



## STANDARD OPERATING PROCEDURES

### Inventory Receiving Policy

Internal Audit	Inventory Receiving		
Supersedes Policy Dated	None	Revision Date	<b>10/31/2019</b>

**To:** Retail Channel

**From:** Store Operations

**Re Policy:** **Inventory Receiving Procedure**

**Purpose:** To avoid risk of miscount of inventory during check-in process

**Scope:** This policy applies to all 4WP Retail locations

**Responsibilities:**

**Retail Store Manager**

**Retail Assistant Store Manager**

**Regional Manager (\*to ensure policy is followed and enforced at all Retail Locations)**

**Policy:**

Store employees are required to validate all incoming shipments and inspection of goods.

1. The employee is responsible for obtaining a Bill of Lading (BOL) for all 3<sup>rd</sup> party truck freight. The employee will also sign the BOL if required by 3<sup>rd</sup> party truck freight company.
2. Each shipment will also have a packing slip, containing the shipments transfer and/or PO information and a list of items shipped, that must be obtained to confirm all parts have arrived.
3. If overages or shortages are found, they must be brought to the attention of the Assistant or Store Manager.
4. Management will process all discrepancies within 24 hours.

5. The check-in process is expected to be completed same day as delivery.
6. All paperwork will be filed by the date of receiving in same folder as that day's transactional paperwork. This paperwork is to be kept in store up to 3 years before disposal

**Responsibilities:** Compliance with this procedure is important for our business to succeed in meeting objectives and to ensure efficiency and productivity of the team. Failure to follow the procedures as outlined above may lead to disciplinary action, up to and **including immediate discharge**. Generally, a process of progressive discipline involving verbal counseling and one (1) or more written warnings will be followed before a termination occurs. Suspension without pay may also occur at one or more stages of the disciplinary process. The Company is not required to follow a particular process of progressive discipline, and the Company may choose different forms of progressive discipline, taking into account the nature of the issue being addressed. Notwithstanding the Company's general policy of progressive discipline and consistent with the at-will nature of the employment relationship, a discharge without prior warning or discipline may occur whenever the Company deems that circumstances warrant that one or more of the steps in the process be skipped; employment may be terminated by the employee or the Company, at-will, with or without cause.