

OA Logistics Inventory Policy

Maintaining an accurate inventory is essential to the efficient running our business and for us to be able to successfully meet our customer requirements. The following guidelines serve as a reminder of our minimum operating standards that must be followed without exception. If for any reason you cannot meet any of these requirements you must contact your supervisor immediately. Violating any of these policies and procedures will result in disciplinary action up to and including termination. Thank you for your cooperation and support.

- 1. All incoming shipments must be checked for accuracy and entered into our EEC system within 24 hours. Report all discrepancies and damages the same day as received.**
- 2. All incoming shipments must be cleared from the Receiving R Bin location within 48 hours.**
- 3. All incoming shipments must be scanned into a Bin location using our Put Away function. There are to be no manually recorded transactions, all must be scanned into a location.**
- 4. No inventory can be used for orders from the Receiving R Bin location. It must first be Put Away to a pickable bin location before being able to be used for orders.**
- 5. All inventory being transferred from one bin location to another must be completed the same day. There is to be no in transit (INTR) inventory that has not been scanned into a bin location.**
- 6. Without exception there is to be no inventory put in or taken out of a Bin location without using the RF Scanners. This includes any inventory that is being temporarily stored on storage trailers.**
- 7. All Intracompany Transfers must be Scanned OUT of location and onto the truck prior to shipping between locations.**