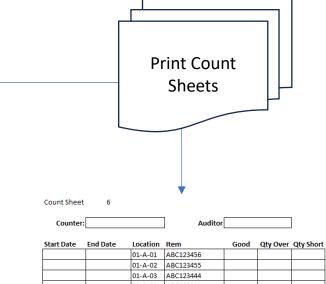


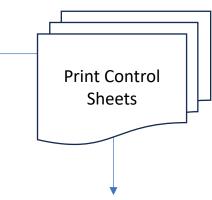
Initial Count Set Up

Run an inventory report in your WMS and export to Excel and then sort the inventory list by location. Modify the excel sheet to include the following columns, Start Date, End Date, and Counter Name



01-A-01	ABC123456		
01-A-02	ABC123455		
01-A-03	ABC123444		
01-A-04	ABC123111		
01-A-05	ABC123000		
01-A-06	ABC126000		
01-A-07	ABC127111		
01-A-08	ABC128698		
01-A-09	ABC129235		
01-A-10	ABC123697		
01-A-11	ABC100000		

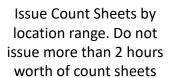
Create a Count Sheet Control Check in/out log to track all count sheets issued to the count teams



Count Sheet	Start-Date	End-Date	Location Range	Counter Name	
1			06-A-01 Thru 06-A-65	J. Gonzales	
2			05-A-01 Thru 05-A-65	T. Smith	
3			04-A-01 Thru 04-A-65	R. Frank	
4			03-A-01 Thru 03-A-65	M. Jones	
5			02-A-01 Thru 02-A-65	S. Allison	
6			01-A-01 Thru 01-A-65	A. Uribe	



Count Sheet Check-out Process



Log out Count Sheet in the control Log to each individual

Count Sheet	Start-Date	End-Date	Location Range	Counter Name
1	9/1/2024		06-A-01 Thru 06-A-65	J. Gonzales
2	9/1/2024		05-A-01 Thru 05-A-65	7. Smith
3	9/1/2024		04-A-01 Thru 04-A-65	R. Frank
4	9 1 2024		03-A-01 Thru 03-A-65	M. Jones
5	9 1 2024		02-A-01 Thru 02-A-65	S. Allison
6	9 1 2024		01-A-01 Thru 01-A-65	A. Uribe

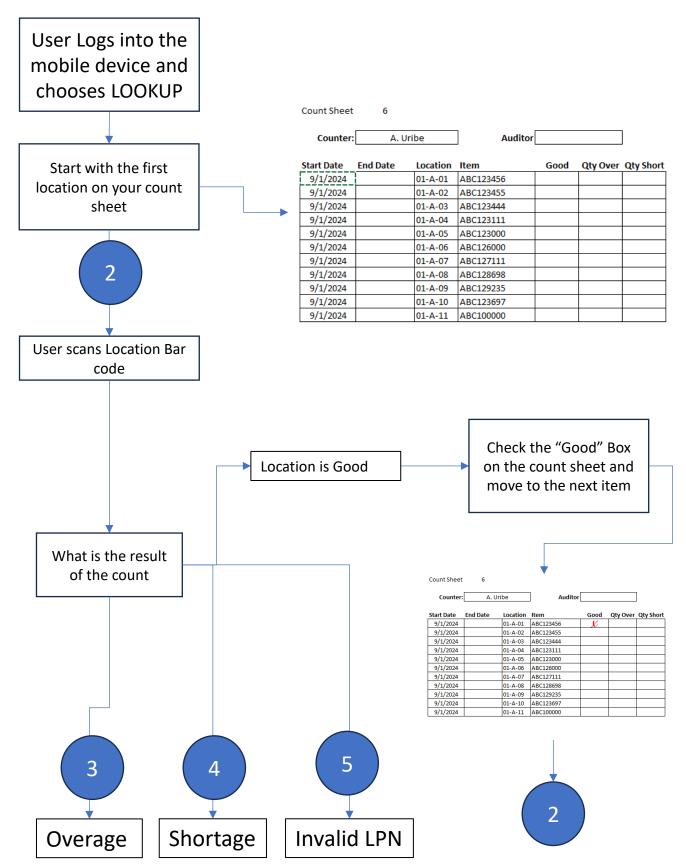
Issue Count Sheets to each auditor

Issue Handheld Scanner to each Auditor

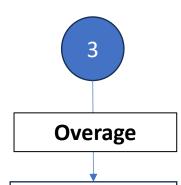
Provide WMS log in credentials



Counting Process







Look at the inventory balance in the surrounding locations to determine if by chance the overage cartons were positioned in the wrong spot.

