

#### 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:

- 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.

# **Warehouse Procedures Manual Example**

**G Thomas** 

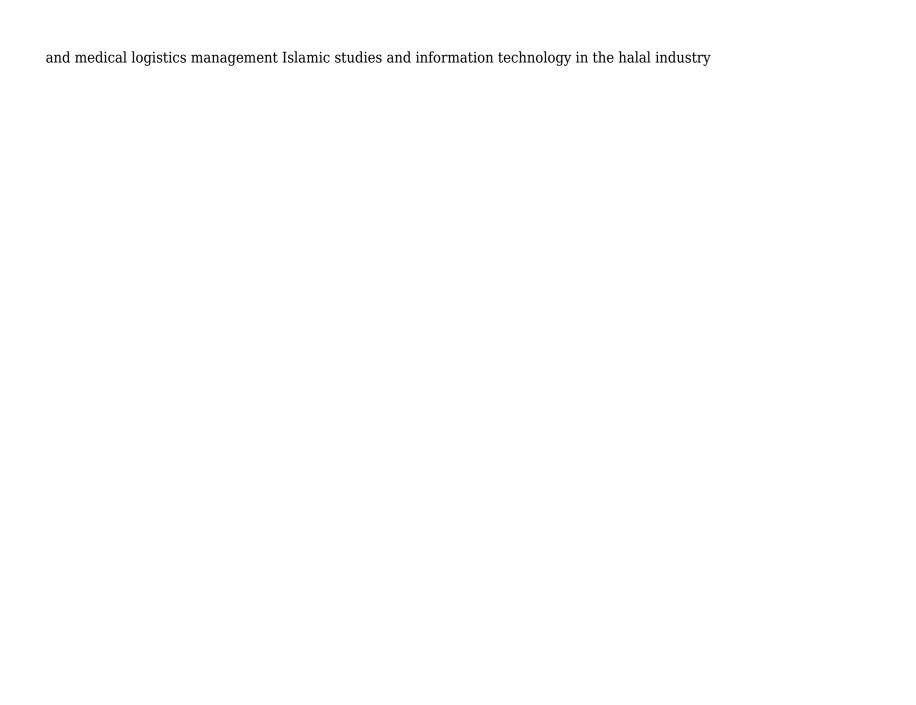
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Regulatory procedures manual, 2004 The Code of Federal Regulations of the United States of America Having General Applicability and Legal Effect in Force June 1, 1938, 1944 **Code of Federal Regulations** ,1998 to Analyze a Business Brian Dickinson, 2015-01-01 This e book describes how to analyze any size business by focusing on its essential aspects without being restricted by old implementation technology. It describes how the result of analysis can be used to create a Customer Focused Event Driven organization It identifies a comprehensive methodology and methods and models that will assist in obtaining the most efficient response to customers Handling Bales of Cotton in Public Warehouses Jo Brice Wilmeth, Charles Dickerson Bolt, 1958 **Quartermaster Corps Manual** United States. Army. Quartermaster Corps, 1954 **Technical Manual** United States. War Department, 1948 **Technologies and Trends in** the Halal Industry Nor Aida Abdul Rahman, Kamran Mahroof, Azizul Hassan, 2023-11-22 With recent technological developments touted also as Industry 4.0 numerous articles published over the years have emphasized the need to investigate the role of technology across all sectors including the halal industry. This book provides a greater understanding of the technologies trends and debates associated with the halal industry from different sectors such as food logistics pharmaceutical tourism medical cosmetic and the retail sector The book adds substantial discussion to the issues and trends of technology applications in the halal industry as well as the theories underpinning halal technology studies It is in four sections an overview of the halal industry selected theories technology and recent issues The contributors explore how technology has evolved and been applied in industry and also look at how Industry 4 0 technologies like blockchain Internet of Things IoT automation machine learning and augmented reality are being integrated in the halal supply chain process Written by well regarded scholars and international academics from Africa Europe Middle East and Asia this book provides expert contributions from research regulatory and industry perspectives This book will interest upper level students scholars academics and practitioners in the various discipline of tourism and travel hospitality food studies marketing pharmaceutical



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