. (Logistic, warehouse, Sales Channels, IT).
- All concerned Department should cooperate with Finance Dept.

5. Activities

Yearly planning of stock take to be done beginning of each year, & one month in advance of the schedule finance inform logistics to prepare the plan. Logistics prepare plan & provide for finance review. (all tasks Logistics & Finance review to be completed within one week time max)
Plan should include:

- 1- information about promotional activities if any (need to create buffer zone) (coordination with channels & category to have clear info)
- 2- Number of zones + draft map + control sheet
- 3- Pending or issues related to GRN's not yet captured due to system problems or due to missing PO's or returns having problems or missing documents.
- 4- List of counting team + control team from logistics available for support.

Sample Warehouse Fire Manual

DJ Losen



Sample Warehouse Fire Manual:

Unveiling the Magic of Words: A Review of "**Sample Warehouse Fire Manual**"

In a world defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their capability to kindle emotions, provoke contemplation, and ignite transformative change is actually awe-inspiring. Enter the realm of "**Sample Warehouse Fire Manual**," a mesmerizing literary masterpiece penned by way of a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve into the book's central themes, examine its distinctive writing style, and assess its profound effect on the souls of its readers.

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