INBOUND PROCESS

Pre-Alert on shipments received

Warehouse Planning for new shipments done

New Item Arrives at the Warehouse

New Item placed in Hold Area – Quantity and Quality checked.

Goods Receipt Note (GRN) issued

Item allocated to BIN location

BIN CARD updated

Inventory Stock Take done.

Inventory Stock Report created.

Form: LOSS & DAMAGE RPT.

Form: GRN

Form: BIN CARD

Form: LEDGER

Form: Stock Report
OUTBOUND PROCESS

Distribution Request Received from Program

Stock Levels checked against Request

No

Yes

Information Covers: HH No., Route Conditions & Depart time from WH.

Form: TRUCKING REQUEST

Waybill Generated

Trucking Request to Transporter

Pick and Pack of Items carried out and consolidated per truck load in ‘Holding Area’ at Warehouse.

Bin Card for Item updated

Items loaded to Truck/s

Waybill and Truck contents checked by Driver & CARE & Waybill signed. Original & 1 Copy.

Inventory Stock Report created.

CARE Original Waybill

Driver Copy Waybill

Truck parked in secure area prior to departure.

Form: STOCK REPORT

Form: LEDGER

Form: BIN CARD

Form: WAYBILL
INVENTORY CHECK PROCESS

Inventory Tally Sheet created per item.

Bin Card Item Quantity registered.

Physical Count carried out

Physical Count = to Bin Card

Yes

Yes

Bin Card for Item Validated

Inventory Tally Sheet completed

Bin Card for Item Validated

Inventory Stock Report created.

Form: Physical Tally Sheet


Bin Card outbound No's checked.

No

Error in Outbound No. entry found & correction made.

No

Loss Report Generated

Copy to Admin

Copy to Security

Form: Loss Report

No 1st count

No 2nd count

Loss Report Generated

Copy to Admin

Copy to Security

Form: Loss Report

Form: LEDGER

Form: BIN CARD

Form: Stock Report