

LEVEL 2 - RAW MATERIALS

1. Introduction
2. International Nomenclature of Cosmetic Ingredients (INCI)
3. Labels and certifications in the cosmetic products
4. Cosmetic products: safety data sheet
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1. Introduction

The module aims to deepen the types of raw materials used for the production mainly of the products used within the hairdressing salons and, secondly, the furnishings and equipment. Without claiming to be exhaustive, the discussion will try to touch on all aspects of the topic and to suggest or encourage further study.

2. International Nomenclature of Cosmetic Ingredients (INCI)

The label on a cosmetic usually contains a list of cosmetic raw materials used for its production. The materials are referred to by using so-called INCI names. This abbreviation comes from the English words International Nomenclature of Cosmetic Ingredients. It is a unified naming system of chemical compounds in English and plants in Latin.

INCI standards for International Nomenclature of Cosmetic Ingredients. The INCI system was established in the early 1970's by the Personal Care Products Council (former CTFA, Cosmetic, Toiletry, and Fragrance Association) and the list is maintained by the Personal Care Products Council. INCI names are used in the United States, the European Union, China, Japan, and many other countries, for listing ingredients on cosmetic product labels. With few exceptions, the INCI labeling names in all countries are the same. At the moment, there are more than 16000 ingredients in INCI list, which is the most comprehensive listing of ingredients used in cosmetic and personal care products

It's normal to feel confused by an INCI list at first. For this reason, there's many resources and tools (like App or web Sites) that can help us in deciphering INCI names so we can understand more about what the ingredients is and/or what it does. For example, you can try this:

<https://www.ewg.org/skindeep/>

3. Labels and certifications in the cosmetic products

LABELS

How a cosmetic product will turn out, entirely depends upon the raw materials used in it. From the look and feel of the product, its smell, to the most important factor – its effects are the results of the ingredients used to compose it.

Hence, the composition of a cosmetic product matters the most more than anything which is unfortunately also the most ignored thing because we hardly read the ingredient list while buying a cosmetic product. Either our focus is only on the price or the offers or we are simply influenced by an advertisement or some people.

When buying cosmetics, it is worth paying attention to the list of ingredients to be sure that the product will work in a manner declared by the manufacturer. One should remember about the rule according to which the ingredients included in the cosmetic are listed in a specific order, starting with those of the highest content in the product. This information allows consumers to make an informed choice when they purchase cosmetics. For this and other reasons, the preparation of a cosmetic product with a specific effect is not an easy task. One should select cosmetic raw materials so that the product has a homogeneous consistency, and the ingredients' properties are in harmony with one another, ensuring the desired results. This applies to both natural cosmetics and preparations containing synthetic ingredients.

Specifically, The EU Cosmetics Regulation requires cosmetic products to provide the following information on the label or on the packaging:

- The name and the address of the company (Responsible Person).

- An ingredients list, in decreasing order of weight of the ingredients. This is mainly intended for people who have been diagnosed with an allergy so that they may avoid ingredients to which they are allergic. The same ingredient names are used across the European Union and most countries worldwide, so people are easily able to identify them.
- The nominal net.
- Any warnings that might be necessary on how to use the product safely.
- A “date of minimum durability” (“best used before the end of”) or a “period after opening” to show for how long the product may be kept or used.
- What the product is (if not obvious from its appearance).
- A reference (batch number) for product identification.
- Country of origin (for products imported into the EU).



CERTIFICATIONS

Sustainability has become an integral part of the cosmetics industry. One of the manifestations of this development is the rising number of sustainability schemes and ethical labels.

The ethical label trend has its origins in the food industry. Demeter is the first such label, introduced almost 100 years ago for agricultural products grown according to biodynamic farming methods.



Organic is now the dominant ethical label in the food industry, with global sales growing from almost nothing in the 1990s to roughly \$ 130 billion in 2020.

Most developments have happened in the last two decades, with the launch of many new ethical labels. One major difference between the food industry and cosmetics industry is that the organic term is protected by national (and EU) regulations in the former.

