

Inventory Counting Review Flyer

Inventory is just over a week away and this is a good time to re-visit some of the Counting processes. There is full inventory procedure manual available that should be read through and understood. This flyer is intended to highlight some of the topics discussed in that manual and some additional tips that may not be listed.

Physical Count Instructions:

- **Counting Teams** consist of Two People. One person is responsible for saying what is on the shelf, saying the quantity, and putting an initialed sticker on the product after it has been written in the book. The other person is responsible for finding that item in the book, legibly writing the quantity next to the item, and initialing each page with the initials of both people.
- **Shelf to Book:** It is important to take inventory of what is actually on the shelf and not what is listed in the book. An example of why this is important is listed below:
 - Wrong way: The person writing quantities is reading items out of the book and the counter is finding them. There is an item on the shelf that is not in the book. It is skipped over.
 - Right Way: The person counting is reading off what items are on the shelf and the person writing is finding them in the book. There is an item on the shelf that is not in the book. It is identified and written in on a write in sheet.
- **Adjacent Locations:** If an item is located in two locations that are directly beside one another, do not count them into one location. It needs to be counted into each separate location.
- **Count Trail:** In addition to the stickers on the items, all pre-count tags should be left in the bins until an area has been released by the auditors or a corporate representative. This will leave a "trail" of the count. Felt markers should be used where possible (water heaters, furnaces, pipe, etc.) to further mark the count "trail".

Other Count Instructions:

- All counts must be recorded in ink to prevent undocumented and unauthorized changes.
- If you do not have an item that is listed on your count sheet, please LEAVE THE COUNT QUANTITY BLANK - DO NOT ZERO THE ITEM. This will assist the employees who have been assigned to data entry and checking process.
- Count sheets are pre-numbered with control numbers, so please don't misplace or destroy any sheets.
- Any changes to something written in the book need to be written in red and initialed by the Branch Manager.

Last Minute Notes:

- We may be at a limited capacity because of the count but **we are NOT closed**. In the event a customer needs something during a count you can write up the ticket, pull the order, place a copy of the order in each bin you pull from, and have the customer sign for the order. Anything written on inventory day should be dated for the following day and reviewed the following day.
- It is important to make sure all product has been pulled off the trucks, out of closets, out of desks, and put into the proper location for counting.
- All trucks and forklifts should be clean as possible – including interiors – in good repair and ready for the Lee auditing people to verify vehicle numbers, VIN numbers, check mileage and overall appearance
- All gas exchange tanks should be counted as new tanks and into the new tank Lee#.
- All inventory count stickers need to be initialed by the person counting and putting the stickers on the items.