

**MSS SUCCESS SPACES**

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WAREHOUSE MANAGEMENT TRAINING IN THE PHILIPPINES

A 1-Day Practical Training Program on Warehouse Operations, Receiving, Storage, Inventory Accuracy, Order Fulfillment, Safety, Productivity, and Continuous Improvement

TRAINING OVERVIEW

A well-managed warehouse does more than store products, materials, supplies, equipment, or finished goods.

It supports purchasing, production, sales, distribution, customer service, finance, logistics, and overall business continuity by ensuring that the right items are received, stored, protected, located, picked, documented, and dispatched accurately and efficiently.

Poor warehouse management may result in:

- Lost, misplaced, or untraceable stocks
- Excessive searching and handling time
- Receiving discrepancies
- Inaccurate inventory records
- Damaged, expired, obsolete, or deteriorated items
- Congested aisles and poorly used storage space
- Incorrect picking and dispatch
- Delayed customer deliveries
- Uncontrolled access to warehouse stocks
- Weak documentation and accountability
- Safety hazards and preventable incidents
- Repeated emergency purchases
- Customer complaints and operational delays
- Increased operating costs
- Unreliable reports and business decisions

This 1-day **Warehouse Management Training in the Philippines** is designed for warehouse managers, supervisors, team leaders, warehouse personnel, inventory custodians, logistics employees, receiving and dispatch teams, supply-chain personnel, purchasing staff, operations employees, and other personnel responsible for warehouse performance.

The program helps participants understand the complete warehouse operating cycle, including:

- Warehouse planning and organization
- Receiving and inspection
- Documentation and stock identification
- Put-away and location assignment
- Storage and materials handling

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- Stock rotation
- Inventory accuracy
- Picking, packing, and dispatch
- Damage and discrepancy control
- Safety, security, and housekeeping
- Warehouse productivity
- Performance measurement
- Continuous improvement

Organizations searching for **Managing Warehouse Training in the Philippines** need more than a basic discussion of storage practices. Participants must understand how warehouse layout, processes, documentation, people, equipment, information, and controls work together.

This practical **Warehouse Training in the Philippines** helps employees move from reactive, person-dependent warehouse practices toward standardized, measurable, safe, and efficient warehouse operations.

Using the MSS EnterTRAINment approach, the program combines concise discussions, warehouse-process mapping, layout analysis, receiving simulations, storage-location activities, picking exercises, inventory-accuracy challenges, safety scenarios, problem-solving activities, performance-measurement workshops, and workplace action planning.

TRAINING GOAL

To equip participants with the practical knowledge, operating principles, process controls, and improvement tools required to manage warehouse receiving, storage, inventory movement, order fulfillment, safety, accuracy, productivity, and service performance effectively.

TRAINING OBJECTIVES

By the end of the program, participants will be able to:

1. Explain the strategic and operational role of a warehouse
2. Distinguish warehousing from inventory management, logistics, and distribution
3. Identify the major processes within the warehouse operating cycle
4. Recognize the effects of poor warehouse practices on cost, productivity, customers, and operations
5. Evaluate warehouse layout, workflow, space utilization, and storage conditions
6. Apply workplace organization, housekeeping, and visual-management principles
7. Follow a structured receiving, inspection, and documentation process
8. Identify and manage receiving discrepancies appropriately
9. Apply effective put-away and storage-location practices
10. Use appropriate stock-identification and location systems
11. Explain FIFO, FEFO, and other stock-rotation methods

12. Maintain warehouse inventory accuracy through disciplined transactions and controls
13. Identify common causes of stock discrepancies
14. Apply practical cycle-counting and stock-verification methods
15. Improve picking, packing, staging, and dispatch accuracy
16. Reduce unnecessary movement, waiting, searching, and rehandling
17. Strengthen warehouse safety, security, access, and accountability
18. Use warehouse key performance indicators to monitor results
19. Identify process gaps and improvement opportunities
20. Develop a practical Warehouse Management Improvement Action Plan

