



Warehouse Stock Take Process

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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 Documents

K Morrison



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Export/Import Procedures and Documentation Thomas E. JOHNSON, Donna Bade, 2010-03-26 The details of international business are growing more complex by the day and even the most seasoned professionals can find themselves in need of guidance This comprehensive answer book supplies readers with a clear view of the entire export import process explaining the ins and outs of shipping and insurance payment mechanisms distributors vs agents customs and export control requirements and transportation issues Featuring dozens of sample contracts procedures checklists and ready to use forms Export Import Procedures and Documentation is an authoritative voice in the everchanging often confusing world of international laws and regulations The revised fifth edition contains new and expanded information on topics including Corporate oversight and compliance Valuation The Export Control Reform Act Licensing requirements and exceptions International Commerce Trade Terminology The shifting definition of Country of Origin Specialized exporting and importing And more Thorough and accessible this trusted resource provides readers with the tools they need to manage supply chain dynamics around the world and keep everything organized up to date and above board each step of the way **Warehouse Management** Gwynne Richards, 2014-06-03 Gwynne Richards highly regarded and best selling text on warehouse management is a complete guide to best practice in warehouse operations Warehouse Management examines how to operate an efficient and cost effective warehouse It provides guidance on using the latest technology reducing inventory people management location and design Covering everything from the latest technological advances to current environmental issues Warehouse Management provides an indispensable companion to the modern warehouse The text considers key aspects of warehouse management including cost reduction productivity people management and warehouse operations In addition to providing updates on future advances in warehouse management Gwynne Richards tackles the key issues that are challenging today s managers including pressure to reduce lead times increase productivity reduce cost improve customer service reduce environmental impact and maintain health and safety standards Offering comprehensive direction on all aspects of managing a warehouse Warehouse Management is an ideal guide and detailed reference book for anyone looking to gain a real insight into warehouse operations In this 2nd edition of Warehouse Management there are more case studies photographs as well as extensive accompanying online resources such as PowerPoints and video links **Warehouse Operations Handbook** United States. Federal Supply Service, 1953 Practical Guide to SAP GTS Part 3: Bonded Warehouse, Foreign Trade Zone, and Duty Drawback Rajen Iyer, Ashish Galchhaniya, 2018-02-01 **Warehouse Management** Michael Hompel, Thorsten Schmidt, 2006-11-02 This book helps readers evaluate and specify the best Warehouse Management System WMS for their need The advice is based on practical knowledge describing in detail fundamental processes and technologies needed for a basic understanding New approaches in the structure and design of WMS are presented along with discussion of the limitations of current systems The book shows how to operate a simple WMS

based on the open source initiative myWMS **The Data Warehouse ETL Toolkit** Ralph Kimball, Joe Caserta, 2011-04-27
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