



COURSE OVERVIEW LM0142 **Mastering Materials Management**

Course Title

Mastering Materials Management

Course Date/Venue

September 20-24, 2026/Opal Meeting Room, Grand Millenium Muscat, Muscat, Oman

Course Reference

LM0142

Course Duration/Credits

Five days/3.0 CEUs/30 PDHs



Course Description



This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.

This course is designed to provide participants with a detailed and up-to-date overview of Mastering Materials Management. It covers the materials management in petroleum operations including materials management organization and responsibilities; the materials planning, requirement identification, material master data and classification; the materials coordination for field and site operations, materials management performance and continuous improvement; the inventory management, inventory classification, prioritization techniques and stock level planning and replenishment; the spare parts and critical materials management, slow-moving, non-moving and obsolete inventory, inventory accuracy and stock control; and the SAP-based materials management process, material master data in SAP, material requirements and procurement workflow in SAP.



During this interactive course, participants will learn the goods receipt, issue and transferring transactions; the SAP inventory monitoring and reporting and SAP materials management effectiveness; the effective materials receiving management, warehouse storage and location management; the material handling and preservation, material issuing, dispatch and distribution; the warehouse safety and operational controls and field and remote-site materials coordination; the materials supply risk and criticality management and materials cost optimization; the materials expediting and shortage management, materials management KPIs and reporting; and the materials management problem-solving and improvement.



Course Objectives/Outcomes & Benefits for the Participants

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain an in-depth knowledge on materials management
- Discuss materials management in petroleum operations including materials management organization and responsibilities
- Carryout materials planning and requirement identification as well as material master data and classification
- Employ materials coordination for field and site operations, materials management performance and continuous improvement
- Apply inventory management, inventory classification, prioritization techniques and stock level planning and replenishment
- Carryout spare parts and critical materials management, slow-moving, non-moving and obsolete inventory as well as inventory accuracy and stock control
- Illustrate SAP-based materials management process, material master data in SAP and material requirements and procurement workflow in SAP
- Review goods receipt, issue and transfer transactions and apply SAP inventory monitoring and reporting
- Improve SAP materials management effectiveness and carryout effective materials receiving management including warehouse storage and location management
- Apply material handling and preservation, material issuing, dispatch and distribution, warehouse safety and operational controls
- Employ field and remote-site materials coordination, materials supply risk and criticality management and materials cost optimization
- Carryout materials expediting and shortage management, materials management KPIs and reporting as well as materials management problem-solving and improvement

Exclusive Smart Training Kit - H-STK®



*Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The **H-STK®** consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.*

Who Should Attend

This course provides an overview of all significant aspects and considerations of mastering materials management for maintenance planners and schedulers, maintenance engineers and supervisors, reliability and asset management professionals, operations and plant engineers, shutdown and turnaround planners warehouse, inventory and material controllers, procurement and supply chain specialists, cost analysts and budget controllers and other technical staff.

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations

Haward's certificates are accredited by the following international accreditation organizations:

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

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The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

Course Fee

US\$ 5,500 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.



Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Mr. Alex Poyas, MSc, BSc, is a Senior Logistics & Management Consultant with extensive years of experience in **Mastering Materials Management, Materials Planning, Materials Management Performance & Continuous Improvement, Supply Chain & Operations Management, Strategic Supply Chain Management, Logistics & Production Planning, Cost Reduction Techniques, Inventory Management, Materials Management, Transportation/Freight Forwarding, Procurement & Supply Chain, Planning, Warehousing, Warranty & Claims, Business Analysis, Risk Management, Production Management, Warehouse Management, Production Planning, Material Requirement Planning, Budgeting, Logistics & Transportation Planning Methods, Forecasting Logistics Demands, Logistics & Business Principles, Procurement Management, Tendering & Procurement Practices, Effective Logistics & Distribution Skills, Visual Network Model, Effective Purchasing Management, Best Practices in Logistics & Supply Chain Management, Logistics Operations, Strategic Transport Planning, Transport System, Fleet Planning, Routing & Scheduling, Transport Cost Concepts & Elements, Costing Vehicles & Trips, Tariff Fixing, Production & Shop Floor Scheduling, Cost Analysis, Golden Tringle of Procurement Planning, Database Design & Implementation, Business Administration, Production Data Acquisition & Analysis, Industrial Logistics, Process Improvement, Team Leadership & Training, Textile Manufacturing, Staff Reduction, Warehouse and Shipping**. Further, he is also well-versed in **Project Management Processes, Coaching & Motivation, Creative Thinking & Problem-Solving Techniques, Emotional Intelligence, Presentation Skills, Contract Management, Tender Development, Contract Standards & Laws, Dispute Resolution & Risk Identification, Communication & Interpersonal Skills, Effective Communication & Influencing Skills, Project Integration Management, Project Management Plan**.

