



Bulk receiving –

Receiving from suppliers:

- Quantity & skew are checked in against the packing list provided – notify customers of any discrepancy.
- Sorted to be stored in designated bins for efficient picking
- System using customers – bar coded / scan in
- Non system customers- manual entry on excel spread sheet

Return receiving-

- Quantity/ quality check
- Re-tagging, re- packaging – to keep integrity of product to be re-shipped as new.
- Return to stock or categorize as damaged.