

16.2.0 SUPPLIES MANAGEMENT

16.2.1 Introduction

This module is intended to equip the trainee with knowledge, skills and attitudes that will enable him/her to efficiently manage supplies in an organisation

16.2.2 General Objectives

By the end of this module unit, the trainee should be able to:

- a) explain the scope of supply management
- b) discuss the concept of integrated supply logistics
- c) outline the need for matching supply with demand
- d) recognise the importance of distribution planning in supply chain management
- e) identify the role of transport in supplies management

16.2.3 Module Unit Summary and Time Allocation

Code	Sub-Module Units	Content	Time (Hours)
16.2.01	Introduction to Supply Management	<ul style="list-style-type: none">• Scope of supply management• Planning for materials• Supply management liaison with other functions• Importance of supply management	2
16.2.02	Integrated Supply Logistics	<ul style="list-style-type: none">• Concept of supply logistics• Inbound, outbound and internal logistics• Importance of integrated logistics• Concept of total cost and trade-offs• Added value concept in supply logistics	10
16.2.03	Matching Supply With Demand	<ul style="list-style-type: none">• Concept of matching supply and demand• Concept of inventory control• Inventory control system design• Inventory control systems• Measuring inventory control system efficiency	10

Code	Sub-Module Units	Content	Time (Hours)
16.2.04	Storage of Supplies	<ul style="list-style-type: none"> • Importance of storage of supplies • Aspects covered in the construction of a warehouse • Aspects covered in designing storage system • Types of storage system • Store layout system • Techniques applied to measure warehouse system efficiency 	12
16.2.05	Materials Handling	<ul style="list-style-type: none"> • Importance of materials handling • Factors considered in devising a materials handling system • Aspects to be included in materials handling system • Materials handling systems • Challenges in devising materials handling system 	10
16.2.6	Packaging	<ul style="list-style-type: none"> • Role of packaging in supply operations • Factors considered when devising a packaging system • Aspects to be included in a packaging system • Types of packaging systems • Challenges in devising packaging system 	10
16.2.07	Distribution Planning	<ul style="list-style-type: none"> • Concept of distribution planning • Importance of distribution planning • Aspects covered when devising a distribution system • Monitoring and evaluating efficiency of a distribution system • Challenges in devising and evaluating distribution system 	10

Code	Sub-Module Units	Content	Time (Hours)
16.2.08	Transport	<ul style="list-style-type: none"> • Meaning of transport • Essentials of transport • Modes of transport • Means of transport in Kenya • Factors that influence choice of a means of transport • Features of an efficient transport system • Role of transport in an economy • Emerging trends and issues in transport 	12
16.2.09	Emerging Trends and Issues in Supply Management	<ul style="list-style-type: none"> • Emerging issues in supply management • Effects of emerging issues in supply management • Coping with emerging trends and issues in supply management 	4
Total			80



16.2.01	INTRODUCTION TO SUPPLY MANAGEMENT	16.2.01T3	- Challenges faced in materials planning Supply management liaison with other functions
	Theory		- Purchasing - Physical distribution - Finance - Production - Marketing
16.2.01T	<i>Specific Objectives</i> By the end of the sub-module unit, the trainee should be able to:	16.2.01T4	Importance of supply management
	a) explain the scope of supply management		
	b) discuss the materials planning process		
	c) explain the supply management liaison with other functions	16.2.01P	Practice <i>Specific Objective</i> By the end of the sub-module unit, the trainee should be able to plan for suppliers in a model organisation
	d) explain the importance of supply management.		
16.2.01C	Competence The trainee should have the ability to plan for suppliers	16.2.01P1	<i>Content</i> Components of supply logistics
16.2.01T1	<i>Content</i> Scope of supply management		<i>Suggested Teaching/Learning Resources</i> - Text books - Chalk board
	- Meaning of supply management		
	- Objectives of supply management		
	- Components of supply management		<i>Suggested Teaching/Learning Activities</i> - Discussion - Explanation - Note taking - Observation
16.2.01T2	Planning for materials		
	- Factors to consider when planning for materials		
	- Aspects covered in planning for materials		
	- Materials planning process		<i>Suggested Evaluation Methods</i> - Written Tests - Assignments
	- Benefits of materials planning		

