

**STOCK TAKE  
TEMPLATE  
AND STOCK  
RECEIVED  
RECORD  
USER GUIDE**

- It has been identified that several Distributors are experiencing stock losses and discount calculation **errors** which result in cash flow issues.
- On many occasions this is identified several months after the first occurrence and the impact is compounded.
- The Stock Take Template and Stock Received Record **sheet have** been developed to assist Distributors in identifying these issues in a timely manner.
- The Stock Take Template and Stock Received Record **sheet are** to be completed **monthly** by all Distributors.
- A physical return or virtual return is to be completed and sent to BBB Support Office monthly. This is sent prior to receiving stock from BBB. The BBB Return Form is to be completed in full and correctly – all stock is to be listed.
- The BBB Return Form is to be submitted to BBB Support Office at least 24 hours prior to the stock being sent. This will assist in identifying if any stock **was** lost whilst in transit.
- If a physical return is processed, there may be some stock remaining at the Distribution. This stock is to be counted and **captured onto** a BBB Return Form.
- If a virtual return is processed, all stock is to be counted and **captured onto** a BBB Return Form.

BOTLE BUHLE BRANDS		SOUTH AFRICA		VIRTUAL RETURNS FORM - 1 MONTH	
		Step 1: Please select your distribution. Step 2: Please enter the Quantity for every product that you'd like to return below. Step 3: Please save this file. Step 4: Please email the saved file to return@bbb.co.za			
VIRTUAL RETURNS FORM: VALID FOR JULY 2024 CATALOGUE					
VIRTUAL RETURNS SUMMARY			VIRTUAL RETURNS FORM		
BOTLE BUHLE HOME	-48 750	RETURNED BY:	Adonal Developers (Pty) Ltd		
ORIJINS	-3 750	NAME:			
PUER BEAUTY	- 975	CELL PHONE:			
PUER FASHION	-32 250	EMAIL ADDRESS:			
SALES TOOLS	-4 625	ADDRESS:			
TOTAL	-90 350				
		VAT NUMBER:			
		V-RETURN REFERENCE:			

- Once all stock is counted and captured on the BBB Return Form, the total value at catalogue price per Brand is automatically updated on page 1 of the return form.
- It is essential that the **correct** Distribution name is selected. **The cell will change to the colour green.**

STOCKTAKE TEMPLATE			
DISTRIBUTOR			
DATE			
STOCK RECEIVED(BBH, BEAUTY, ORIJINS) - Support Office Invoices		R0,00	
Catalogue Value		R0,00	
STOCK RECEIVED(FASHION) - Support Office Invoices		R0,00	
Catalogue Value		R0,00	
STOCK RECEIVED(SALES TOOLS) - Support Office Invoices		R0,00	
Catalogue Value		R0,00	
STOCK RECEIVED(TOTAL) - Support Office Invoices		R0,00	
Catalogue Value		R0,00	
FLOOR STOCK / VIRTUAL RETURN		Catalogue Value	Use BBB electronic Return Form

- The total value of stock counted at catalogue price is to be captured onto the Stock Take Template, as indicated in the block above. (The stock counted after returns have been processed at the beginning of the month and before the first delivery of stock is received)

<b>STOCK RECEIVED RECORD</b>			
Month		Payment Month	
DATE	INVOICE NUMBER	AMOUNT	BRAND
			BBH
			BBH
			BBH
			BBH
			BBH
			BBH
			BBH
			BBH
			BBH
			BBH
			BBH
			BBH
			BBH
			BBH
			BBH
			BBH
			BBH
<b>BBH Totals</b>		<b>R0,00</b>	<b>BBH</b>

- Once the return (physical or virtual) has been processed, the Distributor will place an order with BBB.
- The stock will be delivered to the Distributor and invoices will be signed and copies thereof to be retained by the Distributor.
- The details of the invoices are to be entered on the Stock Received Record **sheet** – Date, Invoice Number, Invoice amount (including VAT).
- The invoices are to be captured under BBH, Puer, Fashion and Sales Tools as there are different factors per Brand **used to convert invoice prices to catalogue prices.**
- **All invoices for stock received in the month (1<sup>st</sup> delivery, 2<sup>nd</sup> delivery, 3<sup>rd</sup> Delivery, etc.,) must be entered on the Stock Received Record sheet.**



## Bottle Buhle Brands (Pty) Ltd

PO BOX 296, RANDPARK RIDGE 2156  
208 BOUNDARY PARK, CORNER OF EPSOM AVENUE & MALIBONGWE DRIVE  
NORTHBRIDGING, JOHANNESBURG 2162, SOUTH AFRICA  
REG NO.: 1906/013551/07 • VAT NO.: 4420171961 • CUSTOMS CODE: 01543424

Telephone: +27 (0) 442 0222  
Orders: orders@bbb.co.za  
Returns: returns@bbb.co.za  
Payments: payments@bbb.co.za

ORIGINAL

TRA INVOICE

1000000000

WAREHOUSE  
888 - NEW DL

DELIVER TO: 208 Boundary Park  
Corner of Epsom Avenue & Malibongwe Drive  
Northbriding  
South Africa 2162

