

SOP: Inventory System Entry and Stock Location Assignment

This SOP details the process for **inventory system entry and stock location assignment**, covering accurate recording of incoming stock, assigning precise storage locations, updating inventory databases, and ensuring traceability of all products. The goal is to maintain organized stock management, streamline retrieval, and enhance inventory accuracy across all warehouse operations.

1. Purpose

To define standardized procedures for entering new inventory into the system and assigning stock to storage locations, ensuring accuracy and traceability.

2. Scope

This SOP applies to all staff responsible for receiving, recording, and storing inventory items in the warehouse.

3. Responsibilities

- **Receiving Team:** Unload, verify, and document incoming stock.
- **Inventory Control:** Enter data into system and assign storage locations.
- **Warehouse Supervisors:** Oversee compliance and accuracy of process execution.

4. Procedure

1. Receive Incoming Stock

- Unload goods from delivery vehicles.
- Check delivery documents (purchase orders, delivery notes) against physical items.
- Inspect for damage or discrepancy and report findings.

2. Inventory System Entry

- Log in to the inventory management system.
- Create a new entry for each stock item, inputting details such as:
 - Item Name / Description
 - SKU / Barcode
 - Quantity received
 - Batch/Serial number (if applicable)
 - Date of receipt
 - Supplier details

3. Assign Stock Location

- Determine appropriate storage area based on item type, size, and turnover.
- Assign a storage location (aisle, shelf, bin, zone etc.) in the system entry.
- Label items with location (using printed tags/barcodes, if required).

4. Physical Storage

- Transport and place items in assigned location within the warehouse.
- Ensure stock arrangement is organized and accessible.

5. Update Inventory Database

- Verify all entry details and location assignments for accuracy.
- Save and back up all system updates.

6. Traceability & Verification

- Record all movements and changes to stock location within the system.
- Retain documentation for audit and compliance.

5. Documentation

- Receiving Log

- Inventory Entry Forms
- Stock Location Assignment Sheets
- Movement/Transfer Logs

6. References

- Inventory Management System User Manual
- Warehouse Map and Location Index
- Company Inventory Control Policy

7. Revision History

Version	Date	Description	Author
1.0	2024-06-07	Initial SOP creation	Warehouse Manager