



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.

Warehouse Procedures Manual Example

United States. Federal Supply Service

A red circular graphic with a gradient, appearing as a partial circle or a stylized arrow pointing to the right, located to the right of the text 'United States. Federal Supply Service'.

Warehouse Procedures Manual Example:

Managing Time and Space in the Modern Warehouse Ernst F. Bolten, 1997 Concise practical up to date help on every aspect and task of warehouse management Warehousing managers face so many challenges today What kind of warehousing is needed How many should they operate or lease How do they pick a location At what cost This concise comprehensive guide covers these and other warehousing issues including inventory management warehouse types and operations selection of third party warehousing compliance audits cost and pricing of services freight claims operations liability seal accountability container and packaging methods EDI and more More than 40 ready to reproduce forms documents leases and checklists make this a valuable guide for those in the warehousing logistics distribution and transport fields It will help them increase their efficiency cut costs and enhance their careers **Warehouse Operations Handbook** United States. Federal Supply Service, 1953 Cotton Handling Guide for Warehouse Managers and Foremen Jo Brice Wilmeth, Alan W. Steinberg, Charles Dickerson Bolt, 1953 **Optimizing Operations: A Comprehensive Guide to Distribution and Warehouse Management** Darius Mcmillan, 2025-04-23 Optimize your distribution and warehousing operations for maximum efficiency and profitability with this comprehensive guide This book provides a detailed roadmap for optimizing every aspect of your operations from inventory management to order fulfillment and transportation Gain insights into industry best practices cutting edge technologies and proven strategies to streamline your processes reduce costs and enhance customer satisfaction Delve into essential topics such as Warehouse design and layout for optimal space utilization and workflow Inventory management techniques to minimize stockouts optimize storage and prevent waste Order fulfillment strategies to ensure fast accurate and cost effective deliveries Transportation planning to reduce logistics costs and improve delivery times Advanced technologies such as RFID automated storage and retrieval systems and data analytics to enhance efficiency and productivity Whether you re a seasoned professional or new to the field this book is an indispensable resource for solving the challenges of modern distribution and warehouse management Implement the practical solutions outlined within and unlock the full potential of your operations driving profitability and customer delight Practical Handbook of Warehousing Kenneth B. Ackerman, 2012-12-06 This is a fourth edition of a work first published in 1983 It contains the same number of chapters as the third edition published in 1990 However it has a substantial amount of new material Major changes in warehousing in the last seven years have caused appropriate changes in the content of this text Nearly three decades have passed since our first published writing about warehousing The goal of our early writing was to develop a better understanding between the third party warehouse operator and the user of these services Today the emphasis has changed to a work that provides the tools that every warehouse manager needs This book intends to be a comprehensive handbook consisting of everything we know that would help the manager of warehouses Much of the information is based upon materials previously used in Warehousing Forum our monthly subscription newsletter While the work is designed

primarily as a handbook for managers it also serves as a guide for students It is based upon my experience both as a warehousing manager and executive and later as a management advisor The work is designed as a management reference for anyone involved in operating using constructing or trading in industrial warehouses **FDA Inspection Operations**

Manual United States. Department of Health and Human Services, United States. Food and Drug Administration, 1983

The Handbook of Technology Management, Supply Chain Management, Marketing and Advertising, and Global Management Hossein Bidgoli, 2010 The discipline of technology management focuses on the scientific engineering and management issues related to the commercial introduction of new technologies Although more than thirty U S universities offer PhD programs in the subject there has never been a single comprehensive resource dedicated to technology management The Handbook of Technology Management fills that gap with coverage of all the core topics and applications in the field Edited by the renowned Doctor Hossein Bidgoli the three volumes here include all the basics for students educators and practitioners Accounting Best Practices Steven M. Bragg, 2016-03-22 ACCOUNTING BEST PRACTICES Seventh Edition Today s accounting staffs are called on to work magic process transactions write reports improve efficiency create new processes all at the lowest possible cost using an ever shrinking proportion of total corporate expenses Sound impossible Not if your staff is using the best practices for accounting Fully updated in a new edition Accounting Best Practices Seventh Edition draws from renowned accounting leader Steven Bragg s extensive experience in successfully developing operating and consulting various accounting departments This invaluable resource has the at your fingertips information you need whether you ve been searching for ways to cut costs in your accounting department or just want to offer more services without the added expense The best practices featured in this excellent step by step manual constitute need to know information concerning the most advanced techniques and strategies for increasing productivity reducing costs and monitoring existing accounting systems This new edition boasts over 400 best practices with fifty new to this edition in the areas of taxation finance collections general ledger accounts payable and billing Now featuring a corresponding seven minute podcast for each chapter found on the book s companion website Accounting Best Practices is the perfect do it yourself book for the manager who wants to significantly boost their accounting department **Warehouse Operations** United States. Federal Supply Service, 1969 Marketing Research Report , 1965

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