4. Cosmetic Products Safety Data sheets

In addition to the label information, there's another tool that can help cosmetic sector workers to know and handle cosmetic products in the correct way: Safety Data Sheet.

A safety data sheet is a document created for substances or mixtures containing a wide range of information on the composition, physical, chemical, health and environmental effects of the substance or mixture and on the safe usage, storage and disposal of the products.

The knowledge of this information makes it possible for users or employers to take any measures which maintain human, environmental and occupational safety.

5. Raw materials used at a hairdresser salon

FURNITURE

WOOD

The choice of the wood being used is decided by the type of furniture, the design and the budget. Hardwood like Teak and oakwood are dense and therefore more durable. They also lend themselves well to carving and finer detailing. Softer woods like on the other hand, ensures better workability, and is therefore not suitable for furniture that is in heavy use areas. Engineered wood such as plywood and particle board is made by combining thin layers of wood with adhesive, hence the terms teak ply, oak ply etc. A much more cost-effective option, engineering wood however has poor durability over time.

Natural wood can be easily identified by its distinct concentric rings. Most hardwoods have an open pore structure and rough grains on the surface. Softwood such as maple is relatively smooth with no grain indentations. When inspecting grain patterns, one must ensure that the surface is free of any knots, blemishes or other visual anomalies such as twisted grains. Other common defects to watch out for are cracks between adjacent rings.

GLASS

Glass is a solid-like and transparent material that is used in numerous applications in our daily lives. Glass is made from natural and abundant raw materials (sand, soda ash and limestone) that are melted at very high temperature to form a new material: glass. At high temperature glass is structurally similar to liquids, however at ambient temperature it behaves like solids. As a result, glass can be poured, blown, pressed and molded into plenty of shapes.

Glass is all around us nowadays and continues to offer cutting edge solutions, either in itself or used in combination with other materials for high-tech applications; a trend which is very likely to continue in the future.

Glass is a sustainable, fully recyclable material which provides great environmental benefits such as contributing to mitigating climate change and saving precious natural resources. It is also highly appreciated in many applications for its inert nature and its contributions to safeguarding people's health and wellbeing.

STAINLESS STEEL

Stainless steel is a corrosion resistant alloy of iron, chromium and, in some cases, nickel and other metals.

Completely and infinitely recyclable, stainless steel is the "green material" par excellence. In fact its actual recovery rate is close to 100%. Stainless steel is also environmentally neutral and inert and its longevity allows it to meet the needs of sustainable handcrafts. In addition, it does not release compounds that could change its composition when in contact with elements such as water.

In addition to these environmental benefits, stainless steel is also aesthetically appealing, extremely hygienic, easy to maintain, highly durable and offers a wide variety of aspects. Therefore, stainless steel can be found in many everyday objects.

LEATHER

Good quality leather is derived from the upper layer of the hide. The best quality leathers are the full grain and top grain varieties which bear marks of their natural origin such as subtle scratches, wrinkles etc. on its surface. Genuine leather also has a very distinct smell which fake leather or leatherite cannot replicate. Similarly, fake leather has a very even, smooth texture while genuine leather has some unevenness and the graininess in texture. Another way to identify good quality leather is to look for fat wrinkles. Real leather doesn't chip off upon multiple bends and folds.

Leather surfaces are coated with a light non-pigment aniline to increase stain resistance and enhance its appearance. Polymer-based coatings are used to increase its durability.

FABRIC

Upholstered furniture is often equated with luxury and sophistication. The world of fabrics is vast – cotton, silk, linen, velvet – the list goes on. The quality of fabric that one should look at depends on the usage of the furniture. For areas that have heavy usage, one must ensure that the Martindale of the fabric is high. Martindale is a unit for quantifying the abrasion resistance of fabrics, particularly for upholstery. While cottons and lines work great for tropical environments, they are harder to maintain

over a long period of time and they show wear and tear easily. Natural linen is prone to wrinkles but looks beautiful in a home that is more natural and organic. Similarly cotton by its nature is porous and allows air to pass through. Good quality cotton can feel smooth and nearly silky on the skin.

