

Inventory Counting Instructions	<ol style="list-style-type: none">1. Each counting sheet must have a sub total for the quantity at every sheet and grand total summing all sheets2. All stocks must be counted at the unit level except factory / vendor sealed boxes/pallets3. Each SKU must be checked for quantity, location and quality4. In case quantity matches while location doesn't match, then note is taken, and location is immediately changed at the end of the day by5. In case count is matching while the quality isn't commercially good please collect information and move physically and on WMS to quarantine location by the end of the count6. Each personnel must sign for inventory record accuracy at the end of the day7. In case there is a mismatch in any of the quantities, a different team member must do the recount and sign on the counting sheet and the second counter8. Any negative discrepancies must be charged to if no further reconciliation is required9. Any positive discrepancy must be adjusted in ERP and WMS if no further reconciliations are require10. All documents must be signed and stamped by logistics manager11. All count sheets must be archived for future reference.
--	---