

INVENTORY SOP

Company name: Leading Star Co.,Ltd				
Dept: BU3				
Module: Inventory SOP				
SOP Name: Inventory SOP				
Date: 01-03-25				
Version: V1				
Creator: Ms.Oanh				
Approval:				
Approval signature:				
Changing note:				
Purpose: Inventory				
Scope:				
Abbreviation:				
SOP		JOB Description/Material	Person In Charge	Time
<div>1.Receive schedule from DKL</div>		1. SPL email schedule to Ms Pro	SPL	Quarter
<div>2.Confirm deadline of Cutting report</div>		2. MS confirm deadline send cutting report to SPL	Ms Pro	1 day
<div>OK</div>				
<div>3.1 Update Cutting report1</div> <div>3.2 Send Cutting report to SPL</div>		3.1 MS update Cutting report	Ms Pro/SPL	1 week
<div>3.2 Ms send cutting report to SPL</div>		3.2 Ms send cutting report to SPL		
<div>OK</div>				
<div>4.Send stock qty to WH</div>		4.MS send data to WH to check actual qty at WH	Ms Pro/WH	the same day send cutting report
<div>5 SPL send item list for actual counting</div>		5.1 SPL send checking list to MS Pro after receive cutting report	SPL/MS Pro	time line
<div>5.2 SPL count inventory</div>		5.2 SPL count inventory		
<div>6. SPL & Ms Pro define GAP</div>		6. SPL and Ms Pro check detail GAP after inventory count	SPL/MS Pro	time line
<div>6. SPL send inventory report</div>		7. SPL send inventory report	SPL	time line
<div>7. Ms sign & stamp</div>		8. Ms confirm Inventory report	Ms	time line
<div>8.1 Print report , sign & scan</div>		8.1 Print report , sign & scan		
<div>8.2 Send email to SPL</div>		8.2 Send email to SPL		