TRAINING OUTLINE

One-Day Warehouse Management Training Program

Time	Modules, Topics, and Subtopics	Supporting Activities and Outputs
8:00–10:00 AM	<p>MODULE 1: BUILDING THE FOUNDATIONS OF EFFECTIVE WAREHOUSE MANAGEMENT</p> <ul style="list-style-type: none"> • Understanding the role of the warehouse in the supply chain • Warehousing versus inventory management, logistics, distribution, and materials management • How warehouse performance affects purchasing, production, sales, finance, customer service, and delivery • The major warehouse objectives • Accuracy, availability, speed, safety, space utilization, security, and cost control • Understanding the warehouse operating cycle • Receiving, inspection, identification, put-away, storage, replenishment, picking, packing, staging, dispatch, returns, and reporting • Different warehouse environments • Raw materials, work-in-process, finished goods, spare parts, supplies, retail, distribution, cold storage, and 	<p>Warehouse Reality Check</p> <p>Participants assess current warehouse strengths, recurring problems, process gaps, and operating risks.</p> <p>Warehouse Flow Mapping Challenge</p> <p>Teams map the movement of goods and information from receiving through dispatch.</p> <p>Layout Detective Activity</p> <p>Participants review a sample warehouse layout and identify congestion, excessive travel, safety concerns, and poor storage practices.</p> <p>Output: Warehouse Operations, Layout, and Process-Improvement Map</p>



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	<p>project materials</p> <ul style="list-style-type: none"> • Warehouse roles and accountabilities • Warehouse manager, supervisor, receiver, checker, picker, custodian, dispatcher, inventory controller, and support functions • Establishing standard operating procedures and clear process ownership • Warehouse layout and workflow • Receiving, inspection, quarantine, storage, picking, packing, staging, dispatch, and returns areas • Product flow and movement reduction • Fixed versus flexible storage locations • Slotting products according to size, weight, movement, handling, compatibility, and risk • Fast-, medium-, and slow-moving items • Space utilization versus overcrowding • Aisles, access, visibility, and emergency routes • Workplace organization and 5S principles • Visual controls, labels, markings, signs, and location codes • Housekeeping as a daily operating discipline • Identifying warehouse waste • Waiting, searching, excess movement, rehandling, overstocking, errors, damage, and unused space 	
<p>10:00–10:15 AM</p>	<p>Morning Break</p>	
<p>10:15 AM–12:00 NN</p>	<p>MODULE 2: RECEIVING, INSPECTION, PUT-AWAY, AND STORAGE CONTROL</p> <ul style="list-style-type: none"> • Receiving as the first control point in warehouse operations • Preparing for incoming deliveries • Delivery schedules, space, documents, personnel, and unloading arrangements • Verifying suppliers, purchase orders, delivery receipts, transfer documents, 	<p>Receiving Accuracy Simulation</p> <p>Teams inspect a simulated delivery against purchase, delivery, quantity, condition, and product requirements.</p> <p>Accept, Hold, Quarantine, or Reject?</p> <p>Participants decide how different receiving discrepancies should be managed and</p>

and other references

- Counting, measuring, weighing, and checking delivered items
- Inspecting item identity, quantity, condition, specifications, packaging, batch, lot, serial number, and expiration date when applicable
- Complete versus partial deliveries
- Overages, shortages, substitutions, damaged items, and incorrect products
- Accept, conditionally accept, quarantine, hold, or reject decisions
- Recording discrepancies objectively
- Supporting documents, photographs, acknowledgment, and escalation
- Avoiding undocumented receipt and movement
- Item identification and labeling
- Product codes, stock-keeping units, descriptions, barcodes, batch numbers, serial numbers, and location codes
- Preventing duplicate, unclear, inconsistent, or incorrect item descriptions
- Put-away planning
- Assigning the correct storage location
- Reducing receiving-to-storage delays
- Confirming location updates after put-away
- Storage principles
- Accessibility, protection, visibility, stability, compatibility, and traceability
- Weight, size, fragility, hazard, temperature, humidity, security, and handling considerations
- Rack, shelf, bin, pallet, floor, and specialized storage
- Stock rotation methods
- FIFO, FEFO, specific identification, and other applicable approaches
- Separating available, damaged, rejected, expired, returned, obsolete, and quarantined items

documented.

Put-Away and Slotting Challenge

Teams assign products to appropriate warehouse locations based on movement, size, weight, condition, compatibility, and risk.

