









Operation/Task:	Inventory Control / Audits			Equipment:	N/A
Owner:	Distribution Manager	Date Created:	4/9/2015	Department:	Distribution
		Revision History:	See last page		

ALERTS (see below): Critical Step  Quality Check  Tip  Team Safety 

Purpose: This SOP/work instruction purpose is to maintain inventory integrity through cycle counts, profiling products based on usage, establishing efficient warehouse layout.

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		Audit –Review daily [NEEDLOC] report for Items received into [NEEDLOC] or have [NEEDLOC] as a default bin location.	Assign or verify location, and/or put items in a legitimate location if still in [NEEDLOC], and/or change default location in Printstream.	To take items that do not currently have a valid bin location and assign one to them.
2		Audit – Review daily Item Setup Audit report for new products that need dimensions and weights in Printstream.	Locate item and get dimensions & weight based on the unit of measure.	Storefront websites rely on this information for freight quotes.
3		Audit – Review daily Empty Location report for bins emptied from previous day.	Check to see if it is in fact empty. If not, research product in bin location.	We are verifying the location is actually empty.
4		Audit – Review daily non-default bin report for Items that were picked out of non-default bin.	Reassign default bin or make inventory quantity adjustments.	Researching why product is being reported picked from a non-default bin.

Notes:

If a quality concern is found follow Non-conforming Product SOP (NCP001).

Definitions:

NEEDLOC – is a phantom location where inventory items are received to, when there is no existing location. **NEEDLOC** is short for need location.

Revision History	Description of Changes	Requested by	Date
Rev 1	Revised SOP to new format	Rob Koosmann	4/9/15
Rev 2	Added Revision History table	Rob Koosmann	8/1/16
Rev 3	Updated to current SOP format; changed GLS to ENPOINTE if present; changed font to Arial; manager reviewed for changes – none made.	Rob Koosmann	3/21