

CALE-JR-MM-OFFSITE LEARNING PACKET DAY 8

CHAPTER 24

OBJECTIVES

STUDENTS WILL COMPLETE THE FOLLOWING – **20 POINTS**

- STUDENTS WILL READ THROUGH THE SLIDES BELOW
- STUDENTS WILL ANSWER EACH CLOSURE QUESTION IN WRITING
- STUDENTS WILL DEFINE EACH VOCABULARY WORD IN THEIR OWN WORDS IN WRITING

INSTRUCTIONS - PLACE THE FOLLOWING TITLE ON EVERY WRITTEN ASSIGNMENT YOU COMPLETE:

"CALE-STUDENT NAME-OFFSITE LEARNING PACKET DAY # ___ 1,2,3,4 ETC

ALL
ASSIGNMENTS
WILL BE
GIVEN A
DAILY #
GRADE IN
GRADEBOOK...
BEGINNING
WITH DAY ↓

Stock Handling

Section 24.1

THE MAIN IDEA

All businesses must have a stock handling process in place to receive deliveries of materials or products. This process affects maintenance of inventory levels.

VOCABULARY

receiving record

Information recorded by businesses about the goods they receive.

blind check method

A method of checking whereby the receiver writes the description of the merchandise, counts the quantities received, and lists them on a blank form or dummy invoice. The list is then compared to the actual invoice after the blind check is made.

direct check method

A method of checking in which the merchandise is checked directly against the actual invoice or purchase order.

spot check method

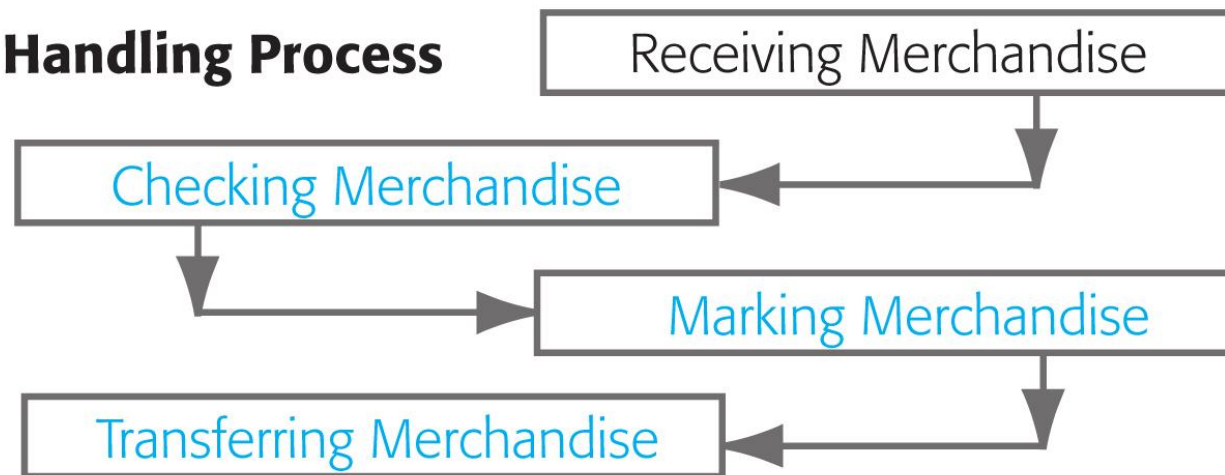
A random checking method of one carton in a shipment for quantity, and one item in the carton is inspected for quality; if the item is as stated on invoice, remaining cartons are assumed to be in the same condition.

4 STEPS TO STOCK HANDLING

Graphic Organizer

Key Steps in the Stock Handling Process

Stock Handling Process



4 METHODS OF RECEIVING MERCHANDISE

Receiving Merchandise

The store manager is aware that a shipment is coming.

Merchandise is received by a receiving clerk.

The size of the receiving facility depends on the size of the business.

Information on the receiving record is entered either manually or electronically.

4 METHODS FOR CHECKING MERCHANDISE

Methods of Checking Merchandise

**Blind Check
Method**

**Direct Check
Method**

**Spot Check
Method**

**Quality Check
Method**

CLOSURE QUESTIONS

- ▶ **WHAT ARE 4 STEPS TO STOCK HANDLING?**
- ▶ **NAME 4 METHODS OF RECEIVING MERCHANDISE**
- ▶ **WHAT ARE 4 WAYS TO CHECK MERCHANDISE?**
- ▶ **IN YOUR OWN WORDS DEFINE EACH OF THE VOCABULARY WORDS**