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**Course Name**

# Inventory Control, Coding and Cataloging

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**Sector Name**

Procurement & Supply Chain Operations

**Document Type**

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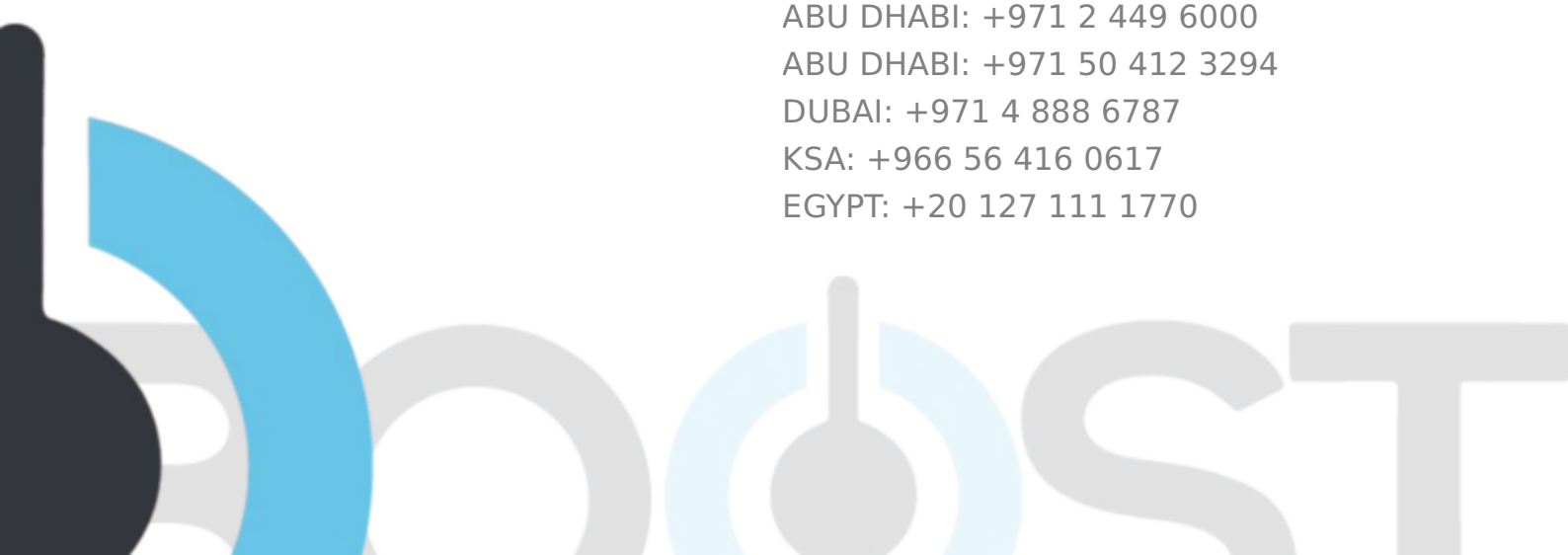
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## Inventory Control, Coding and Cataloging

### Course Introduction

Effective inventory control, coding, and cataloging are critical to ensuring accurate stock records, efficient procurement, smooth warehouse operations, and cost control. Poorly structured inventory systems often lead to excess stock, stock-outs, duplication of items, inaccurate reporting, and operational inefficiencies that directly impact organizational performance.

The Inventory Control, Coding and Cataloging course is designed for professionals who are involved in inventory, warehouse, procurement, or materials management and want to strengthen their understanding of structured inventory systems.

Within **BOOST**, this program focuses on practical approaches to controlling inventory, developing effective coding structures, and maintaining reliable item catalogs.

The course emphasizes how inventory data is created, organized, and used across the organization. Participants will explore best practices in inventory classification, item identification, coding standards, and catalog maintenance, as well as how these elements support planning, purchasing, and audit requirements. Attention is

also given to common data quality issues and how to prevent duplication, misclassification, and control weaknesses.

**By the end of the course,** participants will have a clearer understanding of how to design and manage effective inventory control, coding, and cataloging systems that support operational efficiency and decision-making.

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## Inventory Control, Coding and Cataloging

### Target Audience

- ✓ Inventory and warehouse supervisors
- ✓ Materials management and logistics professionals
- ✓ Procurement and supply chain staff
- ✓ Stores and spare parts coordinators
- ✓ Asset and maintenance planners
- ✓ Finance and internal audit professionals reviewing inventory
- ✓ Public and private sector staff managing inventory systems

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## Inventory Control, Coding and Cataloging

### Learning Objectives

- ✓ Understand the role of inventory control in operational efficiency
- ✓ Apply inventory classification and control principles
- ✓ Design and use effective inventory coding structures
- ✓ Understand best practices in item cataloging
- ✓ Reduce duplication and errors in inventory records
- ✓ Improve accuracy and reliability of inventory data
- ✓ Support better coordination between inventory, procurement, and warehouses
- ✓ Strengthen controls and auditability of inventory systems

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## Inventory Control, Coding and Cataloging

### Course Outline

#### ✓ DAY 1

##### **Fundamentals of Inventory Control**

- ✓ Role of inventory control in organizations
- ✓ Types of inventory and stock classifications
- ✓ Inventory objectives: availability, cost, and control
- ✓ Common inventory problems and root causes
- ✓ Relationship between inventory, procurement, and operations
- ✓ Overview of inventory policies and procedures

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## Inventory Control, Coding and Cataloging

### Course Outline

#### ✓ DAY 2

##### **Inventory Coding Systems**

- Purpose and importance of inventory coding
- Characteristics of a good coding system
- Numeric, alphanumeric, and hierarchical codes
- Standardization and consistency in coding
- Common coding errors and their impact
- Managing changes and updates to codes

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## Inventory Control, Coding and Cataloging

### Course Outline

#### ✓ DAY 3

##### **Item Cataloging and Master Data Management**

- ✓ What item cataloging is and why it matters
- ✓ Developing clear item descriptions
- ✓ Classification standards and item attributes
- ✓ Avoiding duplicate and obsolete items
- ✓ Managing item master data quality
- ✓ Coordination between cataloging and procurement

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## Inventory Control, Coding and Cataloging

### Course Outline

#### ✓ DAY 4

##### **Inventory Records, Controls, and Accuracy**

- ✓ Inventory recordkeeping systems
- ✓ Stock balances and transaction accuracy
- ✓ Physical counts and cycle counting
- ✓ Reconciliation of physical and system records
- ✓ Controls over inventory movements
- ✓ Inventory audit considerations and documentation

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## Inventory Control, Coding and Cataloging

### Course Outline

#### ✓ DAY 5

##### **Improving Inventory Control in Practice**

- ✓ Reviewing current inventory control and cataloging practices
- ✓ Identifying data quality and control gaps
- ✓ Strengthening coordination between warehouses and procurement
- ✓ Improving visibility and reporting of inventory
- ✓ Supporting planning and decision-making with accurate data

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## Inventory Control, Coding and Cataloging

### Confirmed Sessions

| FROM           | TO             | DURATION | FEES       | LOCATION         |
|----------------|----------------|----------|------------|------------------|
| March 15, 2027 | March 19, 2027 | 5 days   | 4950.00 \$ | Austria , Vienna |
| June 7, 2027   | June 11, 2027  | 5 days   | 4250.00 \$ | UAE , Abu Dhabi  |
| Aug. 2, 2027   | Aug. 6, 2027   | 5 days   | 4250.00 \$ | UAE , Abu Dhabi  |
| Oct. 19, 2026  | Oct. 23, 2026  | 5 days   | 4250.00 \$ | UAE , Dubai      |

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