Output: Warehouse Receiving, Inspection, and Put-Away Checklist



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	<ul style="list-style-type: none"> • Maintaining storage discipline and location accuracy 	
12:00 NN-1:00 PM	Lunch Break	
1:00-3:00 PM	<p>MODULE 3: INVENTORY ACCURACY, STOCK CONTROL, SAFETY, AND SECURITY</p> <ul style="list-style-type: none"> • Understanding warehouse inventory accuracy • Physical quantity versus system or record quantity • Why warehouse records become inaccurate • Undocumented receipts, issues, transfers, returns, adjustments, repacking, conversion, damage, and disposal • Incorrect counting, coding, units of measure, and locations • Delayed system updates • Duplicate records and inconsistent item descriptions • Poor handoffs and unclear accountability • Unauthorized access and movement • Maintaining transaction discipline • One movement, one authorized document, one timely system update • Stock cards, bin cards, spreadsheets, ERP, barcode, scanner, and Warehouse Management System records • Recording transfer, issue, return, adjustment, damage, and disposal transactions correctly • Stock verification methods • Periodic physical inventory • Cycle counting • Spot checking • High-value and high-risk item verification • ABC classification for count frequency and control attention 	<p>Where Did the Stock Go? Challenge</p> <p>Teams investigate a simulated inventory discrepancy and identify likely process, people, documentation, and system causes.</p> <p>Cycle-Count Planning Workshop</p> <p>Participants classify warehouse items and determine appropriate verification frequencies and controls.</p> <p>Safe or Unsafe Warehouse?</p> <p>Teams identify safety, security, storage, and housekeeping hazards in realistic warehouse situations.</p> <p>Output: Inventory Accuracy, Safety, and Security Control Plan</p>



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	<ul style="list-style-type: none"> • Preparing for an effective stock count • Count teams, area freeze, cut-off, documents, tags, recounts, and reconciliation • Blind counting and independent verification • Investigating discrepancies before adjustment • Identifying root causes rather than repeatedly correcting records • Managing damaged, expired, slow-moving, obsolete, returned, and excess stocks • Warehouse safety principles • Safe stacking, lifting, movement, rack loading, housekeeping, and aisle control • Use of personal protective equipment according to workplace requirements • Equipment and vehicle interaction zones • Fire prevention, emergency access, spill response, and incident reporting • Warehouse security and loss prevention • Restricted access, key control, visitor control, surveillance, seals, approvals, and segregation of duties • Preventing theft, unauthorized withdrawal, substitution, and concealment • Protecting inventory without creating unnecessary operating delays 	
<p>3:00–3:15 PM</p>	<p style="text-align: center;">Afternoon Break</p>	
<p>3:15–5:00 PM</p>	<p>MODULE 4: ORDER FULFILLMENT, WAREHOUSE PRODUCTIVITY, KPIs, AND CONTINUOUS IMPROVEMENT</p> <ul style="list-style-type: none"> • Understanding the outbound warehouse process • Customer order, material request, transfer order, production request, or approved withdrawal 	<p>Perfect Order Fulfillment Challenge</p> <p>Teams complete a simulated picking, checking, packing, staging, and dispatch process while balancing speed and accuracy.</p> <p>Warehouse KPI Laboratory</p> <p>Participants select practical measures for</p>



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- Order review and availability confirmation
- Picking methods
- Discrete, batch, zone, wave, and other applicable approaches
- Selecting the appropriate method according to order volume, product range, layout, and technology
- Pick lists, scanners, location sequencing, and verification
- Preventing wrong item, wrong quantity, wrong batch, and wrong destination errors
- Applying FIFO or FEFO during picking
- Replenishment of picking locations
- Packing and protection
- Correct packaging, labels, quantity, documents, and customer requirements
- Handling fragile, high-value, temperature-sensitive, or regulated items
- Staging and dispatch control
- Order separation, completeness checking, loading sequence, documentation, and release authorization
- Confirming carrier, vehicle, customer, delivery location, and schedule
- Proof of dispatch and document retention
- Managing returns, rejected deliveries, and reverse logistics
- Avoiding uncontrolled return of items to available stock
- Warehouse productivity and labor planning
- Workload, staffing, shift, workload balancing, travel time, and bottlenecks
- Standard work and process consistency
- Appropriate use of warehouse technology
- Barcode systems, scanners, ERP, WMS, dashboards, and automated alerts
- Technology as a control tool—not a

accuracy, speed, productivity, safety, and customer service.

