COURSE BROCHURE

Materials and Stores Management

A foundation course covering the materials cycle from receiving and inspection to storage, issue and stock counting, with practical tools for accurate records and a well-organized store.

Code	HT-SCM-118
Category	Procurement & Supply Chain
Duration	1 week
Level	Beginner

Introduction

The store is where an organization's money turns into materials. A mistake in receiving, coding or storage ends in stopped work, a damaged item or a balance that does not match the shelf, so storekeepers need sound basics before they touch any software.

Objectives

- Explain the materials cycle and how stores interact with procurement, operations, maintenance and finance
- Code and describe items in a way that prevents duplicates and confusion
- Receive, inspect and record deliveries using correct documents
- Organize storage locations and apply preservation and safe handling rules
- Apply the basics of inventory control, cycle counting and variance handling

Who should attend

- Storekeepers and assistant storekeepers
- Receiving and issuing clerks
- New inventory controllers
- Procurement and maintenance staff who deal with stores

Skills you will develop

- Item coding and description
- Receiving and document checks
- Storage location organization
- Cycle counting and stock reconciliation

Learning Outcomes

- Complete receiving, issue, return and transfer documents correctly
- Classify store items by ABC analysis and set the right level of control for each class
- Calculate the reorder point and safety stock for an item with steady demand
- Prepare a cycle count program and analyze why book and physical balances differ

Course Outline

Day 1: The Materials Function and Item Coding

- The materials cycle from material request to purchase, receipt, storage and issue
- Types of material: stock, non-stock, spare parts, consumables and project materials
- Rules for item codes, descriptions and units of measure, and avoiding duplicate items

Day 2: Receiving and Inspection

- Checking a delivery against the purchase order and delivery note and raising the goods received note
- Quantity and quality inspection, material certificates and the end user's role in technical inspection
- Handling shortages, overages and damage, and the return-to-supplier procedure

Day 3: Storage and Handling

- Store layout, receiving, storage and staging areas, and the location addressing system
- Racking types, handling equipment and rules for safe stacking and loading
- Shelf-life items under FIFO and FEFO, segregation of hazardous materials and protection from heat and dust

Day 4: Issuing and Inventory Control

- Issue, return and inter-store transfer procedures and who approves them
- The bin card, stock transactions in the ERP system and ABC analysis
- Minimum and maximum levels, reorder point and safety stock with simple worked examples

Day 5: Stock Counting, Slow-Moving Stock and Workshop

- Cycle counts and the annual stocktake, reconciling physical stock to records and adjusting variances
- Identifying slow-moving, obsolete and surplus materials and the options for disposal
- Applied workshop in which participants organize a sample store, draw its location plan and prepare its count plan

Training methodology

Exercises on sample store documents: goods received note, issue voucher and bin card
Group exercise to draw a store layout and assign items to locations
Simple worked calculations for ABC analysis and the reorder point
Photo-based review of common storage and handling mistakes

Certification

Participants receive a Harbor Training Center certificate of attendance on completing the course.

Upcoming dates

City	Dates	Language	Fee
Amsterdam	7 – 11 December 2026	EN	EUR 5,500
Istanbul	10 – 14 May 2027	EN	EUR 4,800
Dubai	17 – 21 May 2027	AR	EUR 4,500
London	24 – 28 May 2027	EN	EUR 5,700
Amsterdam	7 – 11 June 2027	AR	EUR 5,500
Online	14 – 18 June 2027	EN	EUR 1,800

Fees are per participant.

Contact us

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To register and for details, scan the code or visit:

https://harbor4training.com/en/courses/materials-stores-management