

DIXANI - GOODS ISSUE NOTE (GIN)

Warehouse stock issue authorization and recipient verification

|           |  |            |                       |                      |              |                    |          |                      |  |
|-----------|--|------------|-----------------------|----------------------|--------------|--------------------|----------|----------------------|--|
| GIN No.   |  | Issue Date |                       | Warehouse / Location |              | Request / Ref. No. |          | Department / Project |  |
| Issued To |  |            | Purpose / Cost Centre |                      | Requested By |                    | Priority |                      |  |

| #  | SKU / Item | Description | UOM | Req. | Issued | Short | Batch / Lot | Source Bin | Destination / Purpose | Reason | Condition | Status | Reference | Remarks |
|----|------------|-------------|-----|------|--------|-------|-------------|------------|-----------------------|--------|-----------|--------|-----------|---------|
| 1  |            |             |     |      |        |       |             |            |                       |        |           |        |           |         |
| 2  |            |             |     |      |        |       |             |            |                       |        |           |        |           |         |
| 3  |            |             |     |      |        |       |             |            |                       |        |           |        |           |         |
| 4  |            |             |     |      |        |       |             |            |                       |        |           |        |           |         |
| 5  |            |             |     |      |        |       |             |            |                       |        |           |        |           |         |
| 6  |            |             |     |      |        |       |             |            |                       |        |           |        |           |         |
| 7  |            |             |     |      |        |       |             |            |                       |        |           |        |           |         |
| 8  |            |             |     |      |        |       |             |            |                       |        |           |        |           |         |
| 9  |            |             |     |      |        |       |             |            |                       |        |           |        |           |         |
| 10 |            |             |     |      |        |       |             |            |                       |        |           |        |           |         |

|                            |                |                       |                |                     |                |                          |                |
|----------------------------|----------------|-----------------------|----------------|---------------------|----------------|--------------------------|----------------|
| Approved request available | Yes / No / N/A | Item / SKU verified   | Yes / No / N/A | Quantity verified   | Yes / No / N/A | Batch / lot verified     | Yes / No / N/A |
| Stock condition acceptable | Yes / No / N/A | Destination confirmed | Yes / No / N/A | System issue posted | Yes / No / N/A | Supporting docs attached | Yes / No / N/A |

|                                                       |
|-------------------------------------------------------|
| GENERAL ISSUE REMARKS / SHORTAGE OR EXCEPTION DETAILS |
|                                                       |

|                         |                         |                         |                         |
|-------------------------|-------------------------|-------------------------|-------------------------|
| Issued By               | Received By             | Checked By              | Approved By             |
| Name / Signature: _____ | Name / Signature: _____ | Name / Signature: _____ | Name / Signature: _____ |
| Date / Time: _____      | Date / Time: _____      | Date / Time: _____      | Date / Time: _____      |

Operational template only. Adapt authorization, stock issue, system posting and approval controls to your organization's procedures.