



PHYSICAL INVENTORIES

PSSC requires an annual inventory review for all clients. Physical inventories must be scheduled in advance. We work with publishers to determine a schedule that is acceptable for their needs. In addition, the annual review is a good opportunity to identify obsolete stock that can be destroyed.

1

Process:

- PSSC will make two independent physical counts in both bulk and bin/pick locations.
- Upon completion of counts, all variances in counts will be revisited and a final count verified and updated in our system.
- After all count variances have been addressed, final counts will be matched against the PSSC perpetual inventory for discrepancies. At this time PSSC will look at errors that may have affected the on-hand inventory level.
- Final inventory report generated for client.
- On site audit when requested.

BAR CODING

1

All inventory must be bar-coded with the industry standard ISBN barcode or SKU on the back cover. The “Bookland” EAN barcode is recommended for any publishers selling to bookstores or other retail operations.

For over 30 years general retailers have used machine-readable barcodes as a critically important tool at the point of sale. Publishers not using ISBNs for their products should use consistent coding systems for their products; every product should have a unique number. This information should also appear in barcode format on the back cover of the product. PSSC extensively uses barcodes in its quality control systems and other processes to increase efficiency.