

Distribution Center Progress Report for the month of May 2019

1 Single SKU Project	<ul style="list-style-type: none"> On 6-6-2019 a meeting was held with Jim, Nick, Gloria and Keara to discuss the transition from multiple SKU numbers per item to a single SKU per item in an effort to eliminate inventory problems and streamline the discount system for IG's. Further collaboration will be conducted as accountant Gloria and office Manager Keara work through possible issues in Quick Books and Unify that may arise from the switch. After these issues are discussed a report will be submitted to Jim on the office process and depending on our findings a test of the new system will be conducted and any anomalies discovered in that process will be dealt with at that time.
2 Inventory	<ul style="list-style-type: none"> Our monthly inventory was conducted on Wed May 1st and submitted to the board on the following week. A few shortages were found and Nick did a recount, adjustment and reconciliation with no major discrepancies found. A new inventory counting system has been developed. Previously, physical inventory was conducted by SKU number. Two team members would count each SKU (stock keeping unit) number and tally them up while counting. This system proved to be problematic in that when a discrepancy was found between two counts the Manager would go back to recount and reconcile were at times the miscounted items were not readily identifiable. The new system is called "inventory by location". Every bin location in the warehouse has an ID number and all locations are inventoried and recorded without having to find all like items and add them up before writing down a quantity total. Inventory sheets counted by two separate employees are compared and any discrepancies are easily identified by their respective location. After a reconciliation is done and both count sheets match the counts are recorded to a data sheet which is then sorted by item number and tallied up with auto sum. The warehouse / stockroom have been re shelved and bins have been added to accommodate the coin inventory. All have been assigned location numbers. We believe this will render a very accurate count and help streamline the inventory process.
3 In transit	<ul style="list-style-type: none"> Inventory transfer #167 is on its way to the UK FBA for replenishment 200 copies of the BRB HC 210 copies of the BRB SC 264 copies of the Twelve Step Yellow Spiral Workbook 208 Copies of Strengthening My Recovery SC

4 Solex	<ul style="list-style-type: none"> • Single copies of each of our publications have been sent to Solex Corp in Canada for inspection and we are waiting for response regarding quotation of print cost and possible distribution.
5 Reorders	<ul style="list-style-type: none"> • ACA583, Bang Printing order 10,000 copies of the BRB HC have been ordered and should arrive early July • ACA574 ABC printing order rec'd of 20 various flyers for replenishment. • Bang order will be placed for 15,000 Yellow workbooks.