Fabrics like velvet, silk are used to create a luxurious feel. Ideally used in formal areas that are used less frequently, the range of colors and luster in these fabrics can be used to create a dramatic statement.

EQUIPMENT

In addition to some materials already mentioned regarding furniture, we need to deepen our knowledge of plastic.

PLASTICS FROM CELLULOSE

Cellulose plastics are bioplastics that are produced by processing cellulose or cellulose derivatives into plastic. Cellulose plastics are made from softwood trees, which are used as the primary raw material in their production.

The bark of the tree is extracted and can be used as a source of energy in the manufacturing process. The tree is processed or heated in a digester in order to separate the cellulose fiber from the rest of the tree's fiber.

A byproduct of the digester's operation is resins and lignins. The byproducts can be utilized as a fuel or as a feedstock in the manufacture of other chemical products, depending on their composition. It is softwood that is the most commonly used raw material in the production of cellulose plastics, and the growing number of anti-deforestation rules is a significant impediment to the market's growth. The easy availability and low cost of conventional plastics are also significant factors limiting the growth of the cellulose plastics business.

PLASTIC MADE OF NATURAL GAS

The majority of people are unaware that natural gas is the starting point for a large portion of plastic manufacture. The cracker plant is the first stage in the process of making plastic from natural gas for use in manufacturing. Naptha (a crude oil-based

product) and ethane (a natural gas liquid) are converted into ethylene in cracking operations. Ethylene is used as the starting point for a range of chemical products and plastics.

A pipeline is then used to transfer the ethylene generated during the cracking process to another facility where it will be transformed into usable goods, the most often seen being polyethylene. Polyethylene, sometimes known as polythene, is the most widely used plastic today. It is a polymer that is mostly utilized in the packaging industry.

COSMETICS PRODUCTS

DO'S

Natural cosmetics are products that contain only natural raw materials – mineral resources and ingredients of plant or animal origin. In addition, they should be obtained as a result of such processes as: filtration, extraction, drying, distillation, pressing, milling, lyophilization and sieving. Obtaining natural raw materials with the use of the aforementioned physical methods, which process the material to a small extent, allows to preserve the nutritional values, vitamins and beneficial substances found in the raw materials.

Ingredients of animal origin can be used to produce natural cosmetics only when doing so is not harmful to the health or life of animals. Such raw materials are, among others, honey, propolis, lanolin and milk. In the production of natural cosmetics, it is also allowed to use cosmetic raw materials obtained in biotechnological processes, i.e. microbiological or enzymatic. Hyaluronic acid, among others, is obtained this way.

In addition to raw materials of plant and animal origin, in natural cosmetics you can also find:

- different kind of sea components (e.g. algae)
- essential oils,
- inorganic salts and oxides derived from minerals,
- natural emollients, dyes, emulsifiers (e.g. sucrose esters),

- naturally occurring active substances and preservatives (benzoic acid and its salts, benzyl acid, salicylic acid).

DON'TS

For the production of natural cosmetics one shall not use mineral oils, paraffins, petrolatum, synthetic dyes, synthetic fragrances, synthetic preservatives, i.e. parabens or formaldehydes, as well as propylene glycol (PPG), silicones, BHT, SLS and SLES.

The ingredients of natural cosmetics have to be free from raw materials originating from genetically modified plants as well as from raw materials from dead animals or obtained in the manner harmful for them. It is also important to remember that the production of natural cosmetics requires undertaking measures protecting the natural environment.

A natural cosmetic product should not contain synthetic substances; although some certifying organizations consider the product to be natural if it contains less than 5% of synthetic substances.

FUNCTIONS

The effectiveness of raw material is the key topic in the selection process. Just because something is natural doesn't mean it has to be magical. The properties of raw materials like emulsification, moisturization, cleansing, thickening, coloring, fragrance, or preservation must be considered before adding them to the list of ingredients for a cosmetic product. Here's the main powers a raw material can have in Natural Cosmetics

Antioxidants – To fight off the aging of the skin, antioxidants are necessary. They also limit the growth of microorganisms and protect cosmetic ingredients from decomposition. Some of the natural antioxidants are polyphenols and flavonoids found in grape seeds, rosemary, and citrus.

