

Policy: FIFO (First In-First Out) for Packed Finished Goods* (FGs)

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Applicability – Warehouse, Sales & PPC

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*Finished goods are products that have passed through all the stages of manufacturing and are ready for dispatch. They are also called FGs.

1. It has been observed in warehouses that the FGs packed on older dates get shoved to the back where they can be forgotten or overlooked. This leads to the situation where FGs packed on later dates are shipped before the FGs packed on earlier dates. Sometimes, older FGs get so much overlooked that they remain in warehouse even after the expiry date printed on them. This leads to loss as these FGs are packed again in new packing.
2. From now onwards we opt the policy of FIFO (First In-First Out) for packed FGs. It means that the FGs that are packed first will be dispatched first. This is applied on packed FGs only.
3. It is only for our Domestic Brand for now and will expand to our branded export in future.
4. Storage of the Branded FGs should be in places with two-way access for the execution of it, otherwise there is no way of executing this as the loading is done manually.

OK- Approved.
[Signature]

Written By
Head – HR



OK. Approved.

Approved By
Management