Mr. Poyas had occupied several significant positions as the **Logistics & Warehouse Facilities Manager, Parts Coordination Management-Team Leader, Logistics & Supply Chain Supervisor, Materials & Handling Supervisor, Materials & Logistic Supervisor, Materials Supervisor, Logistics Specialist, Technical Assistant/Materials Coordinator/Interpreter, Accommodation Manager, Key Clients Manager, Sales Manager** for various international companies such as the Turks Stream Ltd, Wartsila (GLS) Co, Arctic LNG1/Arctic LNG 3" JSC, Zakum Development Company (ZADCO), Total Exploration & Production Russie, Nabors Drilling International, .Vetco Gray, Helmerich & Payne Drilling Co, SOMACER Co, PEM Ltd, DSL – Eurasia Amour Group Ltd and Julia Armida Trading Ltd.

Mr. Poyas has a **Master's degree in Logistics & Business Administration**, a post-graduation in **International Economics**, a diploma in **Oil & Gas Industry Management**, a diploma in **Certified International Logistics & Supply Chain Management Professional (CISCP/CISCM)**, **Certified Shipping & Freight Forwarding**, **Certified in Warehouse Management**, **Certified in Radio-active Management**, **TOEFL** and **CELTA**. Further, he is a **Certified Instructor/Trainer** and has delivered numerous trainings, courses, workshops, seminars and conferences internationally.



Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Learning Design & Customization

This course can be customized to the exact requirements of clients. Haward Technology is so proud of our huge capabilities in tailoring our courses to the training needs of our valued clients.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the workshop for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1: Sunday, 20th of September 2026

0730 – 0800	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	PRE-TEST
0830 – 0930	Materials Management in Petroleum Operations Role & Strategic Importance of Materials Management in Oil & Gas Operations • End-to-End Materials Flow from Requirement Identification to Final Consumption • Integration of Materials, Maintenance, Operations, Procurement & Logistics Functions • Impact of Materials Availability on Production Reliability, Cost & Operational Performance
0930 – 0945	Break
0945 – 1030	Materials Management Organization & Responsibilities Roles of Materials Coordinators, Storekeepers, Buyers, Planners & End Users • Coordination Between Field Sites, Warehouses, Procurement & Corporate Functions • Responsibility & Accountability Across the Materials Management Cycle • Establishing Effective Communication & Escalation Channels
1030 – 1130	Materials Planning & Requirement Identification Converting Operational & Maintenance Requirements into Material Demand • Planned versus Unplanned Material Requirements • Maintenance Work Orders, Projects & Shutdown Material Requirements • Avoiding Over-Ordering, Under-Ordering & Duplicate Requirements
1130 – 1215	Material Master Data & Classification Material Coding, Description & Classification Principles • Standardization of Material Descriptions & Specifications • Duplicate Material Identification & Data Cleansing • Material Master Governance & Data Quality Controls



