

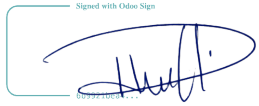



PERFORMING STOCK COUNTS

INS-207-3

Rev. B

APPROVAL

Role	Name	Function	Signature
Author	Eva Kilimtzidi	QA&SA	
Reviewer	Mauro Rinaldi	RAQM	
Approver	Mathieu Horras	CEO	

PURPOSE

This work instruction describes how ASPIVIX performs stock counts to verify and maintain inventory accuracy. It contains instructions on how a stock count is initiated, performed, and closed.

SCOPE

The scope of this procedure includes finished goods which are tracked in Odoo. Out of the scope of this procedure are products that are not finished goods and not tracked in Odoo, such as prototypes, test and non-conforming products, or tools.

RESPONSIBILITIES

Responsible for establishing, implementing, and maintaining this instruction is the International Operations Manager. Any person performing an inventory count on finished goods must respect and apply this procedure.

DOCUMENT HISTORY

Description of Changes	Version
Initial version	A
Remove date from approval table. The procedure has been reviewed and is still applicable.	B



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1 SCHEDULE STOCK COUNT

1.1 Definitions

An in-house warehousing location is a storage place for Aspivix's products, where Aspivix is responsible for handling every phase of the order fulfillment process, including receiving, storing, and shipping inventory.

An outsourced warehousing location is a storage place for Aspivix's products where Aspivix has mandated an external company to handle the different phases of the order fulfillment process, including receiving, storing, and shipping inventory.

1.2 Responsibility and assignment

The International Operations manager is responsible in Aspivix to organize, monitor, and bring to completion stock counts.

- **For stock counts related to an in-house warehouse:** two (2) persons are assigned to one inventory count, and at least one (1) team member from the International Operations division must be allocated to execute the stock count. This person will schedule and coordinate the stock count, create the Stock Count Report file, generate the export from the system inventory, and guide the overall event to completion.
- **For stock counts related to an outsourced warehouse:** International Operations Manager will schedule the activity with the outsourced partner, create the stock count file, and guide overall event to completion.

1.3 Stock Count frequency

Aspivix performs inventory counts at least once a year (usually at the end of the calendar year), for each of its warehousing location. This frequency can be increased based on business needs or when a potential discrepancy is suspected up-front.

2 CREATE A STOCK COUNT REPORT

2.1 Definition

A Stock Count Report is a document that compiles key information regarding a specific inventory count, such as its reference number, quantities counted, copy of the export of stock levels from the system, etc. This document combines and compares inventory levels as registered in Odoo, with physically counted inventory levels. Aspivix' template of Stock Count Report can be found in the Google Drive folder **10 - International Operations/03 - Warehousing/02. CH Warehouse/03. Stock Counts**, under the file name "Stock Count Report_Template".

2.2 Content

The Stock Count Report must include at least the following information:

- The date and time of the stock count;

- A list of all items to be counted as well as their lot numbers and expiry dates;
- Export of the inventory quantities, as recorded in the system;
- Quantities physically counted;
- Explanations in case of variance;
- The names of employees who will conduct the stock count, and
- Signatures.

2.3 Reference number

A reference number must be generated for all separate stock count events (a separate stock count is named as such when it occurs at a different time and/or geographical place). Only one reference number must be allocated per single stock count event; this reference will be used to regroup the counting of all items and lots numbers at that place and that time.

Reference numbers are unique per stock count event and are defined in the following manner:

STKC_WSE_YYMM-ww

Where:

- WSE = acronym of the warehouse
- YY = year of the stock count
- MM = month of the stock count
- ww = incrementation number (beginning by 01)

As an example, a reference number STKC_WDS_2304_03 would indicate that:

- Inventory count took place at Warehousing and Distribution Switzerland (_WDS)
- It took place in 2023 (_23), month of April (04)
- This would be the third inventory count (_03)

2.4 Location of the file

The reference number is used as a naming convention for saving the Stock Count Report file. Stock Count Reports are saved in Google Drive at the below location: **10 - International Operations/03 - Warehousing/02. CH Warehouse/03. Stock Count**

3 CONDUCT STOCK COUNT

3.1 For in-house warehousing location

Perform physical count. All finished items must be accounted for within the stock count. Employees counting stock may use post-its to label shelves to do or already done, as well as pens, notepads, and calculators.

Record counted quantities in the Stock Count Report. During the count, one person counts the stock and communicates the results to the second person, while the latter records the number counted inside the Stock Count Report and verifies the physical quantity declared by the former.

Re-count the discrepant lots. Compare the counted quantities with the quantities as recorded in the system. If a difference exists, a recount must be conducted to ensure no error or mistake happened during the initial stock count.

3.2 For outsourced warehousing location

Request to the outsourced partner a physical count.

Record the quantities counted at the outsourced location inside the Stock Count Report. Compare the counted quantities with the quantities as recorded in the system. If a difference exists, a recount must be requested to ensure no errors or mistakes happened during the initial stock count.

3.3 Record differences and investigate

Record any difference remaining between the counted inventory and the system inventory. A difference may be stock excess or stock shortage.

If any difference is identified, an investigation must take place. The result of the investigation, root cause, potential corrective and preventive actions are registered in the Stock Count Report.

4 CLOSE THE STOCK COUNT

4.1 Perform inventory adjustments

In case of variance between system count and physical count, the needed adjustments are performed by the International Operations Manager within the system to align system inventory with physical inventory. For traceability purposes, inventory adjustment must refer to the Stock Count Report reference number.

4.2 Signature and storage of final Stock Count Report

At the end of the stock count for stock counts related to in-house warehouse location, the Stock Count Report must be signed by employees who participated in the event. The stock count report must include all the stock count activities and must be signed by the person who counted and checked the initial count.

Stock Count Reports, alongside potential additional documents, are stored under the following Google Drive folder: **10 - International Operations/03 - Warehousing/02. CH Warehouse/03. Stock Count**

5 REFERENCES

1. Procedures, instructions, and guidelines

NA



2. Templates and Forms

T-207-1 Performing Stock Counts

Certificate of Completion

INS-207-3 Performing Stock Counts_Rev. B-clean.pdf

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Participants

Signatory	Email	Email Verification
Eva Kilimtzi	eva.kilimtzi@aspivix.com	<input checked="" type="checkbox"/>
Signatory's hash:	3f97903ae565a14bf4e557f31bdd2ec328d3445986c10e6a735937942aa50b68	
Mauro Rinaldi	mauro.rinaldi@aspivix.com	<input checked="" type="checkbox"/>
Signatory's hash:	78638443ccaea43979b1606b4de42a2f233d7b2ddc5d3d6ea75d60850cc12138	
Mathieu Horras	mathieu.horras@aspivix.com	<input checked="" type="checkbox"/>
Signatory's hash:	83aef1e3f340e4bb80e3e4cb135d147b2d8f2a1fb0e3e2072f3ce586ce4786c8	




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