

Standard Operating Procedure (SOP): Daily Stock Replenishment Guidelines

Purpose:

This SOP details the **daily stock replenishment guidelines**, covering inventory assessment, timely restocking procedures, quality control checks, proper storage practices, documentation and record-keeping, coordination with suppliers, and handling of discrepancies. The aim is to maintain optimal inventory levels, prevent stockouts, and ensure efficient and accurate replenishment to support uninterrupted business operations.

Scope

Applies to all staff involved in inventory management, warehouse operations, and procurement.

Responsibilities

- Inventory Staff:** Monitor stock levels, conduct stock counts, and process replenishment orders.
- Warehouse Staff:** Receive, inspect, and store stock appropriately.
- Supervisors/Managers:** Oversee and verify replenishment processes.
- Procurement:** Coordinate with suppliers for timely deliveries.

Procedure

- Daily Inventory Assessment**
 - Conduct a cycle count or utilize inventory management software to assess current levels.
 - Identify items below minimum stock thresholds.
- Timely Restocking Procedures**
 - Generate replenishment orders for low or out-of-stock items.
 - Ensure orders are authorized and sent to suppliers by the set cut-off time.
- Quality Control Checks**
 - Upon receipt, inspect goods for product quality, quantity, and expiration dates (if applicable).
 - Document and report damaged or unacceptable products immediately.
- Proper Storage Practices**
 - Store items according to their designated locations for easy retrieval (e.g., FIFO method for perishables).
 - Ensure storage conditions meet product requirements (temperature, humidity, etc.).
- Documentation & Record-Keeping**
 - Log all received stock in inventory records or ERP system.
 - File delivery notes, inspection reports, and stock adjustment forms as per company protocol.
- Coordination with Suppliers**
 - Communicate replenishment needs and delivery schedules clearly.
 - Address supply delays or issues proactively.
- Handling of Discrepancies**
 - Investigate and resolve discrepancies between ordered, delivered, and recorded stock.
 - Escalate unresolved issues to management.

Documentation Checklist

Document	Responsible	Frequency
Daily Inventory Report	Inventory Staff	Daily
Replenishment Orders	Procurement	Daily/as needed
Receiving & Inspection Form	Warehouse Staff	Each Delivery

Discrepancy Report	Inventory/Warehouse Staff	As Needed
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References

- Company Inventory Management Policy
- Supplier Agreements
- ERP/Inventory Management System Manuals

Revision History

Date	Version	Description of Change	Approved By
2024-06-10	1.0	Initial SOP release	Operations Manager