

Inventory & Stock Management SOP

Building Materials & Hardware

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Writes an inventory management SOP for a building-materials business — inward/GRN and quality check, storage by category, FIFO for cement, batch/shade tracking for tiles, issue and billing linkage, and periodic audits — so stock is accurate and losses are low. Use it to run the godown. For reorder levels use the Stock Norms & Reorder Planning tool.

Purpose of this tool & output

Control heavy, bulky, credit-tied stock

How the output is used

Use it as the SOP to control heavy, bulky, credit-tied stock — receipt, storage, issue and reconciliation that stops leakage and dead stock.

Important cautions

Match every issue to a bill and track tile batches/shades; unbilled issues and shade mismatches are common leakages and disputes.

Companion documents

- Godown Layout & Handling Design
- Stock Norms & Reorder Planning
- Damage, Breakage & Wastage Control
- Stock Audit & Reconciliation SOP
- Material Handling & Safety SOP
- Inventory & Billing Software Selection

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.