Emollients – To soften or smoothen the skin, emollients are added which help build a barrier against water loss. Some of the natural emollients are – hydrogenated castor oil, coconut oil, honey, etc.

Emulsifiers – In order to combine two opposite phases like water and oil, an emulsifier is needed in cosmetic products. For example, GSC (Glyceryl Stearate Citrate), beeswax, are natural emulsifiers that help in stabilizing and obtaining the right consistency of the cosmetic product.

Surfactants – A multifunctional raw material with properties such as foaming agents, conditioning agents, emulsifiers, and solubilizer, is added to the cosmetic products to facilitate skin cleansing. Castor oil, Cocamidopropyl betaine obtained from coconut oil are known to be the best natural surfactants used extensively in the cosmetic industry today.

Humectants – Long-lasting moisturization is what everyone desires from a cosmetic product and humectants are responsible for it. Hydrogenated castor oil, aloe, honey, glycerol, and acid are the star humectants in natural cosmetics today.

Plant extracts – Since we are talking about natural cosmetics, botanical extracts are a must and the most important raw material. They are the active ingredients in natural cosmetics. Extracts of aloe, castor plant, green tea, etc., can be found in the ingredient list of natural cosmetic products that act as antibacterial, firming, strengthening, moisturizing, rejuvenating agents and are also safe for the skin.

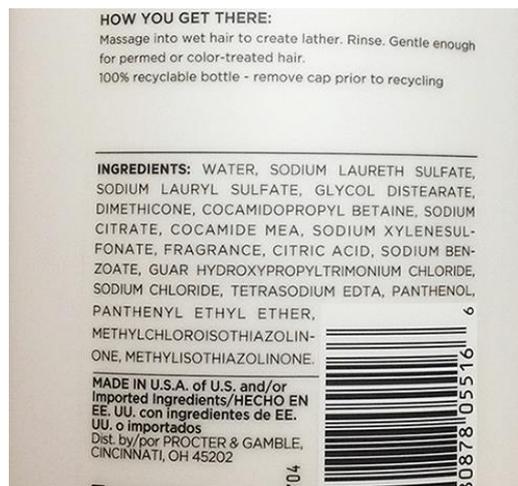
Other than these, proteins, vitamins, oils, waxes, fats, butter, acids, minerals and trace elements, gums, and thickeners, fragrances are the other factors in raw materials that are important in the formulation of a natural cosmetic product.

RAW MATERIALS Level 2 – Students activity 1
Using an online collaboration board like Mural (https://www.mural.co/) or an online mind map creator, collaborate to create two different schemes:

- a. FIRST ONE – A summary of the concepts learned in this module
- b. SECOND ONE – A brief vocabulary of most important key words you discovered during this lesson

RAW MATERIALS Level 2 – Students activity 2

Below you can find the label of a cosmetic product. Using the knowledge base you've learned during the classes and any online tools or App you want, try to understand and explain it by creating a brief presentation with Google Slides or any other similar App.



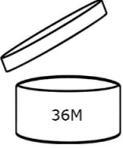
RAW MATERIALS Level 2 – Students activity 3

This is the INCI list found on the label of a cosmetic product that emphasizes the presence and benefits of Argan Oil. Is this true in your opinion? Try to explain why recording a short PODCAST with “Vocaroo” (<https://vocaroo.com/>).

INCI: Aqua, Sodium laureth sulfate, Cocamidopropyl betaine, Sodium chloride, PEG-40 hydrogenated castor oil, Panthenol, PEG-200 hydrogenated glyceryl palmate, Sodium benzoate, Polyquaternium-10, Parfum, Dipropylene glycol, Glyceryl laurate, PEG-7 glyceryl cocoate, Polyquaternium-7, Citric acid, Argania spinosa oil, Alpha-isomethyl ionone, Geraniol, Limonene, Linalool.

