MERCURY

Warehouse Receiving, Put-Away and Storage Fundamentals

2 – 6 May 2027
Online



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Warehouse Receiving, Put-Away and Storage Fundamentals

Ref: 16083_1084730 **Date:** 2 – 6 May 2027 **Location:** Online **Fees:** 1900 Euro

Warehouse Receiving, Put-Away and Storage Fundamentals is a 1-week foundation course for staff who run the inbound side of a store or distribution center. You practice dock booking, checking deliveries against purchase orders, inspection and quarantine, put-away rules, location labeling and cycle counts, and you leave with an Inbound Receiving Procedure written for your own site. Mercury Training Center delivers this warehouse receiving and put-away course.

About This Course

Most stock errors start at the dock: a short delivery booked as complete, a pallet left in the wrong bay, a damaged carton nobody recorded. This course shows you how to stop those errors at the point of entry. You should already work in a warehouse or store. You practice on delivery notes, purchase orders, location maps and count sheets.

Who It Is For

- Staff who receive, check and sign for inbound deliveries.
- Staff who move goods from the dock to storage locations.
- Staff who keep stock records and run counts.
- Team leaders who plan dock slots and shift labor for inbound volumes.
- Purchasing and quality staff who follow up supplier delivery problems.

This course is not for managers redesigning a whole facility or choosing automation, who are better served by an advanced warehouse design course, nor for staff focused on picking and dispatch, who need a course on order fulfillment and outbound logistics.

Competencies You Will Build

- Goods Receipt Checking: you match each delivery to its purchase order and record every variance.
- Inbound Inspection: you apply the right check for each product class and quarantine non-conforming items.
- Put-Away Discipline: you place stock in the assigned location and confirm the move in the record.
- Location Control: you keep labels, zones and system locations in agreement.
- Stock Accuracy Checking: you run cycle counts and trace the cause of each difference.
- Inbound Flow Planning: you book dock slots and staff to match expected arrivals.

What You Will Be Able to Do

By the end of the course you will be able to:

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- Given a delivery note and purchase order, complete a goods receipt and raise a discrepancy report for shortages, overages or damage.
- Using a product list, assign each item an inspection level and a quarantine rule.
- From item velocity data, sort stock into fast and slow movers and propose storage zones.
- Given a warehouse location map, design a labeling scheme and put-away sequence that cut travel distance.
- Using count results, calculate location accuracy and identify the root cause of differences.
- From a weekly arrivals forecast, build a dock schedule and staffing plan for peak days.

Course Content

Day 1: The Inbound Cycle and Dock Control

- Inbound Cycle From Supplier Booking To Confirmed Stock
- Dock Appointment Scheduling And Yard Congestion Control
- Roles And Accountability From Arrival To Storage
- Priority And Urgent Shipment Handling Rules
- Cross-Docking Criteria For Goods That Skip Storage

Day 2: Goods Receipt and Inspection

- Purchase Order And Delivery Note Matching At The Dock
- Quantity, Quality And Damage Variance Recording
- Inspection Levels By Product Class
- Quarantine, Hold And Return-To-Supplier Procedures
- Goods Receipt Posting And Traceability Records

Day 3: Handling and Put-Away

- Manual And Mechanical Handling Methods For Cartons, Pallets And Bulk
- Load Stability, Wrapping And Damage Prevention During Moves
- Internal Travel Routes Between Dock And Storage Zones
- Directed Versus Operator-Chosen Put-Away Rules
- Put-Away Confirmation With Scanning Or Paper Records

Day 4: Storage Setup and Stock Accuracy

- Zoning By Velocity, Size And Storage Conditions
- Location Labeling And Identification Schemes
- Overflow Storage, Space Utilization And Safety Rules
- Cycle Counting Methods And Count Frequencies
- Root Cause Analysis Of Physical-To-System Differences

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Day 5: Inbound Practice and KPIs

- Exercise: Receiving A Mixed Delivery With Shortages And Damage
- Exercise: Put-Away Plan For A New Product Range
- Exercise: Dock And Labor Plan For A Peak Week
- Receiving Cycle Time, Dock-To-Stock And Accuracy KPIs
- Inbound Receiving Procedure Completion And Peer Review

Case Studies and Exercises

The following are suggested activities used during the course:

- Case study: a retail distribution center finds repeated short deliveries booked as complete; you decide where the receipt check fails and how to fix it.
- Case study: a hospital store loses track of items received during night shifts; you set put-away confirmation and location rules.
- Exercise: for a spare-parts store at an industrial plant, you design a zone and labeling scheme for slow and fast movers.
- Exercise: for a food distributor, you plan inspection and quarantine steps for chilled and dry goods.

What You Take Back

You return with an Inbound Receiving Procedure written for your site. In your first month back, use it to brief the receiving team, apply the discrepancy and quarantine steps on every delivery and start a weekly cycle count on your highest-risk locations.

- A goods receipt and discrepancy checklist.
- Inspection and quarantine rules by product class.
- Put-away and location labeling rules.
- A cycle count plan with accuracy KPIs.

Quick Answers FAQ

What should I know before a warehouse receiving and put-away course?

You should already work in a warehouse, store or distribution center and know how goods arrive at your site. No system or software training is needed; the methods work with scanning systems and paper records alike.

How does a warehouse receiving and put-away course differ from an advanced warehouse optimization course?

An advanced course covers facility layout redesign, handling systems and automation choices. This one-week foundation course stays with the daily inbound cycle: checking deliveries, inspecting, putting away correctly and keeping stock records accurate.

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What is dock-to-stock time in warehouse receiving?

Dock-to-stock time is the time from a delivery arriving at the dock to the goods being available in their storage location in the system. Shorter times reduce congestion and make stock available for orders sooner.

What do I take back from warehouse receiving and storage training?

You take back an Inbound Receiving Procedure for your site: a receipt and discrepancy checklist, inspection and quarantine rules, put-away and labeling rules and a cycle count plan with accuracy measures.

For Your Manager

After this course, the team member will be able to check deliveries against orders, record and resolve discrepancies, apply inspection and quarantine rules, put stock away to controlled locations and run cycle counts. They return with an Inbound Receiving Procedure for the site, first used to brief the receiving team and to start regular counts.