

HOW TO PREPARE YOUR WAREHOUSE FOR AN INVENTORY

In order to have an accurate warehouse inventory, the inventory itself must first

- BE ACCURATELY ORGANIZED
- AND **LABELED**

also important

- Know the level of inventory movement in the process
- Who will be available to do initial counts, recounts, and spot check audits

THE FOCUS



Document and evaluate the results of the inventory, which will then help make the correct decisions that impact the business.

before starting

Make sure you have the answers to these questions:

1. WHO



Who will be available to perform the count and complete the data entry?



Specify who will be in control of the count sheets/ tags distribution.

2. WHAT



What will be counted?



Consider the inventory on consignment to customers, suppliers, or stores and clearly identify what needs to be counted.

3. WHEN



When will the warehouse inventory be completed?



Weigh the costs and benefits to doing the inventory during or after business hours.

4. HOW



How long do you estimate it will take to complete the warehouse inventory?



Be sure to include inputting the count quantities and locations, as well as time for variance check.

5. WHY



Will it be a full or partial count of the warehouse?



You will need to identify all the areas of the warehouse that need to be counted.

Ready for a warehouse inventory?

Contact us and see how we can help from here!