Stop–Start–Continue Warehouse Workshop

Teams identify current practices to eliminate, introduce, and sustain.

Final Outputs:

1. Warehouse Performance Scorecard
2. Personal and Team 30-Day Warehouse Management Improvement Action Plan

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	<p>replacement for process discipline</p> <ul style="list-style-type: none">• Warehouse performance indicators• Inventory accuracy• Receiving accuracy and dock-to-stock time• Put-away time• Picking accuracy and order cycle time• On-time dispatch• Space utilization• Damage rate• Stock discrepancy rate• Productivity per labor hour• Safety incidents• Order completeness• Return and error rates• Using performance data for improvement rather than blame• Root-cause analysis and corrective action• Daily warehouse huddles and visual performance boards• Establishing improvement priorities, responsibilities, deadlines, and follow-through	
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TRAINING METHODOLOGY

The program uses the MSS EnterTRAINment approach, combining practical instruction, active participation, realistic warehouse situations, collaborative problem-solving, enjoyable experiential activities, and immediate workplace application.

The methodology includes:

- Interactive lecturettes and facilitated discussions
- Warehouse operations self-assessment
- Warehouse-process mapping
- Layout and workflow analysis
- Receiving and inspection simulations
- Put-away and slotting activities
- Storage-practice evaluation
- Inventory-discrepancy investigation
- Cycle-count planning
- Warehouse safety and security scenarios

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- Picking, packing, and dispatch exercises
- Warehouse waste identification
- KPI-development workshops
- Team competitions and gamified activities
- Peer review and structured feedback
- Facilitator coaching and guided debriefing
- Warehouse improvement action planning

The program may be customized using the organization's actual:

- Warehouse layout
- Products and materials
- Receiving procedures
- Storage systems
- Inventory records
- Picking and dispatch methods
- Equipment and technology
- Stock discrepancies
- Safety and security concerns
- Customer requirements
- Key performance indicators
- Standard operating procedures
- Operational challenges

KEY PROGRAM DESIGN STRENGTHS

- Covers the complete warehouse cycle from receiving to dispatch
- Balances accuracy, speed, safety, space, security, and cost
- Develops practical warehouse-management capability rather than providing purely theoretical instruction
- Connects warehouse operations with purchasing, production, sales, logistics, finance, and customer service
- Addresses both physical stock movement and information accuracy
- Strengthens receiving, inspection, documentation, and discrepancy control
- Improves put-away, slotting, storage-location, and stock-rotation practices
- Reinforces inventory accuracy and transaction discipline
- Includes picking, packing, staging, dispatch, and returns management
- Addresses warehouse safety, security, housekeeping, and loss prevention
- Develops performance indicators and improvement routines
- Can be customized to manual, spreadsheet-based, ERP-enabled, barcode-supported, or WMS-managed warehouses
- Produces practical checklists, controls, scorecards, and action plans
- Applicable to manufacturing, distribution, retail, construction, healthcare, food, pharmaceuticals, technology, logistics, government, and service organizations

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WHO SHOULD ATTEND

This Warehouse Management Training Program is suitable for:

- Warehouse managers
- Warehouse supervisors
- Warehouse team leaders
- Warehouse custodians
- Warehouse personnel
- Receiving personnel
- Checkers and inspectors
- Pickers and packers
- Dispatch personnel
- Inventory controllers
- Stock custodians
- Logistics personnel
- Supply-chain employees
- Purchasing personnel
- Materials-management employees
- Production-support personnel
- Operations supervisors
- Distribution employees
- Administrative personnel supporting warehouse operations
- Business owners and managers overseeing warehouse performance

EXPECTED TRAINING OUTPUTS

At the end of the program, participants will produce:

1. Warehouse Operations, Layout, and Process-Improvement Map

A practical map showing warehouse areas, product movement, information flow, process ownership, waste, congestion, and improvement opportunities.

