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COURSE BROCHURE

Logistics Fundamentals and Core Supply Flows Training Course

6 – 10 September 2027
Geneva

Logistics Fundamentals and Core Supply Flows Training Course

Ref: 1217_45774 **Date:** 6 – 10 September 2027 **Location:** Geneva **Fees:** 6500 GBP

Logistics Fundamentals and Core Supply Flows is a 1-week training course for new logistics staff, supply chain assistants and operations officers who need to see how orders, stock, storage, transport and customer service connect, and each participant produces an end-to-end logistics flow map with its basic measures. Organisations now expect even junior staff to spot where a delay or error in one step ripples into the next. Jupiter Prime Training runs this course as a grounding in logistics fundamentals.

Why Logistics Fundamentals Matters Now

Customers compare every supplier with the fastest delivery they have ever received, finance teams watch the cash held in stock, and warehouse and transport teams increasingly work from shared screens rather than paper. Newcomers who grasp the whole flow raise problems early, record transactions correctly and speak the same language as planners and drivers. Those who see only their own desk pass errors downstream, where they cost far more to fix. The course uses the Supply Chain Operations Reference SCOR model as a simple map of plan, source, make, deliver and return, and introduces the Incoterms rules that define who arranges and pays for each leg of a shipment.

Who Gains Most from Logistics Fundamentals

- New starters entering customer order, despatch or receiving desks
- Assistants supporting planners with stock reports and purchase follow-up
- Operations officers moving into logistics from production, sales or finance
- Graduate trainees rotating through supply chain functions
- Coordinators who liaise with carriers, forwarders and warehouses

A logistics department gains most when several recent joiners from different desks attend together and leave with one shared picture of the flow.

Logistics Fundamentals Capabilities

Participants follow a single order through every hand-off and learn to name, record and measure what happens at each one.

- Map the flow of an order from receipt to proof of delivery — informing supervisors where hand-offs fail
- Apply basic stock terms such as on hand, allocated and in transit — supporting accurate reports for planners
- Calculate simple measures including fill rate, lead time and OTIF — serving weekly performance meetings
- Communicate shipment details using correct documents and Incoterms — helping carriers and customers
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Assess where a delay or error originated in the flow — guiding corrective action with team leaders

Key Logistics Fundamentals Terms

- Lead time — the elapsed time between placing an order and receiving the goods.
- Stock on hand — the quantity physically held in a storage location and available for counting.
- Fill rate — the share of ordered quantity shipped from available stock on the first attempt.
- Bill of lading — a transport document that records goods carried, acts as a receipt and can transfer ownership.
- Incoterms — international trade rules that set which party arranges transport, insurance and customs for each shipment leg.
- Proof of delivery — a signed or electronic record confirming goods reached the consignee.

Logistics Fundamentals Day by Day

Day 1: The Logistics Landscape

- SCOR Model Overview — Plan, Source, Make, Deliver and Return
- Inbound, Internal and Outbound Flows — Where Each Department Fits
- Logistics Cost Elements — Transport, Storage, Stock and Administration
- Sector Examples — Retail Grocery Versus Industrial Spare Parts
- Customer Service Levels — What Buyers Expect From Suppliers

Day 2: Orders and Stock

- Order Processing Steps — Entry, Credit Check, Allocation and Confirmation
- Stock Status Categories — On Hand, Allocated, Quarantined and In Transit
- Reorder Point Basics — When to Trigger Replenishment
- Purchase Order Follow-Up — Tracking Supplier Confirmations and Delays
- Item Master Data — Codes, Units of Measure and Descriptions

Day 3: Storage and Materials Handling

- Receiving and Inspection Routine — Matching Goods to Documents
- Storage Location Systems — Fixed and Random Bin Allocation
- Picking and Packing Methods — Accuracy Before Speed
- Handling Equipment Basics — Pallets, Forklifts and Safe Stacking
- Stock Counting Routines — Spotting and Reporting Discrepancies

Day 4: Transport, Documents and Trade Terms

- Transport Modes Compared — Road, Sea, Air and Rail Basics
- Shipping Documents — Delivery Note, Bill of Lading and Packing List
- Incoterms Rules — Dividing Cost and Risk Between Buyer and Seller
- Working With Carriers and Forwarders — Bookings and Status Updates
- Returns and Damaged Goods Handling — Recording and Resolving Claims

Day 5: Practising the Logistics Flow Map

- Tracing a Sample Order Through Order and Stock Steps — Applying Day 2
- Walking the Storage Steps for the Same Order — Applying Day 3
- Matching Transport Documents to the Shipment — Applying Day 4
- Basic Logistics Measures Sheet — Lead Time, Fill Rate and OTIF
- End-to-End Logistics Flow Map — Steps, Owners and Measures Agreed

Applying Logistics Fundamentals After the Course

- Draw the flow of one real customer order in the department and mark every hand-off with its owner and document.
- Calculate fill rate and lead time for the past month's orders and share the results with the team leader.

Logistics Fundamentals Questions FAQ

What are logistics fundamentals, and why do they matter now?

Logistics fundamentals are the basic steps, terms and measures that move goods from order to delivery. They matter now because customers expect fast, accurate service and every role, however junior, affects whether that promise is kept.

Which roles gain most from logistics fundamentals training?

New logistics staff, supply chain assistants, operations officers and graduate trainees gain most. Each works on one part of the flow and benefits from seeing how their records and actions affect colleagues upstream and downstream.

How does logistics fundamentals training differ from an advanced logistics management course?

This course builds a shared foundation of terms, documents and simple measures, whereas an advanced course deals with network design, contracts and cost strategy. You learn how the flow works before deciding how to redesign it.

What do you bring back from logistics fundamentals training?

You bring back a flow map of an order from receipt to delivery, with owners, documents and basic measures for each step. It also gives you a working glossary to use with planners, warehouse staff and carriers.

Logistics Fundamentals: The Way Forward

The end-to-end logistics flow map first informs where a new joiner should look when an order is late or short. Team leaders can use it in induction and daily huddles. After its first use, revisit the measures chosen, because as participants grow into planning or supervisory roles they will need to track cost as well as service.