RAW MATERIALS Level 2 – Students activity 4

Try to find the correct meaning of the following symbols you can find in the cosmetic products labels:

Symbol	Meaning
	
	
	
	
	
	
	

RAW MATERIALS Level 2 – Students activity 5

Using “Book Creator” App (<https://bookcreator.com/>) or another free App you want, create a simply e-book about raw materials (RM) for cosmetics developing the followings concepts:

- a. What are RM in cosmetics production
- b. Difference between synthetic and natural RM

- c. What RM are useful for in cosmetics production
- d. Which are the main RM used in natural cosmetic products

Useful link - <https://www.bansaltrading.com/cosmetic-raw-materials>

- e. Which are the main RM one shall not find in natural cosmetic products

Useful link - <https://www.products.pcc.eu/en/blog/raw-materials-for-the-production-of-natural-cosmetics/>

RAW MATERIALS Level 2 – Students activity 6

Create a brief video report, in which you are the narrator, to inform your colleagues and customers about the risks of using plastic mainly referring to its waste disposal and environmental impact.

You can use a Web App like Animoto (<https://animoto.com/education/classroom>) or similar.

LEVEL 2 - MANAGEMENT

SUPPLIER

When starting a new business, every entrepreneur comes up with hundreds of questions, and among them there is one in particular: how can I make my business profitable? This then leads to other issues, such as wondering what is superfluous and what is not. All companies operate in the same way: managers decide what kind of product or service to offer, first determining what their target audience is and what products these people consume or what services they want to use. Thereafter, the possible means will be used to achieve this goal and goods and services will be provided to the customer in exchange for a financial amount; a part of this will then be used in turn to start the circle and to make sure that the company stays afloat. And it is at this time when the figure of the supplier becomes important.

What is a supplier? Definition and examples

A supplier is a person, organization, or other entity that provides something that another person, organization, or entity needs. During transactions, there are suppliers and buyers. Suppliers provide or supply products or services, while buyers receive them.

We commonly use the term 'vendor' with the same meaning as 'supplier.'

In business, for example, every company has at least one supplier. Suppliers supply or provide the company with materials, products, and services.

BusinessDictionary.com has the following definition of the term:

“A party that supplies goods or services. A supplier may be distinguished from a contractor or subcontractor, who commonly adds specialized input to deliverables.”

Suppliers are those companies that provide other goods or services necessary for the proper functioning of the enterprise.

The word supplier comes from the verb to provide which means to provide, to deliver.

In the field of business, managers or the purchasing department must negotiate delivery times and payment terms with their suppliers to strengthen a long-term relationship.

For the company or the contracting entity there are two types of suppliers: internal and external:

- Internal suppliers: refer to the company's workers who must deliver a certain product or service within a certain period of time. An internal provider, for example, are departments that create financial reports or market research.
- External suppliers: they are entities or companies that provide what is necessary for the proper functioning of the "buyer" company. External suppliers would be, for example, companies that sell raw materials for a factory.

Suppliers are caring *stakeholders* of a company, i.e. interest groups related to the company. The importance of this lies in the fact that they are factors that must be taken into account in the planning of strategic objectives.

- Stakeholder
- Strategic objectives

Suppliers can also be classified according to the type of good and service they offer, generally divided into 3 categories:

- **Suppliers of goods:** they are those who offer specific and necessary tangible products for the market. Among the suppliers can also be classified according to the type of good and service they offer, generally divided into 3 categories:
- **Suppliers of goods:** they are those who offer specific and necessary tangible products for the market. Among the suppliers of goods we can find, for example, companies that produce items, furniture, goods for resale, among others.
- **Service providers:** these are companies or individuals who supply intangible products. Among the service providers, we can find: Internet service providers, telephony, cleaning, legal services, etc.

- **Resource providers:** refers to economic resources, in particular credits, capital and shareholders. Among the providers of resources we can find: banks, credit institutions, government, among others.

WAREHOUSE MANAGEMENT

With the word warehouse we refer both to goods, packaging, raw materials, products finished, to spare parts that are present in the company to be sold, consumed, used, and to the premises where they are kept, stored and stored.