2. Warehouse Receiving, Inspection, and Put-Away Checklist

A structured guide covering:

- Delivery preparation
- Document verification
- Quantity and condition checking
- Discrepancy handling
- Product identification
- Acceptance, hold, quarantine, and rejection decisions
- Put-away and location updating

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3. Inventory Accuracy, Safety, and Security Control Plan

A workplace reference covering transaction discipline, stock verification, discrepancy investigation, warehouse safety, access control, and loss prevention.

4. Warehouse Performance Scorecard

A practical set of measures for warehouse accuracy, productivity, speed, space utilization, damage, safety, and order fulfillment.

5. Personal and Team 30-Day Warehouse Management Improvement Action Plan

A practical plan identifying priority warehouse problems, required actions, responsible personnel, deadlines, measures, and follow-through activities.

WHAT IS WAREHOUSE MANAGEMENT?

Warehouse management is the coordinated planning, organization, control, and improvement of people, space, inventory, equipment, processes, information, safety, and technology within a warehouse.

It includes:

- Receiving
- Inspection
- Identification
- Put-away
- Storage
- Stock rotation
- Inventory control
- Replenishment
- Picking
- Packing
- Staging
- Dispatch
- Returns
- Safety
- Security
- Documentation
- Performance measurement
- Continuous improvement

Effective warehouse management ensures that products and materials are protected, traceable, available, accurate, and ready when required.

WAREHOUSING VERSUS INVENTORY MANAGEMENT

Warehouse Management	Inventory Management
Focuses on physical warehouse operations	Focuses on controlling stock levels and availability
Covers receiving, storage, movement, picking, and dispatch	Covers demand, replenishment, stock levels, classification, and optimization
Manages warehouse people, layout, equipment, and workflow	Manages how much stock should be available and when
Emphasizes physical accuracy and operating efficiency	Emphasizes balancing availability, cost, and investment
Includes safety, security, and space utilization	Includes reorder points, safety stock, forecasting, and inventory policies

The two disciplines are closely connected but should not be treated as exactly the same.

THE WAREHOUSE OPERATING CYCLE

1. Plan

Prepare the warehouse, people, space, equipment, schedules, information, and controls.

2. Receive

Verify incoming products, quantities, conditions, documents, and delivery requirements.

3. Inspect

Check whether items meet identity, quality, packaging, specification, and condition requirements.

4. Identify

Apply or confirm product codes, labels, serial numbers, batch details, and other traceability information.

5. Put Away

Transfer received items to the correct authorized storage location.

6. Store

Protect and organize products according to movement, size, weight, condition, compatibility, risk, and rotation requirements.

7. Control

Record all stock movements accurately and verify physical inventory.

8. Replenish

Move stocks into picking or operating locations before shortages occur.

9. Pick

Select the correct item, quantity, batch, serial number, and location based on an authorized request.

10. Pack

Protect and label the items according to handling, customer, transport, and documentation requirements.

11. Stage

Organize completed orders before final verification and loading.

12. Dispatch

Release the correct order to the authorized carrier, destination, department, or customer.

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13. Review

Measure warehouse performance, investigate errors, and improve recurring problems.

WAREHOUSE LAYOUT AND SPACE MANAGEMENT

An effective warehouse layout should support:

- Logical product flow
- Reduced travel distance
- Safe movement
- Clear visibility
- Accessible products
- Efficient receiving and dispatch
- Proper segregation
- Emergency access
- Product protection
- Appropriate expansion or flexibility

Warehouse areas may include:

- Receiving
- Inspection
- Quarantine
- Rejected items
- Available storage
- High-value storage
- Picking
- Packing
- Staging
- Dispatch
- Returns
- Damaged items
- Expired or obsolete stocks
- Equipment and charging areas
- Administrative and document-control areas

High space utilization should not create unsafe stacking, inaccessible items, hidden inventory, poor ventilation, or blocked aisles.

PRODUCT SLOTTING

Product slotting is the assignment of items to appropriate warehouse locations.

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Slotting decisions may consider:

- Demand or movement frequency
- Size and weight
- Product family
- Handling requirements
- Compatibility
- Fragility
- Hazard classification
- Temperature requirements
- Security level
- Picking method
- Batch or expiration control
- Replenishment frequency
- Relationship with other products

Fast-moving items are commonly placed in easily accessible locations to reduce travel and handling time.

