

NAGA LIMITED RETAIL

No-4/213, Pudupatti, Padiyur (P.O.), Dindigul – 624 005



QTA PREPARATION & ACKNOWLEDGMENT

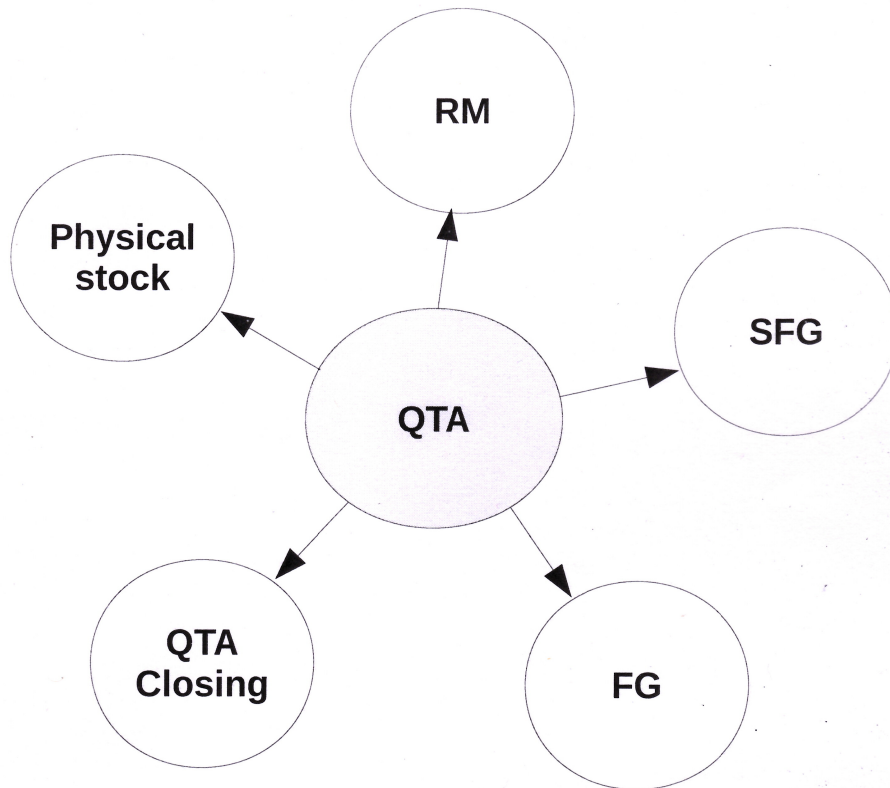
CV / NLRD

Ver /1

Department / Inventory

Implemented Date

27/Aug/18



Note:

- 1- Product wise QTA will prepared by Inventory department
- 2- Opening & Closing stock, Returns, Issues , Purchase & Production details should shown in QTA statement
- 3- Process loss Norms vs Actual must shown in QTA statement
- 4- Item conversion entry should not booked by inventory department
- 5- QTA stock values validated by inventory & accounts department
- 6- Month wise QTA statement comparison should analyzed by Inventory manager
- 7- Monthly 2nd of the day QTA statement shared by Inventory department
- 8- If any deviation in QTA report, Inventory manager should clarify the reason to Management

Prepared
by

Verified
by

Accepted
by