The structures to be used as a warehouse must be built in such a way as to exploit as much as possible the space available and to ensure the temperature and humidity that allow the best storage of stocks.

The equipment must be such as to facilitate the subdivision and sorting of goods and to allow an easy movement of the means of transport and lifting that are used for perform deposit operations.

The warehouse can be divided into three zones:

- **The acceptance zone** must take into account that the arrival of the goods is not easily programmable and you can overlap more products, so you need a rather large space.
- **The shipping area** may be smaller than the acceptance, as it is the company that decides when to send the goods and then can schedule the fulfillment of orders.
- **The storage area** is the actual warehouse, that is, the place where the goods remain in storage for more or less long periods. The size must be carefully determined as excessive amplitude leads to depreciation, maintenance, heating costs, while an under sizing can lead to a congestion of the premises, a greater confusion of different goods, difficulties in using means of transport and above all in going under escort and therefore not be able to meet customer demands.

In merchant companies, stocks allow the purchasing department to provide for supplies at the pace deemed most appropriate and at a time when prices are deemed more convenient.

Organization of the warehouse in modern catering activities

To be effective, a good purchasing policy must be accompanied by careful management of goods from receipt to delivery to departments. In practice it is indispensable conduct in a shrewd and rational way the whole department, through a correct accounting of warehouse, as up to date as possible to the real situation.

The person receiving the goods, the person in charge of carrying out this task cannot be a simple employee not trained in this work. The presence of an inadequate person could nullify all the efforts made during the purchase phase.

The person receiving goods has very specific and delicate task: check the goods and start the entire administrative procedure relating to the payment of invoices of suppliers.

The person responsible for receiving the goods must:

- check the status of the packages
- ascertain the quality of the goods through the verification of some samples
- sign travel documents
- record the arrival of the goods and inform the administration.

Once the goods have been checked, the person receiving the person will sign the papers companions, who will subsequently be passed to the administrative department.

The location of goods in the warehouse

The goods purchased and then stored can be rightly compared to money kept in a bank and, therefore, must be treated with the same consideration. To better control incoming and outgoing products, it is advisable have only one entrance way to the warehouse located near both the reception area.

The goods must be placed in hygienically suitable environments, in the presence of elements of conditioning or not, according to their perishability, following a criterion that still favors the ease of storage and availability of products. For this purpose, it is convenient to apply, for each product placed on the shelves, an identification tag, on which to report the name of the product and the main useful information at the time of the withdrawal and inventory.

The help of a computer will avoid the compilation of paper material, helping a lot the work of the warehouseman in terms of time and production efficiency.

Stock accounting

To control consumption and therefore the costs of business management it is a good idea to implement from the beginning of the activity an efficient stock accounting. Thanks to this, the manager will be able to in any time to establish the quantity of goods in stock in the company, the relative order to be placed and evaluate the consumption trend of each type of product.

The best way to keep your warehouse situation up to date is inventory continuous. It is about constantly renewing (more and more often with the help of a support computer) a special card, of which we have already mentioned above, on which they are reported, in addition to the commercial and commodity data of each individual product in stock, also all its movements (entries and exits) in the warehouse within a fixed time (daily consumption, weekly, monthly, annual). In this way it is always possible to have in real time the warehouse situation.

Stock accounting is based on the following documents:

Loading bills relating to the entry of materials and component parts into the warehouse

Withdrawal bills for goods transferred from the warehouse to the production departments

Processing returns bills related to goods returned from production departments to the warehouse because unused

Payment bills related to the transfer of products from the production departments to the warehouse products

Discharge bills related to the exit of products from the warehouse for delivery to customers.

Warehouse movements are proven:

for revenue:

- DDT transport documents and immediate accompanying invoices issued by suppliers in relation to the delivery of the goods
- DDT transport documents issued by customers, in relation to returns of goods

for sales:

- from DDT transport documents and immediate accompanying invoices sent to customers for the goods delivered to them
- from DDT transport documents sent to suppliers in relation to returns of goods

Inventory and inventory accounting management

This task often takes place with EDP systems that requires:

1. Creating an Article Archive
2. Classification of goods into groups, subgroups, classes....
3. Encoding (code that can be called up from a PC): the code is a set of digits (numeric code) or a set of letters and digits (alpha numeric code) that summarizes different information about a certain commodity.