16.2.02	INTEGRATED SUPPLY LOGISTICS	16.2.02T2	Inbound, outbound and internal logistics
	Theory	16.2.02T3	Importance of integrated logistics
16.2.02T	<i>Specific Objectives</i> By the end of the sub-module unit, the trainee should be able to:	16.2.02T4	Concept of total cost and trade-offs - Meaning of total cost - Components of total cost - Application of total cost of ownership techniques in supply logistics - Benefits/limitations of total cost of ownership techniques - Meaning of trade-offs - Trade-offs in supply logistics
	a) explain the concept of supply logistics		
	b) discuss the internal logistics of handling inbound and outbound goods		
	c) discuss the importance of integrated supply logistics		
	d) apply the total costs concept and trade-offs in storage and distribution	16.2.02T5	Added value concept in supply logistics - Meaning of added value - Ways of adding value - Benefits/challenges of added value
	e) discuss added value concept in integrated supply logistics.		
16.2.02C	Competence The trainee should have the ability to:		Practice
	i) apply total cost concept in supply logistics	16.2.02P	<i>Specific Objective</i> By the end of the sub-module unit, the trainee should be able to discuss the total cost concept and trade-offs in service delivery
	ii) add value in supply logistics		
	Content		Content
16.2.02T1	Concept of supply logistics - Meaning supply logistics - Objectives of supply logistics	16.2.02P1	Class presentation on total cost and trade-offs in service delivery in class

	<i>Suggested Teaching/Learning Resources</i>	16.2.03C	Competence The trainee should have the ability to:
	- Text books - Chalk board		i) design an appropriate inventory control system ii) apply appropriate inventory control techniques
	<i>Suggested Teaching/Learning Activities</i>		
	- Discussion - Explanation - Note taking - Observation		
	<i>Suggested Evaluation Methods</i>	16.2.03T1	<i>Content</i> Concept of matching supply and demand
	- Oral tests - Assignments - Examinations	16.2.03T2	Concept of inventory control - Importance of inventory control - Activities involved in inventory control - Challenges in inventory control
16.2.03	MATCHING SUPPLY WITH DEMAND		
	Theory	16.2.03T3	Inventory control system design - Factors to be considered in designing inventory control system - Approaches in designing inventory control system - Inventory controller/materials controller - Purchasing - Warehousing - Finance - Marketing - Aspects covered in inventory control system design - Challenges in designing inventory control system
16.2.03T	<i>Specific Objectives</i> By the end of the sub-module unit, the trainee should be able to:		
	a) explain the concept of matching supply and demand b) discuss the concept of inventory control c) describe the inventory control system design d) discuss the inventory control systems e) explain techniques of measuring efficiency of inventory control system.		

	- Features of an efficient inventory control system		<i>Suggested Teaching/Learning Activities</i>
16.2.03T4	Inventory control system		- Discussion
	- Nature of demand		- Explanation
	- Fixed point/periodic system and continuous system		- Note taking
	- Inventory control techniques		- Observation
16.2.03T5	Measuring inventory control system efficiency		<i>Suggested Evaluation Methods</i>
	- Costs associated with stock		- Assignments
	- Levels of stockholding	16.2.04	- examinations
	- Customer satisfaction		
	- Investment in stock		
	- Customer service level	16.2.04T	
	- Accuracy of stock records		
	Practice		
16.2.03P	<i>Specific Objective</i> By the end of the sub-module unit, the trainee should be able to illustrate the approaches of inventory control system design		STORAGE OF SUPPLIES
			Theory
16.2.03P1	<i>Content</i> Illustration of the approaches of inventory control system design		<i>Specific Objectives</i> By the end of the sub-module unit, the trainee should be able to:
	<i>Suggested Teaching/Learning Resources</i>		a) explain the importance of storage of supplies
	- Text books		b) discuss the aspects covered in the construction of a warehouse
	- Chalk board		c) discuss the aspects covered in the design of a storage system
			d) identify types of storage system
			e) describe the stores layout systems
			f) explain techniques applied in measuring warehouse system efficiency.

16.2.04C

Competence

The trainee should have the ability to:

- i) devise and install an appropriate storage system
- ii) devise an appropriate stores layout
- iii) participate efficiently in the process of designing a warehouse.