If you can't find a nearby location with that can use the overage Qty, move the overage to the end of the aisle and place a placard "Overage" on the freight

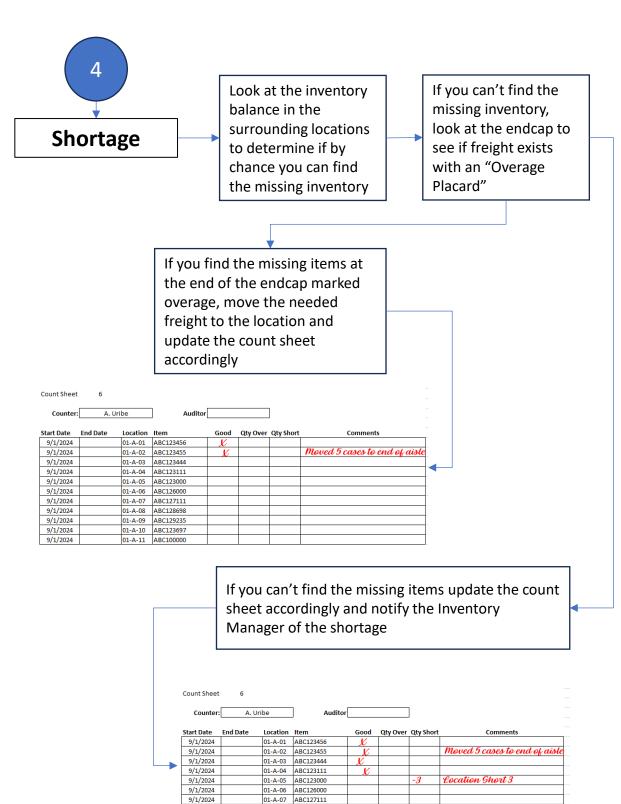
Check the GOOD column on your sheet and made a note that you moved the overage freight and Qty to the end cap

Count Sheet 6

Counter: A. Uribe Auditor

Start Date	End Date	Location	Item	Good	Qty Over	Qty Short	Comments
9/1/2024		01-A-01	ABC123456	\mathcal{X}			
9/1/2024		01-A-02	ABC123455	K			Moved 5 cases to end of aisle
9/1/2024		01-A-03	ABC123444	•			
9/1/2024		01-A-04	ABC123111				
9/1/2024		01-A-05	ABC123000				
9/1/2024		01-A-06	ABC126000				
9/1/2024		01-A-07	ABC127111				
9/1/2024		01-A-08	ABC128698				
9/1/2024		01-A-09	ABC129235				
9/1/2024		01-A-10	ABC123697				
9/1/2024		01-A-11	ABC100000				





9/1/2024

9/1/2024

9/1/2024

9/1/2024

01-A-08 ABC128698

01-A-09 ABC129235

01-A-10 ABC123697

01-A-11 ABC100000



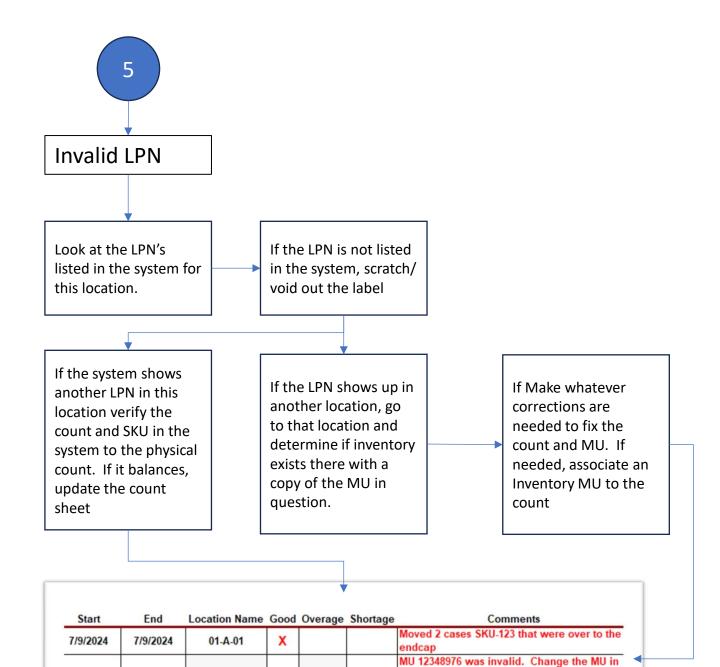
7/9/2024

7/9/2024

01-A-02

01-A-03

X



this location and moved over SKU abc-123

Qty 20 to MU INV000001