AMOS Stores & Stores Management Training

This course is focused on the needs of AMOS users familiar with the procedure of following up and monitoring material at different stages of the parts handling process i.e. at the custom clearance or during an inventory control as well as AMOS users responsible for the receiving, warehousing & managing stock.

Course Objectives

Upon completion of this course, you will be able to:

- ✓ Create and manage stores and individual store locations
- ✓ Review Store relevant parameters & rules for the issue of pickslips (*)
- ✓ Introduction to the topic "Material Allocation"
- ✓ Check stock of the parts at different stations and stores
- ✓ Move parts from one location to another within a station and store
- ✓ Create and book pickslips/picking list as well as cancel pickslip bookings
- ✓ Use Transfer Order to move stock from one station to another
- ✓ Define ideal rotable and consumable stock quantity for outstations and create stock replenishment requests
- ✓ Follow up the history of an order incl. the creation of reminders
- ✓ Define, build up, and disassemble kits
- ✓ Define customs addresses and commodity codes in order to proceed and speed up the customs procedures
- ✓ Continually track materials within AMOS through pre-defined routes
- ✓ Enter and retrieve information about suspicious parts
- ✓ Create outgoing and incoming shipments
- ✓ Receive purchased, repaired, modified, and exchanged parts
- ✓ Use Technical Assistance to request information from another department
- ✓ Manage Tools registration and handover
- ✓ Monitor stock that has a shelf life or requirement to be performed by storekeepers
- ✓ Control stock levels through annual or perpetual inventories
- ✓ Scrap rotables and consumables from stores or from open orders

Course Topics

- Address Administration (APN:53)
- Store Management (APN:2409)
- Stock Information (APN:221)
- Parts Transfer (APN:293)
- Pickslip/Picking list - complete process in various cases (APN:225, 2612)
- Order Management – Transfer Order (APN:2015)
- Station Parts Alert (APN:313)

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- Order Tracking (APN:1328)
- Kit Management (APN:1926)
- Customs Modules (APN:1866, 1867 &1868)
- Material Flow Tracking (APN:1841, 1842, 1843, 1899)
- Suspicious Parts (APN:464)
- Logistics Administration (APN:1014)
- Shipment (Internal & External) (APN:2392)
- Goods Receiving – complete process (APN:2121, 2293)
- Technical Assistance incl. Quarantine (APN:869)
- Tool Registration (APN:410, 1507)
- Shelf Expiry (APN:359)
- Inventory Control (APN:298)
- Scrap Material (APN:334)

Who should attend   Primarily those who are responsible for the setup and day to day running of a store or stores. Additionally, staff from the Purchasing, Spares and Logistic departments may find value in this training

Prerequisite   AMOS Basics WBT and Stores & Store Management Part 1 (e-Learning)

Skill   Intermediate/Advanced

Type   Classroom

Duration   3 days

Times   Please check our website www.swiss-as.com/services/training and/or your course invitation for the exact time.

Training Costs   On Request

Registration   Please register your participant(s) via www.swiss-as.com or contact the AMOS Training Department at AMOS_Training@swiss-as.com.

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