



## Warehouse Operations and Management

### Course objectives:

- Developing the skills of planning, organizing and following up on supplies, organizing the warehouse and applying them using the computer to achieve speed and accuracy of purchasing, storage, disbursement and inventory operations and identifying stagnant items and disposing of them.
- Providing participants with the scientific and practical foundations of warehouse management.
- Developing the skills of participants in warehouse planning and control processes

### Course Outline:

- Planning and securing supplies, materials, and work requirements. Applying comparison, qualification and evaluation methods for suppliers.
- Negotiating with suppliers. Preparing and writing tenders and concluding contracts.
- Preparing supplier databases electronically. Planning and organizing the warehouse.
- Apply inventory control methods. Determine the economic size of the purchase.
- Preparing policies and methods for getting rid of stagnation. Preparing electronic tables for items stored in the warehouse.
- Monitoring supplies and preparing supplier reports using computers.
- Dealing with warehouse data electronically (incoming - outgoing -

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المؤسسة العامة للتدريب التقني والمهني  
Technical and Vocational Training Corporation

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- CNC inventory control.
- The function of warehouse management, its objectives and economics.
- Inventory planning.
- Storage levels
- Inventory planning and control systems.
- Determine the minimum, reorder limit and maximum.
- Determine the economic size of the purchase batch.
- The role of the unified accounting system in inventory control.
- Warehouse reports.
- Loss and damage of items in warehouses or in custody.
- Behavioral skills of warehouse workers.
- Storage... its fields, methods and policies.
- Inventory types, classification and coding.
- Maintaining inventory and preserving its properties.
- Skills and specializations of those responsible for warehouses.
- Types of warehouses, their organization and internal equipment.
- Administrative organization of warehouses and their relationship with other departments.
- Handling and its tools - classification - stacking - security factors - safety in warehouses.
- Documentary cycle for warehouses.
- Inspection - receipt - exchange - return - inventory, its methods, types, procedures, problems, shortages, excesses, and their settlement.