Logistics and equipment operation

# Warehousing, WMS and warehouse organisation

Two days to organise a warehouse that receives, stores, picks and ships without errors or lost time, and to get the most from a WMS. Flows, layout, location addressing, picking methods, racking safety, WMS functions and data, and performance indicators are covered. The course uses your warehouse plan and data and leads to an improvement plan expressed in indicators.

**Duration : 2 days**

## Objectives

1. Describe warehouse flows, from receipt to dispatch, and their control points
2. Design a layout and location addressing suited to volumes and turnover
3. Choose an order picking method according to the order profile
4. Identify the functions and basic data of a WMS and prepare its configuration
5. Manage the warehouse with productivity, quality and lead-time indicators

## Programme

### Day 1 — morning

• Warehouse flows: receipt, inspection, putaway, storage, picking, dispatch, returns
• Storage modes: pallet racking, drive-in, dynamic storage, picking, bulk
• Layout: zones, item turnover, location addressing
• Racking safety: permissible loads, protections, inspection, traffic

### Day 1 — afternoon

• Receipt: quantity and quality checks, claims to the carrier, labelling
• Putaway: fixed or dynamic locations, priority rules
• Picking: by order, by wave, by zone; picking routes
• Dispatch: consolidation, checking, documents, loading

### Day 2 — morning

• WMS functions: locations, tasks, lots and dates, stocktaking, traceability
• Identification: barcodes, logistics labels, terminals
• Interfaces with the ERP and transport; master data to make reliable
• WMS project: statement of needs, configuration, testing, go-live

### Day 2 — afternoon (workshop)

• Indicators: lines picked per hour, error rate, processing time, fill rate
• Workshop: diagnosis of your warehouse layout on a plan
• Improvement plan: actions, owners, indicators
• Knowledge test and presentation of the improvement plan

## Teaching methods

• Work on your warehouse plan and your order data
• Guided tour of the warehouse when the training takes place on site
• Demonstration of typical WMS screens and the data they require
• Sub-groups bringing together operations, IT and quality
• Mid-course quiz on flows and the WMS, final test

## Assessment and documents

A mid-course quiz and a knowledge test, and an end-of-course evaluation at D+1. A numbered training certificate that can be verified online for each participant; the company receives the training report, the layout diagnosis and the improvement plan.

Bilingual materials for every participant; each classroom course comes with its digital twin on OmniLearn.

**Good to know**

For stock levels and replenishment, see “Stock and supply management”. If the warehouse stores foodstuffs, “Food safety in warehousing and transport” adds the hygiene and temperature requirements.

## Practical information

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| **Duration** | 2 days |
| **Audience** | Warehouse managers, logistics team leaders, supply chain managers, WMS project managers |
| **Prerequisites** | Experience in running a warehouse or a store |
| **Group size** | Groups of 6 to 12 participants, in-company |
| **Format** | In-company, face to face on your site |
| **Language** | French, Darija or English; bilingual materials |
| **Funding** | OFPPT special training contracts (TFP), GIAC, Maroc PME: we prepare the applications with you, at no extra cost. |
| **Programme customisation** | Programme adapted to your procedures, your equipment and your audience |

## Frequently asked questions

**Do we already need to have a WMS?**

No. The course is as useful for preparing the choice of a WMS as for making better use of the one you have. In the first case, the workshop helps write the statement of needs.

**Is the course tied to a software vendor?**

No. It presents the functions and data common to the WMS products on the market, without recommending any product. The choice is yours.

**What should we prepare before the session?**

The warehouse plan, the list of locations and an extract of the orders picked over a few weeks. These are used for the diagnosis on the second day.