Goods Receiving and Dispatch

Aim

The aim of this course is for delegates to be able to receive stock in a wholesale/retail or any other organisation, implement security procedures to prevent shrinkage and losses and enhance the efficiency of the supply chain by recording required information on stock being received and dispatched.

About this Course...

To be able to receive stock in a wholesale/retail organisation or division of an organisation, implement security procedures to prevent shrinkage and losses.

Who Should Attend this Course?

This course will benefit all Retail and Warehouse Staff, and anyone who receives stock for an organisation.

Outcome

At the end of this workshop the delegates will be equipped with the necessary knowledge as **above plus they will understand their accountability toward the company's policy regarding** stock losses.

SAQA US ID	NQF LEVEL	CREDITS	US TITLE
114896	3	12	Receive stock

The unit standards above are an indication of the content of the workshop. Our workshop theories are designed to include the outcomes recommended by SAQA US IDs.

Duration: 1-Day

Content

The Background	• An holistic understanding of the entire process of goods receiving and dispatch • Why it is important to have a methodical approach
Where it All Starts	• The initial link in the chain
Flow Diagrams	• The process illustrated and made relevant to the organisation • Put it into practice
Goods Receiving Procedure	• Preparing for a delivery • Theory and practical are completed to embed the learning
Unpacking of Stock	• Seven steps for the correct unpacking of stock • Theory and practical are completed to embed the learning
Processing of New Merchandise	• Eight steps for the processing of new merchandise received • Theory and practical, both manual and computerized systems are discussed
Procedure for Dispatching of Stock	• Learning both the correct and incorrect procedure • Theory and practical, both manual and computerised systems are discussed
Stock Loss in the Receiving/Dispatch Area	• Putting procedures in place in order to manage this issue effectively

Retail Specifics

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