



Міністерство освіти і науки України
Державний біотехнологічний університет
Факультет економічних відносин і фінансів
Кафедра транспортних технологій і логістики

МЕТОДИЧНІ ВКАЗІВКИ

до виконання практичних робіт і самостійної роботи
з дисципліни: «Професійна термінологія на транспорті»
для студентів
спеціальності J8 – Автомобільний транспорт
денної і заочної форм навчання

Харків

2025

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Методичні вказівки до виконання практичних робіт і самостійної роботи з дисципліни: «Професійна термінологія на транспорті» для студентів спеціальності J8 – Автомобільний транспорт денної і заочної форм навчання/А.С. Козенок, Н.Г. Бережна, – Харків: ДБТУ, 2025. – 102 с.

Методичні вказівки включають 15 практичних робіт, вимоги до виконання самостійної роботи студентів та список літератури до них. В методичних вказівках надані інструкції до виконання практичних робіт з дисципліни «Професійна термінологія на транспорті». Надані вимоги до виконання самостійної роботи студентів. Видання призначене здобувачам першого (бакалаврського) рівня вищої освіти денної для студентів спеціальності J8 – Автомобільний транспорт денної і заочної форм навчання.

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ЗАГАЛЬНІ ПОЛОЖЕННЯ

Мета: формування необхідної комунікативної спроможності в сфері професійного та ситуативного спілкування в усній і письмовій формах, навичок практичного володіння англійською мовою в різних видах мовленнєвої діяльності в логістиці, що обумовлена професійними потребами; оволодіння новітньою фаховою інформацією через іноземні джерела засвоєння фундаментальних знань та теоретичних засад при організації міжнародних перевезень та спілкуванні з іноземними партнерами.

Завдання: формування у студентів системи знань необхідних для організації міжнародних перевезень різними видами транспорту в міжнародному сполученні. Набуті знання при вивченні курсу розширяють мовну термінологічну базу теоретичних знань у студентів як вихідної основи для формування навичок і вмій дослідження практичних проблем сучасних міжнародних транспортних перевезень, створять логічну основу для підготовки висококваліфікованих фахівців.

У результаті вивчення навчальної дисципліни студент повинен *знати:* .

- загальні логістичні терміни у міжнародному просторі;

вміти:

- оформлювати документи для супроводу вантажу та його митного оформлення з допомогою міжнародних термінів,
- застосовувати чинні положення існуючих нормативних документів;
- вести переговори і листування з клієнтами і партнерами англійською мовою;
- брати участь у виставках і конференціях з іноземними колегами;
- вести співбесіди з використанням міжнародної термінології;
- читання міжнародних специфікацій;
- ведення договорів і розвитку бізнесу з іноземними партнерами;
- отримувати нові знання зі спеціалізованих джерел.

ВИКОРИСТАННЯ ТЕРМІНІВ І ПРОФЕСІОНАЛІЗМІВ У ПРОФЕСІЙНОМУ МОВЛЕННІ

Підвищення загальномовної культури майбутніх спеціалістів з логістики та їхньої фахової мовної культури неможливе без опанування англійської мови в усіх її аспектах. Англійська мова і професія логіста – поняття нероздільні. Отже, багато термінів в професії цієї спеціальності запозичено з англійської мови.

Удосконаленням своєї англійської мови фахівець з логістики повинен займатися все життя. Мова змінюється й розвивається, інтелектуально зростає й сама людина. Сьогодні країна потребує від студента, майбутнього фахівця логістичної галузі, не тільки знання свого фаху, а й високого рівня володіння професійним мовленням.

Фахове спілкування - важливий засіб оволодіння професією та спеціальністю, без знань якої сучасний фахівець не зможе ефективно розв'язувати складні практичні завдання. І справді, мовна норма твориться, формується, виробляється в процесі практики, в процесі постійного спілкування людей у різних сферах діяльності. Ще **Вольтер наголосив, що чудова думка втрачає свою цінність, коли вона погано висловлена.** Розвиток мовлення майбутніх фахівців будь-якої галузі починається із збагачення їхнього словникового запасу. Чим більший лексичний запас, тим ширшає його кругозір, легше дається навчання, підвищується загальномова культура майбутнього спеціаліста та його фахової мовної культури.

Процес формування професійної культури мовлення складається з таких основних компонентів:

- засвоєння професійної лексики і термінології обраного фаху;
- прищеплення студентам навичок роботи зі словниками, довідниками;
- формування вмінь сприймання, відтворювання і створення фахових текстів різних видів стилів;
- моделювання мовленнєвої ситуації, які виникатимуть у майбутній професійній діяльності;
- уникнення порушень літературної мови у фаховій галузі.

Будь-яка професія, будь-який вид трудової діяльності породжує свою термінологію. Термінологія належить до лексики професійної і наукової мови, яка є самостійним функціонуючим різновидом загальнонаукової мови. Українська термінологія формувалася впродовж багатьох століть, своїм корінням вона сягає античних часів, а становлення її почалося з другої половини ХІХ ст. Що ж міститься у назві терміна. Слово **термін** пов'язане з легендою.

Термін - ім'я римського бога меж і кордонів. Давні римляни вважали межу священною, вірили, що вона перебуває під покровительством Терміна, якого зображали у вигляді межового каменя. Культ Терміна ввів, за легендою, цар Нума Помпілій, збудувавши храм Терміна і встановивши свято терміналії. В останній день римського року, 28 лютого, власники сусідніх полів сходилися біля спільного межового каменя, прикрашали його квітами, приносили жертви

(хліб, мед, вино) і співали пісень. Осквернення і псування межового каменя вважалося тяжким злочином.