RECEIVING PROCESS

A structured receiving process may include:

1. Confirm the expected delivery
2. Prepare space, people, and equipment
3. Verify the supplier or source
4. Review purchase and delivery documents
5. Count or measure the items
6. Inspect condition and specifications
7. Identify discrepancies
8. Determine acceptance, hold, quarantine, or rejection
9. Document the result
10. Label and identify the items
11. Record the receipt
12. Complete put-away
13. Confirm the storage location

Receiving should not be completed solely by signing a delivery document without verifying the actual products.

RECEIVING DISCREPANCIES

Common receiving discrepancies include:

- Short delivery
- Overdelivery

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- Incorrect item
- Incorrect model or specification
- Damaged packaging
- Damaged product
- Expired or near-expiry stock
- Incorrect quantity or unit of measure
- Missing documents
- Unauthorized substitution
- Partial delivery
- Incorrect serial or batch information
- Unscheduled delivery

Discrepancies should be recorded clearly and communicated to the responsible supplier, purchasing function, or approving authority.

FIFO AND FEFO

FIFO — First In, First Out

Older received stock is issued before newer stock when appropriate.

FIFO is commonly used for items where age and storage duration matter but expiration dates are not the primary control.

FEFO — First Expiry, First Out

Items with the earliest expiration date are issued first.

FEFO is important for food, pharmaceuticals, chemicals, healthcare products, and other time-sensitive materials. Stock rotation requires accurate dates, visible labels, proper storage placement, and disciplined picking.

INVENTORY ACCURACY

Inventory accuracy refers to the degree to which the physical stock agrees with the official warehouse or inventory record.

Inventory accuracy is affected by:

- Receiving accuracy
- Transaction discipline
- Correct item identification
- Location accuracy
- Timely system updates
- Controlled access
- Proper counting
- Accurate units of measure

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- Authorized adjustments
- Complete documentation
- Return and damage controls

High inventory accuracy improves planning, customer service, purchasing, production, and financial reporting.

CYCLE COUNTING

Cycle counting is the scheduled verification of selected items throughout the year rather than waiting only for one full physical inventory.

Cycle counts may prioritize:

- High-value items
- Fast-moving items
- High-risk products
- Items with frequent discrepancies
- Critical materials
- Controlled items
- Products with repeated location problems

Discrepancies should be investigated before records are adjusted.

ABC CLASSIFICATION IN THE WAREHOUSE

ABC classification may be used to prioritize control attention.

A Items

High-value, critical, or high-risk products requiring stronger controls and more frequent verification.

B Items

Moderate-value or moderately important items requiring regular monitoring.

C Items

Lower-value items that may be numerous but require simpler controls.

ABC classification should not be based only on price. Criticality, risk, availability, movement, and customer impact may also matter.

WAREHOUSE PICKING METHODS

Discrete Picking

One order is picked at a time.

Batch Picking

Similar items for several orders are picked together.

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Zone Picking

Employees are assigned to specific warehouse zones.

Wave Picking

Orders are grouped and released according to schedule, route, carrier, priority, or workload.

The appropriate method depends on warehouse size, product range, order volume, technology, layout, and customer requirements.

PICKING ACCURACY

Picking accuracy requires employees to verify:

- Correct order or request
- Correct item code
- Correct description
- Correct quantity
- Correct unit of measure
- Correct batch or serial number
- Correct stock rotation
- Correct destination
- Correct condition
- Correct supporting document

Speed without accuracy may increase returns, customer complaints, rework, and operating costs.

WAREHOUSE SAFETY

Warehouse safety may include:

- Clear aisles
- Safe stacking
- Appropriate rack loading
- Correct materials handling
- Proper lifting practices
- Appropriate personal protective equipment
- Safe interaction with forklifts and equipment
- Fire-prevention measures
- Emergency exits and access
- Spill control
- Incident reporting
- Good housekeeping
- Proper lighting and ventilation
- Safe charging and maintenance areas
- Product-specific handling requirements

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Equipment operation should only be performed by properly authorized and qualified personnel according to workplace requirements.

