

Warehouse/Stockroom Procedures

Warehouse/Stockroom Functions

- Sweep out the warehouse and storage area daily
- Break down all cardboard cartons and fill the dumpster daily. Dumpster should remain locked with the exception of the dates of pick up.
- Place orders for all supplies needed each week with buyer so that your supplies can be included with orders to appropriate vendors.
- All merchandise that has been returned as damaged or defective should be processed for return or credit.

Merchandise Receiving Instructions

- Verify that packages are for (*your company name here*) and this location's address. Make sure all packages are in good condition before signing delivery receipt, and the quantity of packages is the same number as listed on the receipt you are signing.
- If there is a packing list, leave it attached to the package.
- The receiving book should have the following information written in the appropriate columns:
 - ✓ Initials of the person receiving the merchandise
 - ✓ Vendor of the merchandise
 - ✓ Carrier (i.e., UPS, USPS, Freight Company)
 - ✓ Total number of pieces received
- To check in merchandise, get the purchase order. Staple together all forms such as delivery receipts, invoice and freight bills, and packing list file or return to place this paperwork is kept. If using price tags, confirm price has not changed, and get or prepare price tags/labels to be ready to attach to merchandise.
- Verify the quantity received against the purchase order.
- Merchandise that is kept in security areas of the store is to be given to the person in charge of that area of the store. All other merchandise can be placed at the back of the sales floor for placement in the appropriate area of the store.
- If the quantity received and quantity ordered do not agree, and determine if the vendor has partially shipped, or if this is a shortage or overage. You can determine this by examining the packing list or invoice. If it is determined that there is a discrepancy in number of items received, fill out appropriate company and vendor forms and follow procedures.
- When items that are special ordered for customers are received, give copy of Purchase Order to store cashier, so cashier can contact the customer. Keep item in special order area until it is picked up.