

## Stores & Stores Management Training



This course is focused on the needs of AMOS users familiar with the procedure for following up and monitoring material, at the different stages of the handling process i.e. at the custom clearance or during an inventory control as well as AMOS users responsible for the receiving, warehousing & managing stock, but it is also highly recommended for staff of Purchasing Department, Spares and Logistics.

### Course Objectives

Upon completion of this course, you will be able to:

- ✓ Create and manage stores and individual store locations
- ✓ Review Store relevant parameters & rules for the issue of pickslips
- ✓ Introduction to the topic "Material Allocation"
- ✓ Check stock of the parts at different stations and stores
- ✓ Move parts from one location to another within a station and store
- ✓ Create and book pickslips/picking list as well as cancel pickslip bookings
- ✓ Use the Transfer Order to move stock from 1 station to another
- ✓ Define ideal rotatable and consumable stock quantity for outstations and create stock replenishment requests
- ✓ Follow-up the history of an order incl. the creation of reminders
- ✓ Define, build and disassemble kits
- ✓ Define customs addresses and commodity codes in order to proceed and speed up the customs procedures
- ✓ Continually track materials within AMOS through pre-defined routes
- ✓ Enter and retrieve information about suspicious parts
- ✓ Create outgoing and incoming shipments
- ✓ Receive purchased, repaired, modified and exchanged parts
- ✓ Use Technical Assistance to request information from another department
- ✓ Manage Tools registration and handover
- ✓ Manage stock that has a shelf life or requirement to be performed by the store keeper including tools
- ✓ Control stock levels through annual or perpetual inventories
- ✓ Scrap rotatables and consumables from stores or from open orders

### Course Topics

- Address Administration
- Store Management
- Stock Information
- Parts Transfer
- Pickslip/Picking list - complete process in various cases
- Order Management – Transfer Order

- Station Parts Alert
- Order Tracking
- Kit Management 2
- Customs Modules
- Material Flow Tracking
- Suspicious Parts
- Logistics Administration
- Shipment (Internal & External)
- Goods Receiving – complete process
- Technical Assistance incl. Quarantine
- Tool Registration
- Shelf Expiry
- Inventory Control
- Scrap Material

<b>Who should attend</b>	Primarily those who are responsible for the setup and day to day running of a store or stores. Additionally staff from the Purchasing, Spares and Logistic departments may find value in this training.
<b>Prerequisite</b>	AMOS Basics WBT
<b>Skill</b>	Intermediate/Advanced
<b>Type</b>	Classroom
<b>Duration</b>	3 days
<b>Times</b>	Please check your confirmation letter for exact time.  See Pricelist
<b>Training Costs</b>	
<b>Registration</b>	Please register your participant(s) via <a href="http://www.swiss-as.com">www.swiss-as.com</a> .