

## Incoming Procedures:

1. When a delivery arrives, put items temporarily in a separate section from general storage.
2. Check for damaged and lost bottles.
3. Count the product and compare to the amount listed on the packing list.
4. Email VA the final count and specify if it is more, fewer, or the same as the packing list.
5. Move product and organize with general storage.
6. Complete stock card, if using.

## Outgoing Procedures:

1. When product is selected to go out, separate it from incoming and general storage areas.
2. Select product by first expiry first out.
3. Do not distribute expired product.
4. Keep a record of product shipped out on the stock card and/or commodity tracking spreadsheet.