

JOB ROLE – STORE OPERATIONS ASSISTANT

Sector – Retail
(Qualification Pack Code: RAS/Q 0101)



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UNIT 3: STOCK LEVELS IN STORAGE

Session 2: Documents Required for Stock Handling

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Session Objectives

The student will be able to:

- List out the documents in stock handling
- Explain the procedure for checking stock levels
- Report the deviations in stock levels

Introduction

When stock arrives at the retail store, it usually arrives in a truck or in a container, which needs to be unloaded. Before starting the unloading process, the retail store manager must know about the stocks characteristics.

Stock Handling

When stock arrives at the retail store, it usually arrives in a truck or in a container, which needs to be unloaded. Before starting the unloading process, the retail store manager must know about the stocks characteristics.

Documents required in Stock Handling

Delivery note

Invoice

Consignment note

Internal packing
note

Electronic data
systems

Checking Stock Levels

In the process of checking stock levels of different products in a retail store, if any variations or problems are identified, store operations assistant must be reported to the competent authority.

Remedies to Rectify the Deviation in Supplies

Replacement

Credit

Disposal

Selling off as Seconds

Repair and Charging to Supplier

Return to Supplier

Reporting Deviations in Stock Levels

- The date on which damaged goods were received.
- The shortage that occurred during delivery.
- Whether the goods failed to arrive at the stipulated time.

Summary

In this session, you have learnt about the documents in stock handling, checking stock levels and reporting deviations. A retailer should ensure that sorted, recorded and checked the goods as per the retail store's requirements.

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