

Merit Technology

Training Course

SOM Purchasing and Stock Control

1 Day

The objective of this course is to train operational and project staff in the practical use of SOM Purchase Ordering, Goods Receiving and Stock Management and how to use this data for replenishment, stock control and valuations.

Agenda

- SOM system overview
- Basic setting up
 - Stores, Locations, Ingredients – Raw Materials and Packaging
 - Suppliers
 - Supplier prices
- Replenishment reports
 - Theoretical ingredient usage
 - Daily/weekly Production Sheets
- Purchase Order Management
- Goods Receiving
- Setting stock levels
 - Opening Balance
 - Stock Adjustments
 - Stock Usage
- Traceability and Best Before Dates
- Reports and Enquiries
 - Stock levels and valuations
- Deployment – implementation tips and issues

There are no prerequisites for this one-day course, which can also be delivered as a day's on-site consultancy. By the end of the course delegates will be in a position to set up and maintain stock management data and to process purchase orders from requirements, to printing and receipt into stock, as well as to record usage and traceability information.