

CERTIFICATE II LOGISTICS AND SUPPLY CHAIN MANAGEMENT

Topics	Topics
<p>Logistics Concepts & functions</p> <ul style="list-style-type: none"> • What is logistics? • Origin & evolution of logistics • Concept of Physical distribution management • Components of logistics management • Activities carried out by logistics organisation • Logistics strategy planning 	<p>Customer Service Management & Principle of financial accounting</p> <ul style="list-style-type: none"> • Importance of customer service in logistics • Implementing customer service strategy in logistics • Cost – service trade-offs • Components and cost of logistics • Major costs elements
<p>Packaging</p> <ul style="list-style-type: none"> • Role & basic purpose of packaging • Factors constituting efficient packaging • Various materials used in packaging • Criteria for selection of packaging • Generation of packing list • Marking and labeling of goods 	<p><u>Transportation</u></p> <ul style="list-style-type: none"> • Characteristics and modes of transportation • Factors to consider in selection of modes of transport • Sources of information for various transportation mode
<p>Logistics Planning</p> <ul style="list-style-type: none"> • Number of warehouses and locations • Types of material handling equipment (MHE) • Distribution channel • Customer support service • System hardware and software procurement 	<p><u>Documentation</u></p> <ul style="list-style-type: none"> • Purpose and types of documents used in freight both import and export <ul style="list-style-type: none"> • Commercial documents • Official documents • Insurance documents • Shipping documents • Financial documents
<p>Tactical Planning</p> <ul style="list-style-type: none"> • Modes of transport • Inventory target and policy • Performance indicators • 	<p>Trade terms</p> <ul style="list-style-type: none"> • Purpose of trade terms • Purpose of Incoterms • Meanings of trade terms
<p>Operational Planning</p> <ul style="list-style-type: none"> • Frequency and size replenishment • Warehouse operations • Delivery route and schedule 	<p>Methods of payment/settlement</p> <ul style="list-style-type: none"> • General methods of payment • Various methods of settlement

Topics	Topics
<p>Role and functions of warehouse</p> <ul style="list-style-type: none"> • Types of warehouse • Warehouse services • Operations in a warehouse 	<p>Methods of order picking</p> <ul style="list-style-type: none"> • Definition • Pick list and its importance • Various methods of order picking • Order picking process
<p>Warehousing layout & planning</p> <ul style="list-style-type: none"> • Different activities in warehouse operations • Importance of goods warehouse layout • Factors affecting warehouse planning • Warehouse utilization and storage • Calculating space requirements • Factors affecting Warehouse layout 	<p>Issue & despatch of goods</p> <ul style="list-style-type: none"> • Goods issue procedure • Methods of issue stores for internal use • Procedure of dispatch of goods • Reports
<p>Inventory management</p> <ul style="list-style-type: none"> • Principles of inventory management • ABC Analysis • Stock taking and cycle count • Methods of taking physical inventories • Stock card/sheets • Stock discrepancies • Forecasting techniques 	<p>Storage Systems and Material handling Equipment</p> <ul style="list-style-type: none"> • Importance of storage systems • Various types of storage systems • Precautions during storage • Various aspects of material handling • Objectives and benefits of proper material handling
<p>Product knowledge</p> <ul style="list-style-type: none"> • Types of products handled in a warehouse • Controlling authorities for various types of products • Storage conditions for various types of products • Methods of handling for different types of products • Product life cycle 	<p><u>Housekeeping, safety and security in warehouse</u></p> <ul style="list-style-type: none"> • Importance of security in warehouse • Safety in warehouse • Housekeeping and 5S principles • Personnel safety equipment
<p>Bar coding</p> <ul style="list-style-type: none"> • Importance of bar coding in warehouse • Advantages of using barcodes 	<p>Receipt & inspection of goods</p> <ul style="list-style-type: none"> • Tasks involved in receipt and issue • Goods inspection procedure • Documents relating to delivery of goods • Damage goods handling

Topics

Importance of computers in warehousing and logistics management

- Types of computerized systems used in logistics industry
- Benefits of using computers
- Function of Electronic Data Interchange

Applications of computers in logistics industry

- Basic roles of computers in logistics
- Software programs used in logistics
- Application of computers in automated warehouse systems

Computerized picking and shipping transactions

- Process of picking and shipping using computer

Computerized order picking

- Order picking process in a automated warehouse environment

Computerized inventory control and management

- Inventory control using computers
- Interpretation of computer generated forms

Computerized receiving systems

- Process of receiving using computer

Filing systems

- Filing styles
- Methods of classification of files

Topics

Module: Logistics Operations

- Identification of appropriate packing material – internal & external
- Packing of goods
- Marking and labelling
 - Type of goods
 - Destination
 - Weight
 - instructions

Module: Warehousing Operations

- Order Picking
 - Understanding picking list
 - Identification of storage location
- Receiving, Inspection and moving of goods
 - Analyzing goods receipt documents
 - Use of appropriate material handling equipment
- Maintaining material handling equipment.
 - Preventive maintenance procedures
 - Breakdown maintenance

Module: Computer Applications

- Data entry for storage & issue of items
- Updating of inventory
- Generation of pick list
- Generation of inventory reports