1215 – 1230	Break
1230 – 1330	Materials Coordination for Field & Site Operations Coordinating Material Requirements Between Warehouse & Field Locations • Material Reservation, Allocation, Staging & Issuing • Prioritization of Critical & Urgent Material Requirements • Tracking Materials from Request Through Delivery to End User
1330 – 1420	Materials Management Performance & Continuous Improvement Key Performance Indicators for Materials Management • Inventory Availability, Service Level & Stockout Measurement • Materials Management Cost & Efficiency Indicators • Identifying Improvement Opportunities Through Performance Analysis
1420 – 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day One

Day 2 Monday, 21st of September 2026

0730 – 0830	Fundamentals of Inventory Management Inventory Types: Raw Materials, Consumables, Spare Parts & Operating Supplies • Cycle Stock, Safety Stock, Buffer Stock & Strategic Stock • Inventory Costs: Ordering, Holding, Shortage & Obsolescence • Balancing Material Availability Against Working Capital
0830 – 0930	Inventory Classification & Prioritization Techniques ABC Analysis Based on Annual Consumption Value • VED Analysis for Vital, Essential & Desirable Materials • FSN Analysis for Fast-, Slow- & Non-Moving Inventory • Combining ABC/VED/FSN Techniques for Inventory Decision-Making
0930 – 0945	Break
0945 – 1100	Stock Level Planning & Replenishment Minimum, Maximum & Reorder Stock Levels • Reorder Point & Replenishment Quantity Determination • Safety Stock Calculation & Service-Level Considerations • Lead-Time Variability & Its Effect on Inventory Levels
1100 – 1215	Spare Parts & Critical Materials Management Criticality Assessment for Petroleum Equipment Spare Parts • Insurance, Capital & Operational Spare Parts • Critical Spare Availability & Equipment Reliability • Optimizing High-Value, Low-Usage & Long-Lead-Time Materials
1215 – 1230	Break
1230 – 1330	Slow-Moving, Non-Moving & Obsolete Inventory Identification of Excess, Surplus & Obsolete Materials • Root Causes of Slow- & Non-Moving Inventory • Redeployment, Inter-Site Transfer, Disposal & Write-Off Strategies • Preventing Future Inventory Obsolescence Through Better Planning
1330 – 1420	Inventory Accuracy & Stock Control Physical Inventory, Cycle Counting & Spot Checks • Book-to-Physical Inventory Reconciliation • Investigating Inventory Variances & Root Causes • Improving Inventory Record Accuracy & Warehouse Discipline
1420 – 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Two



Day 3: Tuesday, 22nd of September 2026

0730 – 0830	SAP-Based Materials Management Process Role of SAP in Integrated Materials Management • Material Master, Vendor, Purchasing & Inventory Data Integration • Flow of Information Across Procurement, Warehouse & Operations • Importance of Accurate & Timely SAP Transactions
0830 – 0930	Material Master Data in SAP Material Identification, Coding & Description • Material Groups, Units of Measure & Storage Information • Maintaining Accurate Material Master Records • Preventing Duplicate, Incorrect & Incomplete Material Records
0930 – 0945	Break
0945 – 1100	Material Requirements & Procurement Workflow in SAP Purchase Requisitions & Material Requirement Initiation • Purchase Orders & Material Delivery Tracking • Reservations & Material Requirements for Maintenance Activities • Monitoring Outstanding & Delayed Material Requirements
1100 – 1215	Goods Receipt, Issue & Transfer Transactions Goods Receipt Against Purchase Orders • Material Issues Against Reservations & Work Requirements • Stock Transfers Between Storage Locations & Sites • Returns, Reversals & Transaction Correction Principles
1215 – 1230	Break
1230 – 1330	SAP Inventory Monitoring & Reporting Reviewing Stock Availability & Inventory Status • Monitoring Material Movements & Transaction History • Identifying Slow-Moving & Excess Inventory Through Reports • Using SAP Information to Support Materials Decisions
1330 – 1420	Improving SAP Materials Management Effectiveness Common SAP Data & Transaction Errors in Materials Operations • Improving Transaction Accuracy & User Discipline • Using SAP Data for Inventory Planning & Performance Measurement • Practical SAP-Based Materials Management Scenarios & Problem-Solving
1420 – 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Three

