



**Uttaran**

## Storage and Warehousing Guideline

**Community Mobilization**

**Poverty Eradication**

**Environmental Justice**

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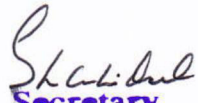
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Date: November-2023 Approved by on behalf of executive board  Update – 2	Shahidul Islam Director	MD Nazrul Islam Chairman
Date: November-2023 Approved by on behalf of executive board	Shahidul Islam Director	Sarder MD Rezaul Karim Chairman
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# Storage and Warehousing Guideline

## Background

Emergency supplies must be properly stored until distributed. During the immediate response, temporary collection storage can be used for stockpiling emergency supplies until appropriate space can be found. Even though choices could be limited, the Procurement Officer in coordination with the HR Manager should find appropriate storage space according to the emergency items to be stored. The size of storage facilities is of importance. These facilities must be accessible during all seasons. Stock register should be in place to control stock inflows and outflows. Uttaran must ensure that its warehouse operations and management are carried out in the most efficient, effective and ethical manner.

## The stock management procedure

### 1. Prioritize location and accessibility

Uttaran should prioritize its warehouse and stock are well organized and accessible since it will reduce much time for staff to look for the location and find the products. As a result, all other following steps can run smoothly.

### 2. Get rid of unneeded stock

Uttaran should try to get rid of items that have been in stock for an extended period of time by running promotions or offering discounts. It will create more space for Uttaran to put other needed items. Besides, such offers can also increase customer satisfaction, make inventory replenishment easier, and keep business going forward.

### 3. Optimize and forecast inventory

Uttaran should try to optimize and forecast its stock by ensuring an adequate amount of goods, not too few or too many. It's also a good idea to make a list of hot items that use faster than others. Regardless of the season, these things should always be in the warehouse. It will also be much easier to prepare for impending supply and demand concerns if sales rates are monitored and market trends are followed.

### 4. Establish the floor and layout arrangement

This will help the Uttaran and its staff have all the product locations on their minds so it will be much easier and faster to find any items when needed. Besides, creating a floor plan will assist you in determining the best location.

### 5. Set a cycle count schedule

Uttaran must establish a cycle count timetable to adequately monitor product flow rather than waiting for a chance to count its stock.

  
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## 6. Check stock quickly after delivery

After each inventory order arrives, Uttaran spends a few minutes checking to see if the delivered items is correct or there are any problems with the product's quality and refuse any items that are not ordered or spoil. This step will help Uttaran to avoid the case that the real stock is not enough or excess the inventory data from the system.

## 7. Label all products

Labels should have enough data such as product name, number, quantity, and description. Labeling all products makes it much easier and faster to recognize them.

## 8. Keep an eye on expiration dates

Uttaran must need to pay attention to the product's expiration dates, you can get rid of any remaining merchandise before it goes out of date by reducing prices or offering special deals.

## 9. Make sure keeping track of inventory

Uttaran needs to know how much stock it has, where the stock is coming from, or when the items are leaving the warehouse. So, it is essential to keep track of inventory frequently.

## 10. Assign inventory management responsibility

When Uttaran assigns separate inventory management responsibilities for an individual, they are more likely to do the task better. It is because they focus more on the process, spend more time, and are more familiar.

## 11. Create back-ups of inventory data

Uttaran has its data management policy. It must also ensure that the data backups so that critical information is always available, accessible, and never lost.

# Warehouse management process

## 1. Warehouse Operation Process

The warehouse must be secured and items of stock insured against risk of theft or loss. Uttaran will be responsible to recruit a warehouse operator for each of its warehouse at the same time one to maintain and handle emergency supplies in the warehouse area. Security personnel should also be hired to guard the supplies.

As a rule, never mix products of a different sort on the same rack, pallet, or pile. In particular, hazardous materials should not be stored in the same place as food and other products for human consumption or use.

A warehouse management system should be put in place to cover inventory control, monitoring, reporting and storage facilities. A warehouse can be managed through an in-house developed manual database asset register It is essential that management and handling are properly documented.

  
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Procedures for arrival and dispatch should be set in advance by the Procurement Officer and be well understood by staff charged with the responsibility of warehouse management.

## 2. Goods Receipt Process

- Goods are purchased, proper packing and labelling are essential.
- A packing list should be sent in advance including notification of the estimated date and time of arrival.
- The Procurement Officer should ensure advance arrangements with the relevant authorities for rapid handling of supplies procured internationally.
- All costs associated with handling, customs clearance, onward transportation should be adequately budgeted for.
- Where necessary the Procurement Officer should recruit casual laborers to offload/load the goods. Cash payment will be processed for the laborers maintaining master roll.
- The Procurement Officer should inspect goods on arrival, check for quantities and quality as well as damages if any. In case of any damages, the supplier shall be notified immediately and a claim lodged. It is advisable to open a separate file for each specific case and for future verification.
- Following the goods receipt process, a Goods Received Note should then be raised by the procurement focal point in charge of the warehouse.
- The requesting unit should be notified of the items received into the warehouse so that they can also confirm that the goods are in good order.
- Stock cards should be updated following confirmation. The information should be then entered into the warehouse database and updated accordingly.

## 3. Dispatch Process

- The requesting unit should raise the Warehouse release note for stocks withdrawal which should also be approved by the authorized person..
- The requisition note is submitted to the Warehouse for the release of the goods.
- Goods are dispatched and checked for accuracy by the Warehouse Assistant.
- Acknowledgement of receipt is signed by the person collecting the goods and the note is filed in the release note file.
- During dispatch attention should be paid to items that are nearest to their expiry dates.
- Every dispatch must be recorded and the manual stock card must be updated immediately by the Warehouse Assistant. The warehouse database should also be updated accordingly.
- Weekly warehouse stock reports should be sent to concern programme managers.
- Items returned to the warehouse as not having been distributed should be recorded as returns and the records updated.
- Supplies delivered should be verified. For items distributed directly to beneficiary, the beneficiary list should be submitted back to the Warehouse Assistant for record keeping.

  
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#### 4. Control Systems

It is the responsibility of warehouse operator to control and monitor supplies to prevent loss or diversion.

- Only authorized personnel should have access to the warehouse facilities.
- The keys to the warehouse must be strictly controlled.
- The warehouse must be properly guarded seven days a week.
- Storage areas must be secured against break-ins.
- The arrival of goods must be recorded in the inventory.
- Stock control cards must be available for each product.
- The "First in, first out" principle should be applied.
- Regular inventory checks should be performed.

#### 5. Inventory

Logistic Officer is responsible for maintaining an up-to-date inventory list regularly. The list should contain items of emergency supplies such as NFIs, shelter materials, drugs, etc. Reports on stock levels, movements, losses, damage and distribution must be tracked using an inventory system. The inventory system should identify what has been ordered and distributed; which donor/sponsor procured the items; and the items delivered and balance available. The report should provide information with all the required information to fulfill reporting obligation.

### Key Considerations

- The warehouse operator shall be responsible and accountable in the overall management of the warehouse.
- Warehouse operator should ensure that emergency stock is available to meet the needs of beneficiaries to avoid stock out.
- Procurement Officer should constantly liaise with programme staff to keep abreast of changing needs and priorities during emergencies.

### Contact

For more information and guidance contact the Logistic Department [nithor.it@gmail.com](mailto:nithor.it@gmail.com)

  
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