Inventory Tracking Procedure

* Enter the warehouse location (aisle/shelf/bin) of each product into the inventory management system to print stock locations on pick lists and inventory count sheets.
* If using internal barcode labels on all products, affix barcode stickers to goods upon receiving them before moving stock to storage or pick locations.
* Always store received stock in its prescribed location.
* If the prescribed space is full, store overstock in prescribed overstock locations.
* If storing overstock in a new location, be sure to note the alternate location on or near the main location label and report this up the management chain if needed.
* For a new product, ensure that the storage location is noted or entered into the inventory management system before the product is shelved or stored.

# Inventory Receiving Procedure

* Upon delivery, count all received boxes, pallets, or shipped units against the shipping label and note any discrepancies between the number of units expected and number of units delivered.
* Store received shipments together in a designated receiving area until the time to unpack.
* Unpack units and organize items by type.
* Count received items against your purchase order—not the vendor packing slip.
* If received items match your purchase order, update the received item counts in the inventory tracking system.
* If there are discrepancies, contact the vendor to resolve and update/adjust counts accordingly in the inventory tracking system.
* Stock received items per product shelving or storage procedures.

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# Inventory Cycle Count Procedure

* Choose a portion of inventory to count by product line, category, or storage location.
* Print inventory count sheets from your inventory management system or create your own.
* Identify a time and assign two staff members to count the selected stock without interruption.
* Have one staff member count stock, including any overstock, and the other note the counts on the inventory sheet.
* Once complete, confirm that numbers match on-hand numbers.
* If counts don’t match inventory records, follow up to identify and resolve any receiving, storage, or picking errors.

# Batch Picking Procedure

* Print (or create) a pick list that includes the items needed to fill a range of orders. Specify items by SKU or product name and include total quantities of each item.
* Assign pick lists to pickers based on line or warehouse location.
* Have pickers pull the total quantity of each product per the pick list.
* Designate a space near the packing area to stage picked items for sorting.
* Use printed order packing lists to sort or group picked items into individual orders for final checks prior to packing.

# Per-Order Picking Procedure

* Print order paperwork (packing slips or invoices).
* Divide order paperwork into groupings by warehouse location, line, or category, and organize by complexity.
* Provide pickers with a series of orders as well as crates, bins, or boxes to sort ordered items into as they pick. For large warehouses, rolling carts or trolleys speed up the process.
* Have pickers bring pull items for each order and bring picked orders to designated staging spots near the packing area for final checks prior to packing.

# Final Check & Error Resolution Procedure

* Have staff members perform final checks on picked orders using barcode scanners or visual checks against order paperwork.
* Examine for variables like size or color.
* Have staff physically mark line items with a checkmark if needed to ensure accuracy.
* If an error is found, move that order to a designated spot to be corrected without interrupting the checkers’ progress.

# Order Packing Procedure

* Assemble all applicable shipping boxes or mailers for the group of orders to be packed.
* Move one or a small group of checked orders from the staging area to the packing area (or pack checked orders where they sit if working in a small space).
* Have packing staff do a final check (visually or via barcode scan) that the items to be packed match the order’s paperwork.
* Pack items as needed using appropriate, prescribed packing materials.
* Insert or attach the order paperwork to the box and move it to the shipping area for labeling.

# Batch Labeling Procedure

* Cross-check the shipping label to the order packing slip or other paperwork included in the packed box.
* Insert order paperwork, close and seal box, and affix label.
* Move the parcel to the designated shipping cart or pickup area.

# Single Parcel Labeling Procedure

* Place the packed parcel on the shipping scale.
* Enter or barcode scan the order number into your shipping system to populate the label information.
* Select or enter the box size of the package.
* Enter the weight and size of the package manually, or (if the scale is integrated into your system) double-check that the weight is correct.
* Compare rates among carriers and various shipping methods in your shipping software program.
* Select and purchase the appropriate carrier and shipping method.
* Print label.
* Insert order paperwork, close and seal box, and affix label.
* Move the parcel to the designated shipping cart or pickup area.

# Shipment Pickup Procedure

* Sort parcels by carrier.
* Print carrier end-of-day paperwork and shipment barcode labels.
* Place end-of-day paperwork with the appropriate parcel stack.
* Have staff meet the carrier driver and present end-of-day paperwork to be scanned.

# Shipment Drop-off Procedure

* Sort parcels by carrier and load into bags or bins (to ease transport).
* Print carrier end-of-day paperwork and shipment barcode labels.
* Place end-of-day paperwork with the appropriate parcel stack, bin, or bag.
* Load parcels into vehicle, making sure to keep groupings separate if dropping off to multiple carriers.
* Drop off parcels at carrier facility.
* Present end-of-day paperwork to be scanned by carrier staff.