



Warehousing Reports

Materials Management Suite



WAREHOUSING REPORTS PACKAGE

At Marlanda, we develop site-specific, customised reporting solutions aligned to each operation's unique requirements, maturity, and performance targets. Our reports are built using industry best practice and tailored to site processes and systems. We define practical, meaningful metrics to support decision-making. Reporting can be delivered through Power BI interactive dashboards, Excel-based reports, or embedded ERP BI tools.

THE IMPORTANCE OF WAREHOUSING

Warehousing ensures materials are received, stored, and delivered safely and efficiently to support maintenance and operations. Effective warehousing maintains accurate stock through stocktaking, protects materials from damage or loss, and ensures parts are available and delivered on time when requested.

INDUSTRY BEST PRACTICE REPORTS

- 01** Picking Lead Time
- 02** Goods Receipts
- 03** Damaged & Lost Inventory
- 04** Material Availability



01. PICKING LEAD TIME REPORT

Why it matters

Picking Lead Time reporting ensures materials are picked and delivered to maintenance and operational teams on time. It also provides visibility of outstanding requests to prevent delays to execution and support schedule adherence.

INFORMING DECISIONS FOR



Warehousing Teams



**Procurement & Inventory
Teams**



Maintenance Supervisor

Logic

Measures performance and workload across picking activities:

- Lead time from reservation / sales order creation to pick completion
- Number of outstanding requests (open picks)
- Requests sorted by due date, priority, and overdue status

Example Target: Low and consistent picking lead times, with minimal overdue requests

Site inputs

- Service level expectations (e.g. same day, next day)
- Priority classification (e.g. critical, routine work)
- Definition of start/end point (e.g. reservation to issue materials)

Common causes of poor performance

- High volume of outstanding or overdue requests
- Poor prioritisation of picking activities
- Labour constraints in the warehouse
- Inefficient picking processes or layout
- High level of urgent/unplanned work



02. GOODS RECEIPTS REPORT

Why it matters

Goods Receipt reporting ensures materials are received, inspected, and booked into the system in a timely manner, making them available for use and maintaining inventory accuracy.

INFORMING DECISIONS FOR



Warehousing Teams



Inventory/Supply Chain
Teams



Procurement & Inventory
Teams

Logic

- Tracks time from delivery arrival to goods receipted in the system:
- includes backlog of unprocessed deliveries

Example Target: Timely processing (e.g. same-day or within defined SLA)

Site inputs

- Receipting process
- Service level targets for receipting
- Inspection and acceptance rules
- Workflows for discrepancies

Common causes of poor performance

- High quantity of urgent orders
- End-users bypassing warehousing process
- Lack of prioritisation in warehousing practices
- Offsite receipting processes
- Vendors supplying orders in bulk



03. DAMAGED & LOST INVENTORY REPORT

Write-Offs

Why it matters

Write-Off reporting ensures damaged, lost, or unusable stock is identified and removed in a controlled manner, maintaining accurate inventory records while minimising financial loss and risk.

INFORMING DECISIONS FOR



Warehousing Teams



Finance/Costings Team



HSE/Compliance Teams

Logic

Tracks inventory value written off over a period:

- Categorized by reason (damage, loss, expiry, error)
- Includes approval and verification status

Example Target: Low write-offs with strong governance, approval & auditability

Site inputs

- Definition of write-off categories
- Approval processes (e.g. dual approval, finance involvement)
- Acceptable thresholds for write-offs
- Audit and review requirements

Common causes of poor performance

- Poor storage or handling practices
- Weak stock control processes
- Lack of governance or approval discipline
- Inadequate verification before write-offs



04. MATERIAL AVAILABILITY REPORT

Warehousing

Why it matters

Material Availability reporting ensures requested materials can be physically picked and issued from warehouse stock when required, supporting maintenance execution without delay.

INFORMING DECISIONS FOR



Warehousing Teams



**Inventory/Materials
Teams**



Maintenance Execution

Logic

Assesses whether materials requested via reservations or sales orders are available to pick:

- Green: All items available and ready for picking
- Yellow: Partial availability or delays expected
- Red: Items unavailable for issue

Example Target: High availability for requested materials (≥ 95 -100% for scheduled work)

Site inputs

- Reservation and allocation rules
- Service level targets

Common causes of poor performance

- Stock inaccuracies
- Poor bin/location management
- Delays in receipting incoming stock



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