

UAMS INTERNAL PROCEDURES

NUMBER: 2.08
CONTACT: Inventory Mgr.
DATE: July 1, 2004
REVIEW DATE: May 2011
SECTION: SUPPLY CHAIN
AREA: DISTRIBUTION SERVICES
PROCEDURE: PROCEDURE TO STOCK MATERIALS ON SHELVES IN WAREHOUSE

PURPOSE

This procedure details the stocking of materials in the distribution center in their correct bin location. Knowledge of the warehouse and inventory locations is required to perform this procedure. This procedure is performed on an as needed basis usually in the morning daily.

PROCEDURE

All products are placed on the shelf in accordance with information from the receiving ticket that is generated when the items are received in the SAP system

- Rotate stock
 - Expiry items: items bearing the shortest time to expiration are put at the front of the shelf, while items bearing the older expiration date are placed at the back of the shelf to facilitate using the product in correct date sequence
- New item
 - DS issues according to the" FIFO" system. First in, is first out. New product is not issued until all of the old has been depleted
- Forms
 - Are placed in their proper location according to the receiving ticket. Any excess stock should be clearly marked and stored in the overstock area of mezzanine.