



Warehouse Inventory List Template

Inventory Management | HashMicro
hashmicro.com

Prepared By: [Name]

Date: [DD/MM/YYYY]

Location: [Warehouse / Store]

1. WAREHOUSE INFORMATION

Company Name	
Warehouse Name / ID	
Warehouse Address	
Warehouse Manager	
Total Storage Capacity	
Current Utilisation %	%
Stock Count Date	
Prepared By	
Reviewed By	

2. WAREHOUSE ZONE & BIN LOCATION MAP

Zone	Zone Name / Type	Aisle	Bay	Level / Tier	Bin Code	Capacity (Units)	Current Occupancy	Utilisation %	Temperature / Special Req.	Notes
ZA	Bulk / Pick / Cold / Hazmat / Returns	A	1	G / 1 / 2 / 3				%		
ZB	Bulk / Pick / Cold / Hazmat / Returns	B	2	G / 1 / 2 / 3				%		

ZC	Bulk / Pick / Cold / Hazmat / Returns	C	3	G / 1 / 2 / 3	%
ZD	Bulk / Pick / Cold / Hazmat / Returns	D	4	G / 1 / 2 / 3	%
ZE	Bulk / Pick / Cold / Hazmat / Returns	E	5	G / 1 / 2 / 3	%
ZF	Bulk / Pick / Cold / Hazmat / Returns	F	6	G / 1 / 2 / 3	%
ZA	Bulk / Pick / Cold / Hazmat / Returns	G	7	G / 1 / 2 / 3	%
ZB	Bulk / Pick / Cold / Hazmat / Returns	H	8	G / 1 / 2 / 3	%
ZC	Bulk / Pick / Cold / Hazmat / Returns	A	9	G / 1 / 2 / 3	%
ZD	Bulk / Pick / Cold / Hazmat / Returns	B	10	G / 1 / 2 / 3	%
ZE	Bulk / Pick / Cold / Hazmat / Returns	C	11	G / 1 / 2 / 3	%
ZF	Bulk / Pick / Cold / Hazmat / Returns	D	12	G / 1 / 2 / 3	%

3. WAREHOUSE INVENTORY — STOCK LISTING

Item No.	Item Name / Description	SKU / Barcode	Category	Zone	Aisle	Bay	Bin Code	Unit of Measure	Qty in Stock	Pallet / Carton Qty	Weight (kg)	Status
001								pcs / box / pallet				Available / Reserved / Quarantine / Damaged
002								pcs / box / pallet				Available / Reserved / Quarantine / Damaged
003								pcs / box / pallet				Available / Reserved / Quarantine / Damaged
004								pcs / box / pallet				Available / Reserved / Quarantine / Damaged
005								pcs / box / pallet				Available / Reserved / Quarantine / Damaged
006								pcs / box / pallet				Available / Reserved / Quarantine / Damaged
007								pcs / box / pallet				Available / Reserved / Quarantine / Damaged
008								pcs / box / pallet				Available / Reserved

			ed / Quara ntine / Damag ed
009		pcs / box / pallet	Availab le / Reserv ed / Quara ntine / Damag ed
010		pcs / box / pallet	Availab le / Reserv ed / Quara ntine / Damag ed
011		pcs / box / pallet	Availab le / Reserv ed / Quara ntine / Damag ed
012		pcs / box / pallet	Availab le / Reserv ed / Quara ntine / Damag ed
013		pcs / box / pallet	Availab le / Reserv ed / Quara ntine / Damag ed
014		pcs / box / pallet	Availab le / Reserv ed / Quara ntine / Damag ed
015		pcs / box / pallet	Availab le / Reserv ed / Quara ntine / Damag ed

016	pcs / box / pallet	Available / Reserved / Quarantine / Damaged
017	pcs / box / pallet	Available / Reserved / Quarantine / Damaged
018	pcs / box / pallet	Available / Reserved / Quarantine / Damaged
019	pcs / box / pallet	Available / Reserved / Quarantine / Damaged
020	pcs / box / pallet	Available / Reserved / Quarantine / Damaged

4. INBOUND GOODS RECEIPT REGISTER

[illegible]

											/ Pending
											Passed / Failed / Pending
											Passed / Failed / Pending
											Passed / Failed / Pending
											Passed / Failed / Pending
											Passed / Failed / Pending
											Passed / Failed / Pending
											Passed / Failed / Pending

5. OUTBOUND DISPATCH REGISTER

Dispatch No.	Date	Customer / Destination	Sales Order No.	Item Name	SKU	Zone / Bin	Qty Dispatched	Carrier	Tracking No.	Dispatch By	Status
											Dispatched / Pending / Partial
											Dispatched / Pending / Partial
											Dispatched / Pending / Partial
											Dispatched / Pending / Partial

									Dispatc hed / Pending / Partial
									Dispatc hed / Pending / Partial
									Dispatc hed / Pending / Partial
									Dispatc hed / Pending / Partial
									Dispatc hed / Pending / Partial

6. INTERNAL STOCK TRANSFER LOG

Transfer No.	Date	Item Name	SKU	Qty Transferred	From Zone / Bin	To Zone / Bin	Reason	Transferred By	Authorised By
							Optimisati on / Pick / Replenish ment / Other		
							Optimisati on / Pick / Replenish ment / Other		
							Optimisati on / Pick / Replenish ment / Other		
							Optimisati on / Pick / Replenish ment / Other		
							Optimisati on / Pick / Replenish ment / Other		

									Optimisati on / Pick / Replenish ment / Other
									Optimisati on / Pick / Replenish ment / Other
									Optimisati on / Pick / Replenish ment / Other

7. QUARANTINE & DAMAGED STOCK LOG

Item Name	SKU	Qty	Zone / Bin (Current)	Reason for Quarantine	Date Quarantined	QC Inspection Date	Disposition	Resolved (Y/N)
				Damage / Expired / Quality Fail / Other			Return / Scrap / Rework / Release	Y / N
				Damage / Expired / Quality Fail / Other			Return / Scrap / Rework / Release	Y / N
				Damage / Expired / Quality Fail / Other			Return / Scrap / Rework / Release	Y / N
				Damage / Expired / Quality Fail / Other			Return / Scrap / Rework / Release	Y / N
				Damage / Expired / Quality Fail / Other			Return / Scrap / Rework / Release	Y / N
				Damage / Expired / Quality Fail / Other			Return / Scrap / Rework / Release	Y / N

8. WAREHOUSE SUMMARY

Total SKUs in Warehouse

Total Units in Stock	
Total Pallets / Cartons	
Warehouse Utilisation %	%
Items in Quarantine	
Inbound Receipts This Period	
Outbound Dispatches This Period	
Stock Accuracy %	%
Next Cycle Count Date	
Comments	

9. SIGN-OFF

Warehouse Manager	Inventory Controller	Operations Manager
Name: _____	Name: _____	Name: _____
Signature: _____	Signature: _____	Signature: _____
Date: _____	Date: _____	Date: _____