**Section 6: Samples Templates/Format**

6.1 Sample Inventory Sheet – by location

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Task Order** | **WH Zone** | **WH Location** | **Article Code** | **Confirm Location** | **Article Description** | **Batch Code** | **Confirm Batch** | **Manufacturing Date** | **Confirm Manufacturing Date** | **Expiry Date** | **Confirm Expiry Date** | **First Physical Count**  | **Second Count** |
| **TO1** | Zone 1 | Location 1 | Item1 |   | Article1 | ABC123 |   | 8/1/2019 |   | 7/31/2022 |   |   |   |
| Location 2 | Item1 |   | Article1 | BC45785 |   | 8/1/2019 |   | 7/31/2022 |   |   |   |
| Zone 2 | Location 20 | Item2 |   | Article2 | HB457887954 |   | 6/1/2017 |   | 6/30/2019 |   |   |   |
| Location 24 | Item1 |   | Article1 | HBSG1707 |   | 6/1/2017 |   | 6/30/2019 |   |   |   |
| **TO2** | Zone 1 | Location 9 | Item7 |   | Article7 | ID00564A45 |   | 2/1/2020 |   | 1/31/2023 |   |   |   |
| Location 12 | Item10 |   | Article10 | SY7001787 |   | 6/1/2017 |   | 5/31/2019 |   |   |   |
| **TO3** | Zone 2 | Location 28 | Item55 |   | Article55 | KT06BA9AAE |   | 2/1/2020 |   | 2/28/2023 |   |   |   |
| Location 35 | Item60 |   | Article60 | KT06BA9PYC |   | 2/1/2020 |   | 2/28/2023 |   |   |   |
| Zone 3 | Location 55 | Item56 |   | Article56 | AJ8A45756 |   | 1/1/2019 |   | 12/31/2023 |   |   |   |
| Location 57 | Item55 |   | Article55 | AJ8A45756 |   | 1/1/2019 |   | 12/31/2023 |   |   |   |
| Location 59 | Item75 |   | Article75 | AJ8A45756 |   | 1/1/2019 |   | 12/31/2023 |   |   |   |

6.2 Sample Inventory Sheet – Consolidated report by product category

|  |
| --- |
| **GHSC-PSM RDCXX Inventory Evaluation on xx,xx,2020** |
| **Task Order**  | **Commodity Group**  | **Inventory Category Type Prior to Physical Count (WMS report)** | **Inventory Category Type After Physical Count** | **Variance** |
| **Unallocated**  | **Allocated**  | **Quarantined** | **Total** | **Unallocated**  | **Allocated**  | **Quarantined** | **Total** | **Unallocated**  | **Allocated**  | **Quarantined** | **Total** |
| **TO1** | **Adult ARV** |   |   |   |   |   |   |   |   |   |   |   |   |
| **Condoms** |   |   |   |   |   |   |   |   |   |   |   |   |
| **Other Non-Pharma** |   |   |   |   |   |   |   |   |   |   |   |   |
| **Other Pharma** |   |   |   |   |   |   |   |   |   |   |   |   |
| **Other RTK** |   |   |   |   |   |   |   |   |   |   |   |   |
| **Pediatric ARV** |   |   |   |   |   |   |   |   |   |   |   |   |
| **TB HIV** |   |   |   |   |   |   |   |   |   |   |   |   |
| **VMMC** |   |   |   |   |   |   |   |   |   |   |   |   |
| **TO2** | **ACTs** |   |   |   |   |   |   |   |   |   |   |   |   |
| **mRDTs** |   |   |   |   |   |   |   |   |   |   |   |   |
| **Other Non-Pharma** |   |   |   |   |   |   |   |   |   |   |   |   |
| **Other Pharma** |   |   |   |   |   |   |   |   |   |   |   |   |
| **Severe Malaria Meds** |   |   |   |   |   |   |   |   |   |   |   |   |
| **SMC** |   |   |   |   |   |   |   |   |   |   |   |   |
| **SP** |   |   |   |   |   |   |   |   |   |   |   |   |
| **TO3** | **Combined Oral Contraceptives** |   |   |   |   |   |   |   |   |   |   |   |   |
| **Copper-Bearing Intrauterine Devices** |   |   |   |   |   |   |   |   |   |   |   |   |
| **Emergency Oral Contraceptives** |   |   |   |   |   |   |   |   |   |   |   |   |
| **Implantable Contraceptives** |   |   |   |   |   |   |   |   |   |   |   |   |
| **Injectable Contraceptives** |   |   |   |   |   |   |   |   |   |   |   |   |
| **Other Non-Pharma** |   |   |   |   |   |   |   |   |   |   |   |   |
| **Progestin Only Pills** |   |   |   |   |   |   |   |   |   |   |   |   |