

Count it. Match it. Review it.

Inventory & receiving | keep units and evidence aligned



A matching Vendor Item Number helps identify a product. It does not prove the delivered quantity, pack size, price, condition or allergen information is correct.

AT RECEIVING

- Match the vendor and item together.** Different suppliers may reuse the same number. If a match is missing or duplicated, review manually.
- Compare order, delivery and invoice.** Confirm description, brand, pack, quantity, price and agreed credits. Follow approved condition and temperature checks.
- Resolve before posting.** Record discrepancies, retain source documents and prevent a duplicate invoice or receipt. Do not treat a proposed credit as received.

AT STOCK COUNT

- Set a cutoff and shelf order.** Track movements during counting. Count each location once, then combine location subtotals.
- Count compatible units.** Separate sealed cases from all loose stock. Tare containers. Keep raw and prepared stock on distinct records.

Illustrative count	Calculation	Result
Pack: 6 bags x 5 lb	6 x 5	30 lb / case
2 sealed cases + 7.5 lb loose	(2 x 30) + 7.5	67.5 lb
Case cost \$72	\$72 / 30	\$2.40 / lb
Extended stock value	67.5 x \$2.40	\$162.00

This is a theoretical value, not proof of physical stock or food safety. Ounces by weight and fluid ounces by volume are different. Never count ingredients both inside a prepared batch and again as raw stock.