

Warehouse Errors Investigation Team
National Secure Stock Centre
Breakspear House
Maylands Avenue
Hemel Hempstead
Hertfordshire
HP2 4SF

To the Postmaster/Officer in charge,

Enclosed are two copies of the SD101 Stock Discrepancy Returns Form, which have already been completed for you. Please retain one copy in your office and return the other to NSCC by following these instructions:

- Redeem the shortage from your Suspense Account
- Remit out the value of the missing stock from the Horizon system (rem out ADC) and attach the Horizon print off to the SD101 form.
- Place 1 copy of the SD101 (date stamped and signed) in a green stock returns pouch together with the horizon rem print out. Mark the outside of the pouch "SD101 ENCLOSED"
- Scan the pouch and send the rem as per current process with your next scheduled stock return.

Please accept our apologies for any inconvenience this may have caused you, and if you have any further questions do not hesitate to contact the NSSC Admin and Support Team on GRO

(Please note that if you have a system/Horizon query, for example 'how do I scan out a pouch' then please contact the NBSC on GRO)

Warehouse Errors Investigation Team.

SD101 - Stock Discrepancy Returns FormGAERWEN SPSO
PENTRE BERW
GAERWEN
GWYNEDD

LL60 6DB

Date printed: 13/09/2005
Error Reference: 95399
FAD: 1606042
Movement No: 9705895
Date Reported: 13/09/2005
W/H Location: GER**Details of shortage:**

Stock Code	Sub Code	Quantity	From Sn	To Sn	Value
P2		1 SHT			£4.00

Total Value: £4.00

For completion by Postmaster/ Officer in charge:

Please complete the section below and return in a green pouch. Ensure the above description and values agree with the details reported. Redeem the shortage from your Suspense Account (if applicable) and remit out the shortage as missing stock from the Horizon System (rem out ADC). For full accounting instructions please refer to Counter News week 23/01, article 15. For further enquires contact the NSSC Admin and

Support Team on **GRO**

I declare that I have remitted out the above stock item/s that were reported missing from my requisition.

Date Stamp:**Postmaster/Officer in charge:**

Print name:

Signature:

Checking Officer:

Print name:

Signature:

For NSSC use ONLY:

Entered on Database:

Return entered in Location: G.....

Entered to 'Stamps' by:

Suspense created by:

Date:

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