WAREHOUSE SECURITY

Warehouse security controls may include:

- Restricted access
- Visitor registration
- Key and access-card control
- Surveillance
- Guard or security procedures
- Authorized withdrawal documents
- Separation of receiving, custody, approval, and recording responsibilities
- High-value item controls
- Seals and tamper-evident devices
- Periodic audits
- Accurate stock records
- Incident investigation

Security controls should protect assets without creating unnecessary delays or duplicate work.

WAREHOUSE TECHNOLOGY

Warehouse operations may be supported by:

- Spreadsheets
- Enterprise Resource Planning systems
- Warehouse Management Systems
- Barcode systems
- QR codes
- Handheld scanners
- RFID technology
- Mobile warehouse applications
- Electronic pick lists
- Automated alerts
- Location systems
- Dashboards
- Inventory and order reports

Technology improves warehouse performance only when item records, locations, procedures, transactions, and employee practices are accurate and disciplined.

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WAREHOUSE KEY PERFORMANCE INDICATORS

Organizations may monitor:

- Inventory accuracy
- Receiving accuracy
- Dock-to-stock time
- Put-away time
- Location accuracy
- Picking accuracy
- Order completeness
- Order cycle time
- On-time dispatch
- Damage rate
- Return rate
- Stock discrepancy rate
- Space utilization
- Labor productivity
- Equipment utilization
- Safety incidents
- Lost-time incidents
- Expired and obsolete inventory
- Customer or internal-user complaints
- Cost per order or transaction

Measures should support better decisions and process improvement rather than encourage employees to hide errors or sacrifice safety.

COMMON WAREHOUSE MANAGEMENT MISTAKES

Warehouse problems often occur when employees or organizations:

- Accept deliveries without adequate verification
- Allow undocumented stock movement
- Use unclear or duplicate item descriptions
- Store products without assigned locations
- Mix available and damaged stocks
- Ignore FIFO or FEFO requirements
- Delay system updates
- Transfer items without documentation
- Allow unrestricted warehouse access
- Stack products unsafely
- Block aisles and emergency routes

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- Store fast-moving products in difficult locations
- Conduct adjustments without investigating causes
- Depend on employee memory
- Perform physical inventory only once a year
- Focus on speed without measuring accuracy
- Treat housekeeping as an occasional activity
- Keep obsolete, expired, or damaged items indefinitely
- Fail to confirm dispatch accuracy
- Use KPIs without taking corrective action

ETHICAL WAREHOUSE MANAGEMENT PRINCIPLES

Warehouse personnel should:

- Maintain accurate and truthful records
- Protect company and customer assets
- Follow authorized receiving and release procedures
- Report discrepancies promptly
- Avoid hiding damage, shortage, or error
- Protect confidential inventory and customer information
- Follow safety and security requirements
- Avoid unauthorized use or withdrawal of stocks
- Apply controls consistently
- Maintain traceability
- Cooperate with audits and investigations
- Avoid falsifying counts, documents, or transactions
- Escalate suspected fraud, theft, safety, or quality concerns appropriately

WHAT THIS PROGRAM IS NOT

This program is not limited to:

- Arranging products on shelves
- Conducting annual physical inventory
- Cleaning the warehouse
- Recording incoming and outgoing items
- Learning how to operate a forklift
- Installing a Warehouse Management System
- Increasing storage density without considering safety
- Focusing only on inventory counts
- Moving products as quickly as possible
- Assigning warehouse problems solely to warehouse personnel

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It is a practical system for controlling warehouse people, processes, space, information, inventory, safety, security, technology, productivity, and customer requirements.

WHY WAREHOUSE MANAGEMENT TRAINING MATTERS

Warehouse problems may affect the entire organization.