Day 4: Wednesday, 23rd of September 2026

0730 – 0830	Effective Materials Receiving Management Pre-Receipt Planning & Documentation Requirements • Verification Against Purchase Orders & Delivery Documents • Quantity, Condition & Specification Inspection • Managing Shortages, Damages, Discrepancies & Non-Conforming Materials
0830 – 0930	Warehouse Storage & Location Management Warehouse Layout & Storage Location Planning • Bin Location, Identification & Material Traceability • Space Utilization & Storage Optimization • Storage Requirements for Different Material Categories
0930 – 0945	Break
0945 – 1100	Material Handling & Preservation Safe Handling of Heavy, Fragile & Specialized Materials • Appropriate Material Handling Equipment & Techniques • Preservation Requirements for Long-Term Stored Materials • Preventing Corrosion, Contamination, Deterioration & Physical Damage



1100 – 1215	Material Issuing, Dispatch & Distribution Material Picking, Staging, Verification & Issuing • Coordination of Material Dispatch to Field Locations • Documentation & System Transactions for Material Movements • Maintaining Traceability from Warehouse to Final User
1215 – 1230	Break
1230 – 1330	Warehouse Safety & Operational Controls Warehouse Hazards & Materials Handling Risks • Safe Stacking, Racking & Storage Practices • Housekeeping, 5S & Workplace Organization • Emergency Preparedness & Safe Movement Within Storage Areas
1330 – 1420	Field & Remote-Site Materials Coordination Challenges of Materials Management at Petroleum Field Locations • Coordinating Deliveries to Remote Operational Sites • Managing Urgent & Emergency Material Requirements • Improving Communication Between Site, Warehouse, Logistics & Procurement
1420 – 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Four

Day 5: Thursday, 24th of September 2026

0730 – 0830	Materials Supply Risk & Criticality Management Identifying Materials Supply Chain Risks • Single-Source, Long-Lead-Time & Critical Material Risks • Supply Disruption Impact on Petroleum Operations • Contingency Stock & Alternative Supply Strategies
0830 – 0930	Materials Cost Optimization Understanding Total Cost of Inventory Ownership • Reducing Excess Inventory Without Increasing Operational Risk • Economic Order Quantity & Replenishment Considerations • Opportunities for Standardization, Consolidation & Cost Reduction
0930 – 0945	Break
0945 – 1100	Materials Expediting & Shortage Management Monitoring Purchase Order & Delivery Status • Identifying Potential Material Shortages Early • Prioritizing & Expediting Critical Materials • Escalation & Coordination with Procurement, Vendors & Operations
1100 – 1215	Materials Management KPIs & Reporting Inventory Turnover & Days of Inventory • Stock Availability, Stockout Rate & Service Level • Inventory Accuracy, Obsolescence & Excess Stock Indicators • Developing Effective Materials Management Dashboards & Reports
1215 – 1230	Break
1230 – 1315	Materials Management Problem-Solving & Improvement Root Cause Analysis of Recurring Materials Problems • Eliminating Process Bottlenecks & Transaction Delays • Lean Principles for Materials & Warehouse Operations • Developing Corrective & Preventive Improvement Actions



1315 – 1345	Integrated Materials Management Case Study & Action Planning <i>Petroleum Operations Scenario Covering Planning, SAP, Inventory & Distribution • Resolving Material Shortages, Excess Stock & Data Accuracy Problems • Developing an End-to-End Materials Optimization Strategy • Individual Action Plans for Improving Materials Management at the Workplace</i>
1345 – 1400	Course Conclusion <i>Using this Course Overview, the Instructor(s) will Brief Participants about Topics that were Covered During the Course</i>
1400 – 1415	POST-TEST
1415 – 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch & End of Course</i>

Practical Sessions

This practical and highly-interactive course includes real-life case studies and exercises:-



Course Coordinator

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