Content

16.2.04T1 Importance of storage of supplies

16.2.04T2 Aspects covered in the construction of a warehouse

- Factors to consider in locating a warehouse
- Factors to consider in designing a warehouse
- Aspects to be included in the design and construction of a warehouse

16.2.04T3 Aspects covered in designing a storage system

- Factors to consider in designing storage system
- Aspects to be included in storage system design
- Types of storage system
- Advantages and disadvantages
- Challenges in designing storage system

16.2.04T4

Stores layout system

- Factors considered in devising stores layout
- Procedure for devising stores layout
- Aspects to be included in stores layout
- Benefits and challenges faced when devising a stores layout

16.2.04T5

Techniques applied to measure efficiency of warehouse system

Practice

16.2.04P

Specific Objective
By the end of the sub-module unit, the trainee should be able to illustrate different types of stores layout

16.2.04P1

Content
Illustration of different types of stores layout

Suggested Teaching/Learning Resources

- Text books
- Chalk board

Suggested Teaching/Learning Activities

- Discussion
- Explanation
- Note taking
- Observation

	<i>Suggested Evaluation Methods</i>	16.2.05T1	Importance of materials handling
	- Oral tests	16.2.05T2	Factors considered in devising a materials handling system
	- Assignments		Aspects to be included in a materials handling system
	- Examinations	16.2.05T3	Materials handling system
16.2.05	MATERIALS HANDLING	16.2.05T4	- Manual
	Theory		- Mechanised
			- Automated
16.2.05I	<i>Specific Objectives</i>	16.2.05T5	Challenges in devising materials handling system
	By the end of the sub-module unit, the trainee should be able to:		
	a) explain the importance of materials handling in supplies operations		
	b) explain factors to consider in devising a materials handling system	16.2.05P	<i>Practice</i>
	c) describe aspects to be covered in devising a materials handling system		<i>Specific Objective</i>
	d) discuss the materials handling systems		By the end of the sub-module unit, the trainee should be able to illustrate the material handling equipments used in supplies operation
	e) explain challenges in devising materials handling system.	16.2.05P1	<i>Content</i>
16.2.05C	Competence		Illustrate the material handling equipments used in supplies operation
	The trainee should have the ability to devise and install an appropriate materials handling system.		
	<i>Content</i>		<i>Suggested Teaching/Learning Resources</i>
			- Text books
			- Chalk board
			<i>Suggested Teaching/Learning Activities</i>
			- Note taking
			- Observation



	<i>Suggested Evaluation Methods</i>	16.2.06T3	Aspects to be included in a packaging system
	- Assignments	16.2.06T4	Types of packaging systems
	- Examinations		- Crating
16.2.06	PACKAGING		- Bagging/baling
	Theory		- Shrink/wrapping
16.2.026T	<i>Specific Objectives</i>	16.2.06T5	- Drumming/larger
	By the end of the sub-module unit, the trainee should be able to:		- Carton
	a) explain the role of packaging in supply operations		Challenges in devising packaging systems
	b) explain the factors to consider when devising a packaging system		Practice
	c) describe the aspects to be included in a packaging system	16.2.06P	<i>Specific Objective</i>
	d) discuss different types of packaging systems		By the end of the sub-module unit, the trainee should be able to identify different types of packaging system
	e) explain the challenges faced when designing packaging system.	16.2.06P1	<i>Content</i>
			Types of packaging system
			<i>Suggested Teaching/Learning Resources</i>
			- Text books
			- Chalk board
16.2.06C	Competence		<i>Suggested Teaching/Learning Activities</i>
	The trainee should have the ability to devise and install an appropriate packaging system.		- Discussion
			- Explanation
	<i>Content</i>		<i>Suggested Evaluation Methods</i>
16.2.06T1	Role of packaging in supply operations		- Assignments
16.2.06T2	Factors considered when devising a packaging system		- Term papers
			- Oral tests

16.2.07 DISTRIBUTION PLANNING			<i>Content</i>
	Theory	16.2.07T1	Concept of distribution planning
16.2.07T	<i>Specific Objectives</i> By the end of the sub-module unit, the trainee should be able to:		- Meaning
	a) explain the concept of distribution planning	16.2.07T2	- Objectives of distribution planning
	b) explain the importance of distribution planning	16.2.07T3	- Linkages in distribution system
	c) discuss the aspects covered in designing distribution system		Importance of distribution planning
	d) discuss the aspects covered in monitoring and evaluating the efficiency of a distribution system	16.2.07T4	Aspects covered when designing a distribution system
	e) explain challenges encountered when devising and evaluating distribution system.		- Location and number of depots
16.2.07C	Competence The trainee should have the ability to:		- Distribution network
	i) design an appropriate distribution system		- Delivery scheduling
	ii) monitor and evaluate efficiency of a distribution system	16.2.07T5	- Cross docking
			- Transshipment
			- Load planning
			Monitoring and evaluating efficiency of a distribution system
			- Meaning Monitoring, Evaluating, and Efficiency
			- Factors considered in monitoring and evaluating distributions system efficiency
			- Importance of monitoring and evaluating distribution system efficiency
			- Techniques applied in monitoring and evaluating distribution system efficiency
			Challenges in monitoring and evaluating distribution system efficiency