Stock records must:

1. Control the incoming and outgoing movements of the various warehouse items
2. Check the stock level and report supply needs to the purchasing department.
Concretely, it will signal the achievement of:
 - Reorder point = quantity at which the purchasing department must be advised to order suppliers a new batch of goods
 - Security stock = quantity below which not to fall in consideration of the execution times of orders by suppliers
 - Understock = less than the safety stock
3. Report to the commercial service the stocks of finished products
4. Transmit to the management accounting the data for the determination of production costs (= costs of materials used in production processes)
5. Transmit to the general accounts at the end of the administrative period the data concerning the valuation of final inventories
6. Fulfill any accounting obligations provided for by tax regulations.

The warehouse of a salon:

Managing the warehouse of a hairdressing or beautician salon is a very complex task that requires several stages and a lot of time.

Managing the warehouse correctly means paying attention to the budgets for purchases, always having monitored the products under stock, having an ordered warehouse and sending precise orders, avoiding waste and having the warehouse set up in a functional and practical way.

An activity such as that of the beauty salon must pay attention to the management of its warehouse. Incorrect or approximate management can in fact compromise the company ending up negatively affecting the balance sheet.



However, many companies may neglect or devote less care to their warehouse, perhaps due to lack of time or organization, when instead this should represent one of the cornerstones of their business.

Optimizing and automating management also saves time, and therefore also money, which could instead be invested in business growth.

Managing a warehouse does not mean dedicating yourself only to the management of product flows within your business but allows you to collect essential information for

the correct business management. It also allows you to assess if there is waste or excessive product orders, risking that they make "dust" between the shelves of the warehouse.

The five main operations for the correct management of the warehouse concern:

- keep your budget under control,
- monitor stocks,
- manage the warehouse constantly,
- avoid clutter,
- automate management (where possible).

1. Manage your purchase budget

Budget management is another fundamental point to which attention must be paid.

A correct management of the budget allows you to have under control the stocks of the products and avoid the accumulation of the same in your warehouse.

Spending money on excessive purchases that increase the economic value of your warehouse means blocking money that cannot otherwise be spent on other aspects of business growth.

In addition, it does not allow to have clear timing of conversion from investment to gain, or conversion from the product purchased to the gain received once sold.

A correct management of the budget is possible thanks to a strategic planning of expenses, creating a periodic budget of purchases based on the turnover of previous periods, which in the case of the beauty salon must also be compared to the seasonal period.

It is therefore better to aim for a lower budget, since it is always possible to implement with last-minute orders in case of product shortages.

The opposite is not true, that is, to acquire greater quantities of products, which cannot be converted into expendable money but will inevitably remain stuck in stock.

2. Manage stocks

Inventory management is also linked to budget management.

Verifying the economic value of the warehouse at periodic intervals, allows you to have full control of the products in relation to the real business need.

For example, establishing a deadline within which the goods must be used or processed guarantees a continuous replacement cycle and avoids the accumulation of goods (sometimes even unused) in the warehouse.

In this way, inventory operations are also streamlined, a fundamental action for the correct management of the beauty salon.

Not knowing the inventory of your products, therefore the exact availability of the same in the warehouse, is not a situation related to a healthy business activity: you must in fact always have under control the availability of products within your warehouse.

3. Always be constant

Another important point for a correct management of a warehouse is that of the time to devote to this activity.

In fact, it is not possible to spend time managing the warehouse without first planning it. This means that it is necessary to do these operations regularly and precisely, perhaps by appointing a manager and possibly also a deputy manager, based on the size of the warehouse, which guarantee the correct execution of the various tasks.

Obviously, it is not something that happens overnight, but it takes time and constancy: the management must therefore become an integral part of the daily activity to be carried out in the salon.

No more inventories that waste the activity's time, effectively closing the salon on a working day or relegating the staff to the holiday hours: using timely short-term work protocols therefore allows you to optimize the management of the entire activity.

