

GOOD INVENTORY MANAGEMENT PRACTICES FOR ADS COMMODITIES

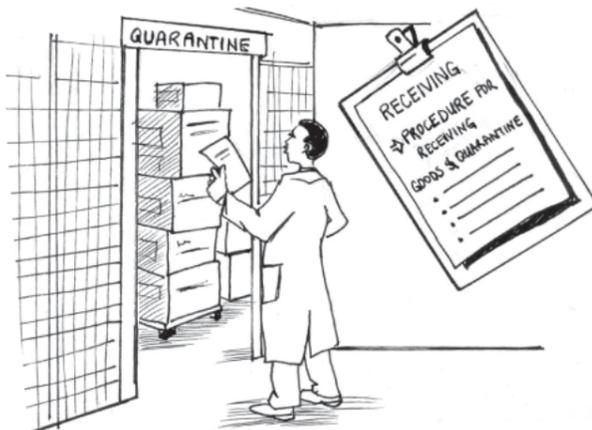
1. Ordering

- Know **what** to order
- Know **how much** to order
- Adjust for stock on hand
- Use manual tools to **quantify** needs
- Know **when** to order



2. Receiving

- Inspect goods for quantity and quality
- Sign delivery notes
- Enter received items in stock ledger and stock card



3. Storing

- Ensure appropriate storage
- Maintain updated stock cards and track expiry dates
- Secure storage areas

Good Storage Conditions



Bad Storage Conditions

