

# Warehousing:

## Warehousing

Warehouses have never faced greater challenges from external forces that they do today. Look at this short list.

- GST
- Cost increase
- Rapid market changes
- Increased customer expectations
- Out searching
- Computers
- Competition and more

### How can you:

- Run your warehouse and delight your customers with prompt, accurate and timely responses
- Record all of the issues and feedback from your in-house or third party suppliers
- Provide reports that show all of the opportunities to add value and improve your relationship with your customer.

### How can you do this?

- Use the tools that your sales and marketing people hide, but be smart and use a system that your warehouse staff can and will use
- Customer Relationship Manager, Sales and Marketing contain powerful features that will help you to better manage your customers, your employees and your operational efficiency

### So what should you do?

- Reduce your costs
- Improve your productivity
- Improve your record keeping and accounting
- Improve your margins with a different customer or product mix.

### What else do you need to consider?

- Consider a few things that you need to understand to run a warehouse today.
- Physical stock management
- Warehouse maintenance
- Compliance with fire regulations
- Regulations regarding Warehouse Equipment/Licenses
- Pallet Control
- Damages/surpluses or shortages
- New Products
- Returned Goods
- Check List - Physical receipt of goods
- Direct deliveries
- Hours of Work
- Site Access
- Warehouse procedures
- Computer access and security

# Warehousing:

- Master File maintenance and security
- Dangerous goods
- Pallet Control - cost and lost
- Goods Receipts Documentation
- Receiving/Dispatch
- Unloading
- Damages/surpluses or shortages
- New Products
- Direct owner deliveries
- Goods Received Adjustment
- Returned Goods
- Check List - Physical receipt of goods and more ...

## The warehouse must be:

- Located in the right place, the right size, well organized to allow:
  - efficient delivery and placing
  - cost-effective use of its space
  - adequate access to stored materials
  - security from theft and weather
  - flexibility to deal with the various items.

## Within the warehouse, stock must be:

- Put into known places and in known order so that it can be:
  - retrieved quickly and in the right quantity
  - rotated properly (ex. first-in, first-out, batch control).

## Warehousing activities:

- Receiving goods
- identifying goods
- sorting goods
- dispatching goods to storage
- holding goods
- picking goods
- preparing shipments
- dispatching shipments.

## Consider a few policies that you need to understand to run a warehouse today.

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- Regulations regarding Warehouse Equipment/Licenses
- Pallet Control
- Unloading
- Damages/surpluses or shortages

# Warehousing:

New Products  
Direct owner deliveries  
Goods Received Adjustment  
Returned Goods  
Check List - Physical receipt of goods  
Direct deliveries  
Equal Employment Opportunities  
Hours of Work  
Site Access  
Information Systems  
Hardware  
Software  
Illegal Software  
Smoking on Site  
Confidentiality  
Sexual Harassment  
Position Descriptions  
Work Performance Reviews  
Training and development  
Tertiary Education  
Remuneration  
Superannuation  
Annual Leave  
Annual Leave Loading  
Long Service Leave  
Sick Leave  
Family Leave  
Unpaid Leave  
Jury Service  
Bereavement Leave  
Maternity Leave  
Position Classification  
Grievance Procedure  
Disciplinary Procedure  
Formal Verbal Warning  
First Written Warning  
Second Written Warning  
Final Review/Termination  
Serious Misconduct  
Leaving the Company

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- Returned Goods
- Check List - Physical receipt of goods
- Direct deliveries

**Contact Us Today**

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**Call 1300 – 4 TODAY** (1300 – 486 – 329) or email [info@supplytoday.com.au](mailto:info@supplytoday.com.au) to discuss your warehousing needs.

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