APPROVAL

Role	Name	Function	Signature
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Approver	Mathieu Horras	CEO	

PURPOSE

This instruction describes the processes of monitoring inventory, requesting new production, receiving newly manufactured items, storing them, and removing expired items from inventory.

SCOPE

The scope of this procedure includes warehousing and inventory management activities for finished goods products. Out of scope are all the other products (such as demo samples or tools), or components necessary to build prototypes or goods.

RESPONSIBILITIES

The INT OPS is responsible for establishing, implementing, and maintaining this INS. She/he has the responsibility to train and designate someone to manage these activities in case of her/his absence.
All activities described below are under the responsibility of the INT OPS Manager or the designated person during her/his absence.

DOCUMENT HISTORY

Description of Changes	Version
Initial version	A
Remove date from approval table. The procedure has been reviewed and is still applicable.	B

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1. MONITORING INVENTORY

Monitor stock levels in any of the warehousing facilities of ASPIVIX, and ensure sufficient stock is available to cover ongoing demand. Use inventory levels as recorded in the system as well as expiry dates of products to ensure sufficient quantity is available to meet demand.

Additionally, a physical stock count is conducted, at least once a year, to ensure accuracy of stock levels as recorded in the Odoo system.

2. STOCK REPLENISHMENTS

2.1. REQUEST REPLENISHMENTS TO THE MANUFACTURER

Use inventory levels to determine when to place purchase orders and production requests to the manufacturer. Lead times, demand forecast, and safety stocks (if applicable) are considered to determine the quantities to orders and the transportation modes.

2.2. RECORD INCOMING REPLENISHMENT

When the manufacturing site plans and fulfills a replenishment, the INT OPS/SPS enters a draft into the Odoo system to track the expected receipt. The expected quantities are recorded, as well as the lot numbers and the expiry dates.

2.3. ORGANIZE AND FOLLOW TRANSPORTATION

Transportation mode is determined based on the replenishment's urgency and cost efficiency. INT OPS/SPS request a quotation from a freight forwarder, approves the quotation, coordinates the pick-up of the goods between the manufacturer and the transportation company, and follows the shipment until it reaches the appropriate destination safely and on planned time.

3. RECEIVING INVENTORY

3.1. INSPECT THE INCOMING REPLENISHMENT

When new inventory arrives at the warehouse, INT OPS, a person from her/his division, or a designated person working at the outsourced warehousing facility receives and inspects the goods to ensure that they match the purchase order and are in good condition.

3.2. RECORD INSPECTION RESULTS

INT OPS records the inspection results and potential deviations in the Odoo system. If the inspection reveals a discrepancy in the quantity received, on the lots, expiry dates, or if the receipt contained damaged boxes, investigate with the freight forward and/or the manufacturer.

4. STORAGE OF ITEMS

4.1. STORAGE CONDITIONS

Product packaging environmental requirements mandate to store the ASPIVIX products within 7°C to 29°C and relative humidity within 30% to 60%, as the Tyvek pouch provider recommends.

To ensure compliance with those requirements, ASPIVIX stores products in a selected area within an "office environment" that is comfortable for human living, and with regulated humidity and temperature and protection from sunlight.

The environmental conditions are maintained via air conditioning during the seasons. ASPIVIX SA's products do not contain sensitive parts such as electronic components or others that could require specific storage environmental conditions.

4.2. HANDLING AND PUTTING AWAY

Materials passing through the warehouse are handled in such a way as to prevent damage or deterioration and in compliance with any prescriptions indicated on their packaging.

Put away and store the inventory in the appropriate location based on product stage and expiry date. Ensure that the products are stored to minimize the risk of damage or contamination in the appropriate zone. The floor map can be found below in T-203-10.

4.3. REMOVAL PROCESS

As part of monitoring inventory and verifications, INT OPS/SPS identifies and anticipates when products will expire, referring to expiry dates registered in the system. Based on business needs, and at the latest one month before expiry, remove items from Finished products released. Expired items are either placed in the restricted area or disposed of. Update inventory levels in the system to reflect the removal of goods from the Finished products released area.

5. REFERENCES

5.1. PROCEDURES, INSTRUCTIONS AND GUIDELINES

NA

5.2. TEMPLATES AND FORMS

[1]. T-203-10 Office layout

Certificate of Completion

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