A practical **Warehouse Management Training in the Philippines** helps warehouse teams move from:

- Unstructured storage to controlled location management
- Reactive receiving to disciplined inspection
- Employee memory to documented processes
- Undocumented movement to transaction accuracy
- Periodic correction to preventive control
- Searching and rehandling to efficient product flow
- Unsafe stacking to responsible storage practices
- Stock discrepancy to traceable accountability
- Incorrect picking to reliable order fulfillment
- Delayed dispatch to improved customer service
- General observation to measurable warehouse performance
- Repeated problems to root-cause improvement

COMMON WAREHOUSE MANAGEMENT TRAINING TOPICS

The program may include or be customized around:

- Warehouse management
- Managing warehouse operations
- Warehouse supervision
- Warehouse process management
- Receiving and inspection
- Warehouse layout
- Space utilization
- Put-away and storage
- Product slotting
- Warehouse inventory accuracy
- Stock rotation
- FIFO and FEFO
- Cycle counting
- Stock discrepancy investigation
- Picking and packing
- Staging and dispatch
- Warehouse safety

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- Warehouse security
- Warehouse housekeeping and 5S
- Warehouse documentation
- Warehouse technology
- Warehouse performance indicators
- Warehouse productivity
- Warehouse continuous improvement

RECOMMENDED FOLLOW-THROUGH PROGRAMS

- Inventory Management and Control
- Supply Chain Management
- Logistics and Distribution Management
- Purchasing and Procurement Management
- Materials Management
- Demand Planning and Forecasting
- Physical Inventory and Cycle Counting
- Warehouse Safety and 5S
- Root Cause Analysis and Problem Solving
- Process Improvement and Lean Operations
- Key Performance Indicator Design
- Supervisory Skills for Warehouse Leaders
- Fleet and Transport Management
- Customer Service for Logistics Personnel

FREQUENTLY ASKED QUESTIONS

What is Warehouse Management Training?

Warehouse Management Training develops the knowledge and practical skills required to manage warehouse receiving, inspection, storage, inventory movement, picking, packing, dispatch, safety, security, productivity, and performance.

Who should attend Warehouse Management Training in the Philippines?

The program is suitable for warehouse managers, supervisors, team leaders, custodians, inventory controllers, receiving personnel, checkers, pickers, packers, dispatch teams, logistics personnel, purchasing employees, supply-chain teams, and operations staff.

What is Managing Warehouse Training?

Managing Warehouse Training refers to a practical program that helps warehouse personnel organize people, space, products, processes, documents, equipment, safety, security, and performance.

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The more natural program title is **Warehouse Management Training**, but both terms relate to improving warehouse operations.

What does Warehouse Training in the Philippines cover?

Warehouse Training may cover receiving, inspection, put-away, storage, item identification, stock rotation, inventory accuracy, picking, packing, dispatch, safety, security, technology, and warehouse performance.

Is Warehouse Management Training the same as Inventory Management Training?

No. Warehouse Management Training focuses mainly on physical warehouse operations, while Inventory Management Training focuses more broadly on stock levels, replenishment, forecasting, safety stock, reorder points, and inventory investment.

Does the program cover FIFO and FEFO?

Yes. Participants learn when FIFO and FEFO may be used and how labeling, location, storage, and picking practices support stock rotation.

Does the training cover inventory discrepancies?

Yes. The program addresses common causes of discrepancies, transaction discipline, cycle counting, recounting, reconciliation, and root-cause investigation.

Does the program cover warehouse safety?

Yes. The program covers general warehouse safety, safe stacking, aisle control, housekeeping, emergency access, materials handling, and incident awareness. It is not a certification course for operating forklifts or specialized equipment.

Does the training cover warehouse layout?

Yes. Participants examine product flow, warehouse zones, storage locations, congestion, movement, space use, access, and safety.

Does the program cover Warehouse Management Systems?

The program introduces WMS, ERP, barcode, scanner, and warehouse-technology concepts. It is not a technical configuration course for a particular software product unless separately customized.

Can the program be customized for our warehouse?

Yes. The program may be customized using the organization's warehouse layout, products, storage systems, documents, procedures, discrepancies, KPIs, and operating challenges.

Is the program available onsite and online?

The program may be delivered onsite, virtually, or through a customized hybrid arrangement. Onsite delivery is especially suitable when warehouse walkthroughs, actual layout analysis, or process observation are required.

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What outputs will participants produce?

Participants develop a Warehouse Process Map, Receiving and Put-Away Checklist, Inventory Accuracy and Safety Control Plan, Warehouse Performance Scorecard, and 30-Day Improvement Action Plan.