

GOOD INVENTORY MANAGEMENT PRACTICES FOR HEALTH COMMODITIES

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1. Ordering

- (a) Ensure you know how to order
- (b) adjust for
 - stock on hand
 - will need manual or electronic tools to ensure you know what to order



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2. Receiving

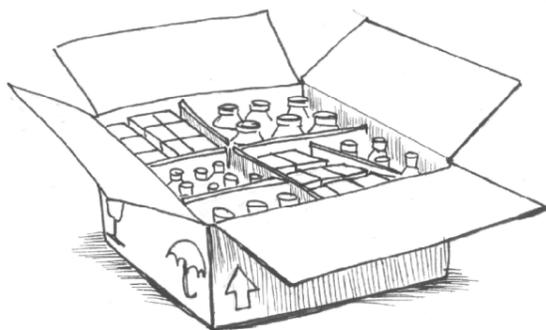
- Only authorized persons should receive health commodities
- verify the supply is for your facility
- inspect goods for quantity and quality
- sign delivery notes
- enter details of received items in Stock ledger and bin card



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4 Issuing

- confirm the order
- retrieve the items according to FEFO
- indicate quantities issued and countersign the order
- pack items appropriately
- update Bin cards/ Stock cards



Fill voids in cartons with packaging material

Good Inventory Management Practices are guided by Standard Operating Procedures

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3. Storing

- adhere to good storage guidelines
- maintain updated Bin cards and track expiry dates
- secure storage areas and monitor temperatures
- conduct regular physical counts