	Practice	16.2.08	TRANSPORT
16.2.07P	<p><i>Specific Objective</i> By the end of the sub-module unit, the trainee should be able to discuss techniques applied in monitoring and evaluating efficiency of the distribution system</p>		<p>Theory</p>
16.2.07P1	<p><i>Content</i> Discussion on techniques applied in monitoring and evaluating efficiency distribution system</p> <p><i>Suggested Teaching/Learning Resources</i> - Text books - Chalk board</p> <p><i>Suggested Teaching/Learning Activities</i> - Discussion - Explanation</p> <p><i>Suggested Evaluation Methods</i> - Assignments - Written Tests</p>	16.2.08T	<p><i>Specific objectives</i> By the end of the sub-module unit, the trainee should be able to:</p> <ol style="list-style-type: none"> explain the meaning of transport explain the essentials of transport describe the modes of transport discuss human and animal transport in Kenya discuss road transport in Kenya discuss railway transport in Kenya describe types of water transport in Kenya discuss air transport in Kenya discuss pipeline transport in Kenya explain the concept of containerization discuss factors that influence choice of transport describe features of an efficient transportation system discuss the role of transport in an economy

	n) identify current trends and issues and trends in the transport sector in Kenya.		- Advantages and disadvantages - Inland water transport - Advantages and disadvantages - Importance of water transport in Kenya
16.2.08C	Competence The trainee should have the ability to discuss ways of coping with challenges posed by current issues and trends in transport sector	16.2.08T8	Air transport - Features of air transport - Advantages and disadvantages of air transport - Role of air transport in Kenyan economy
16.2.08T1	<i>Content</i> Means of transport - Definition of terms - Importance of transport	16.2.08T9	Pipeline transport - Definition of pipeline transport - Advantages and disadvantages of pipeline transport
16.2.08T2	Essentials of transport		
16.2.08T3	Modes of transport		
16.2.08T4	Human and animal transport in Kenya - Definition of terms - Advantages and disadvantages of human and animal transport	16.2.08T10	Concept of containerisation - Definition of containerisation - Advantages and disadvantages of containerisation
16.2.08T5	Road transport - Definition of road transport - Advantages and disadvantages of road transport	16.2.08T11	Factors influencing choice of means of transport
		16.2.08T12	Features of an efficient Transport system
		16.2.08T13	Role of transport in an economy
16.2.08T6	Railway transport in Kenya - Definition of terms - Advantages and disadvantages of railway transport	16.2.08T14	Current trends and issues in the transport sector in Kenya
16.2.08T7	Types of water transport Sea Transport - Types of sea vessels		



	Practice	16.2.08	EMERGING TRENDS AND ISSUES IN SUPPLY MANAGEMENT
16.2.08P	<i>Specific Objective</i> By the end of the sub-module unit, the trainee should be able to discuss the role of various means of transport in the Kenyan economy		Theory
		16.2.08T	<i>Specific Objectives</i> By the end of this topic, the trainee should be able to:
16.2.08P1	<i>Content</i> Class discussions on the role of various means of transport the Kenyan economy		a) identify the emerging issues in supply management
	<i>Suggested Teaching/Learning Resources</i> - Text books - Chalk board - Geographical maps - Resource persons		b) discuss the effects of emerging issues in supply management
	<i>Suggested Teaching/Learning Activities</i> - Class discussion - Explanation - Demonstration - Taking notes		c) discuss ways of coping with emerging trend and issues in supply management.
	<i>Suggested Evaluation Methods</i> - Written examinations - Assignments	16.2.08C	Competence The trainee should have the ability to identify how to cope with emerging issues and trends affecting accounting as a discipline.
		16.2.08T1	<i>Content</i> Emerging trends and issues in supply management
		16.2.08T2	Effects of emerging trends and issues in supply management
		16.2.08T3	Ways of coping with emerging trends and issues in supply management