4. Avoid clutter

As in any self-respecting warehouse, it is in fact a priority to keep everything in its place and give a place to every product or work tool, such as gloves and capes of color.

A well-ordered warehouse allows first of all to save time and better manage stocks, avoiding the accumulation of misplaced products and keeping stocks monitored.

In this way it is possible to keep a watchful eye on the movement of goods, on the management of the documentation of the same and consequently guarantee a healthy business growth, limiting inconsistencies to a minimum.

It is important not to have sheets scattered around the reception and packages stacked in the warehouse, without being opened, checked and stored in the appropriate shelves. Only by keeping everything in order can you know exactly what, where, how and when to find or order a certain product again, keeping the management of the business clear.

5. Automate management

Nowadays, technology can also help in the management of a beauty salon, especially about product orders.

In fact, there are management software able to process orders and move all products, verify and monitor sales and always have stocks and items under stock under control. Following these rules, it will be easy to know how to contact a supplier and make and order.

WHAT IS AN ORDER?

A purchase order is essentially a contract that authorizes a supplier to deliver goods or services at a predetermined price. If the company needs to regularly make purchases from suppliers one of the fundamentals of the purchase process is precisely the purchase orders.

Purchase orders can be of varying complexity and structure, but they should always be drafted including at least the following essential points:

- **Type of Product/Service:** The purchase order must indicate what you intend to purchase. You must also include the quantity, type of unit as well as a detailed description of the Product/Service to be *purchased*
- **Terms of Delivery and Shipping:** in addition to the delivery date, you must indicate the destination address, how the goods will be shipped who is responsible for the shipment and who pays for the shipment
- **Amount:** Make sure you correctly indicate the amount of the order and the type of currency. Specify the cost for each unit, the total cost, and its tax.

- Payment Terms: Specify how you intend to pay for the product / service purchased (bank transfer, cash, credit card etc. ...) and the times within which the payment must take place.

The purchase order is a fundamental document that should be part of a standardized purchasing process with appropriate procedures that help streamline the supply cycle thus contributing to business efficiency.

Of course, the completeness in the contents of an order depends decisively on an accurate preparation of the Purchase Request and the Request for Offer whose primary purpose is to fully define the characteristics / technical specifications of the product or service to be purchased as well as the related supply conditions.

Finally, it is good to say that now many purchase orders are not paper but are transmitted electronically on the Internet or, today more and more often, through the use of appropriate e-Procurement platforms capable of managing the entire purchase process via the web.

After contacting a company and receiving their price lists, we can place an order. Nowadays not all orders are made by letter: some companies require an IT order, others enter on their website the order form already pre-printed, others are waiting for e-mail communications. Any either the nature or the method of shipment the order must still have a progressive number that allows us to identify it and must explain the conditions of payment. The Order Number is usually entered in the subject.

Elements of the text of the letter

1. THANK YOU FOR SENDING CATALOGS AND PRICE LISTS
2. DETAILED DESCRIPTION OF THE GOODS TO BE ORDERED (product code, description, quantity, unit price)
3. SUMMARY OF THE GENERAL CONDITIONS (Means of shipment, delivery terms, methods of payment, other conditions, any previously agreed discounts must be made clear.

ACTIVITY:

After carrying out the warehouse inventory you realized that you had arrived at the understock of the following products:

NUOVO



FANOLA NO RED SHAMPOO
1000 ML

21,05€ (iva inclusa) ~~21,05€~~ 14,74€

NUOVO



Revlon Style Masters Volume
Elevator Spray 300ml

12,25€ (iva inclusa)



Wella EOS Color
Golden Curry 120gr

22,99 €

Create two purchase orders using:

- an excel sheet also adding the images you can find (see instructions attached A)
- one of the two free apps suggested below:

PURCHASE ORDER PO PDF MAKER



Purchase Order PO PDF Maker

SendGroupSMS.com
Contiene annunci · Acquisti in-app

ZOHO PURCHASE ORDER GENERATOR

<https://www.zoho.com/inventory/purchaseorder-generator/>