REP: REPRESENTATIVE NAME: BBB - Puer Beauty

INT NUMBER:	ACCOUNT NO:	CUSTOMER VAT NO:	CUSTOMER ORDER NO:	OPERATOR:
108/3060	101	4420171961	S99098	Thembani Mnguni

PRODUCT DESCRIPTION	ORDER QTY	DESPATCH QTY	UNIT PRICE EXCL. VAT (ZAR)	TOTAL PRICE EXCL. VAT (ZAR)	VAT (ZAR)	TOTAL PRICE INCL. VAT (ZAR)
Lips Matte Showstopper 10	1	1	13.57	13.57	2.05	15.72
Lips Matte Life of the Pa	1	1	13.57	13.57	2.05	15.72
yon Addicted to Red 2.7g	1	1	9.02	9.02	1.35	10.37
yon Dusty Pink 2.7g	1	1	9.02	9.02	1.35	10.37
yon Malted Chocolate 2.7g	1	1	9.02	9.02	1.35	10.37
yon Violet 2.7g	1	1	9.02	9.02	1.35	10.37
yon Dark Orchid 2.7g	1	1	9.02	9.02	1.35	10.37
b-Total				471.68	70.73	542.41



CHECKER SIGNATURE: [Signature]		DESPATCH DATE: 28/08/24	GRAND TOTAL EXCL. VAT (ZAR)	GRAND TOTAL VAT (ZAR)	GRAND TOTAL INCL. VAT (ZAR)
DRIVER SIGNATURE:		VEHICLE REG:	471.68	70.73	542.41
THE GOODS REFLECTED ON THIS INVOICE REMAIN THE PROPERTY OF BOTTLE BUHLE BRANDS UNTIL FULLY PAID FOR					
CUSTOMER SIGNATURE:			RECEIVED DATE:		

- The total value of the invoices, including VAT, are to be entered onto the Stock Received Record Sheet.

STOCKTAKE TEMPLATE									
DISTRIBUTOR									
DATE									
STOCK RECEIVED(BBH, BEAUTY, ORIJINS) - Support Office Invoices							R350 000,00		
Catalogue Value							R795 550,00		
STOCK RECEIVED(FASHION) - Support Office Invoices							R90 000,00		
Catalogue Value							R150 030,00		
STOCK RECEIVED(SALES TOOLS) - Support Office Invoices							R25 000,00		
Catalogue Value							R30 500,00		
STOCK RECEIVED(TOTAL) - Support Office Invoices							R465 000,00		
Catalogue Value							R976 080,00		

- Once the Stock Received Record Sheet has all the invoices captured, the Stock Take Template will automatically **be** updated with the values of all stock received from BBB at catalogue price.
- Fashion and Sales Tools are listed separately to BBH, Beauty and Orijins due to the various factors **used in converting invoice prices to catalogue prices.**

FLOOR STOCK / VIRTUAL RETURN	Catalogue Value	R75 000,00	Use BBB electronic Return Form
STOCK RETURNED AFTER COUNT	Catalogue Value	R25 000,00	
STOCK GIVEN AS GIFTS / INCENTIVES	Catalogue Value	R2 000,00	
TOTAL STOCK (RECEIVED + FLOOR STOCK)	Catalogue Value	R1 074 080,00	

- After the stock count was conducted, there may be stock that was returned late, or stock could be given as incentives to Managers and Home team. These amounts are to be entered at catalogue price.
- The spreadsheet calculates all floor stock counted, and invoices received from BBB at catalogue price.
- Any stock taken for gifts, incentives, etc. is automatically deducted.



<b>Despatched</b>					
<b>DESPATCHED STOCK</b>					
MANAGERS	Catalogue Value		R890 000,00		
HOME TEAM CONSULTANTS	Catalogue Value		R175 000,00		
TOTAL STOCK DESPATCHED	Catalogue Value		R1 065 000,00		
BALANCE (STOCK ON HAND)	Catalogue Value		R9 080,00		
CLOSING STOCK COUNT / VIRTUAL RETURN	Catalogue Value		R500,00		Use BBB electronic Return Form
DIFFERENCE	Catalogue Value		-R8 580,00		

- Once all stock has been received, Managers and Home Team are to be invoiced.
- The total value of all **Manager** and Home Team invoices at catalogue price are to be entered **separately** onto the Stock Take Template. (**Managers, Home Team Consultants**)
- The Stock Take Template will automatically calculate how much stock should be left over at catalogue price.
- A new stock count is to be captured onto the Return Form. (**The stock counted after the last stock is invoiced/dispatched to Managers/Consultants, and before any new Returns are received in the current month**)
- The catalogue price value counted on the Return Form is to be captured **onto the Stock Take Template as indicated above. (Closing stock count/Virtual Return)**
- If the difference is **a negative number, an** investigation is to be conducted **to determine whether the** stock is missing, stock was not counted correctly or there were invoicing errors.