З Терміном пов'язано поняття **термін** у мовознавстві. Подібно до того, як межові камені позначають кордони земельних ділянок, термін точно позначає межу визначеного поняття.

Наукові поняття визначаються спеціальними словами - термінами, які складають основу наукової мови.

Термін - це слово або усталене словосполучення, яке має наукове чи спеціальне поняття. Термін не називає поняття, як звичайне слово, а поняття приписується терміну, додається до нього.

Усі терміни мають низку характерних ознак:

- системність терміну (зв'язок з іншими термінами певної предметної сфери);
- наявність дефініції (визначення) в більшості термінів;
- моносемічність (однозначність) терміну в межах однієї предметної галузі, однієї наукової дисципліни або сфери професійної діяльності;
- стилістична нейтральність;
- відсутність експресії.

Мова професійного спілкування вимагає однозначності тлумачення основних понять, зафіксованих у термінах. Інакше кажучи, ідеальним для термінології є той стан, коли одному окремому поняттю відповідає один термін. Лінгвістами - філологами доведено, що спеціальні галузеві терміни становлять понад 60% професійної лексики фахівця, решту посідає загальнонаукова термінологія та загальноповсякденні лексеми.

Ще один різновид фахової лексики професіоналізми. Схожість професіоналізмів і термінів у тому, що вони належать до галузевої лексики.

Професіоналізми- слова і мовленнєві звороти, характерні для мови людей певних професій. Вони не завжди відповідають нормам літературної мови і виступають, як неофіційні синоніми до термінів. На відміну від термінів, професіоналізми не мають чіткого наукового визначення. Вони не є нормативними в професійній документації, текстах, в офіційно усному мовленні. Професіоналізмам властива образність, експресивно-емоційне навантаження. Вони зароджуються й розвиваються на основі народної мови, наприклад: *оранка, косовиця, скирдування, силосування* - професіоналізми працівників сільсько-господарства; *прикинути баланс, запроцентувати* працівників банківсько-фінансової, торговельної сфер. Вони утворюються за рахунок префіксів, суфіксів, словоскладань (декваліфікація, пливучість, типаж) . Різниця між терміном і професіоналізмом визначається тим, що термін - це абсолютно офіційне, прийняте й узаконене в даній науці, галузі промисловості, у сільському господарстві, назва якогось поняття, а професіоналізми - напівофіційне слово, розповсюджене (найчастіше в розмовній мові) серед людей якоїсь професії, спеціальності, але не є по суті, науковим позначенням поняття.

UNIT 1. INFORMATION SYSTEMS

Exercise 1. Memorize the basic terminology to text 1.

in a timely fashion – вчасно, у термін

reasonable – недорогий, прийнятний (про ціну); помірний

batch – 1) партія товару, серія; 2) пачка, купа

kit – набір, комплект

safety stocks – резервний запас

to wash out – розмивати

to predict – передрікати, передбачати

resupply – поповнення запасу

capacity – 1) місткість; 2) ємність; обсяг; об'єм; 3) здатність (до чогось – for);

4) потужність; продуктивність

anticipation – очікування, передчуття, передбачення, сподівання streamlining – удосконалення, оптимізація

overriding principle – основний принцип

Exercise 2. Read and translate text 1.

Text 1. Purpose of Logistics Systems

The purpose of a logistics system is simple: to obtain and move supplies and equipment in a timely fashion to the places where they are needed, at a reasonable cost. Matters are complicated by the fact that equipment and supplies usually cannot go directly from their source to the end user; they frequently must be held as inventory at one or more intermediate points along the way.

There are only four reasons for holding inventory:

1. Transportation efficiency: It is not reasonable to ship single bottles of pills across the ocean or to deliver maternal and child health (MCH) kits to a clinic daily; thus, shipments are made in batches of a size and frequency dictated by the transportation system.

2. Safety stocks: Because trucks break down and roads wash out, and because actual demand usually cannot be predicted very accurately, facilities must maintain safety stocks to ensure that they do not run out in times of high demand or late re-supply.

3. Storage capacity: If a facility close to the end user has limited storage space, then inventory must be held at the next higher level in the system, and must be delivered more often.

4. Anticipation: In a program that is growing or changing, it is necessary to store inventory in anticipation of demand that does not exist yet because of the length of time between ordering supplies and receiving them.

Any system that stores inventory for reasons other than these is a candidate for streamlining. It is important to remember the overriding principle of logistics

system design: the system must be simple. Its purpose is to move supplies, not to create paperwork.

Exercise 3. Answer the questions on text 1.

1. What is the purpose of logistics system?
2. Why must supplies be held as inventory?
3. How can we make transportation efficient?
4. What are the reasons for keeping safety stock?
5. What should a facility with limited storage capacity do?
6. Why is it necessary to store inventory?
7. What is the overriding principle of logistics system design?

Exercise 4. Find English equivalents in text 1.

Поставка; вчасно; помірна ціна ; справа; кінцевий споживач; проміжний пункт; результативність; вантажовідправлення партіями/серіями; резервний запас; розмивати; передбачати; кінчатися (про запаси); значний попит; поповнення запасу; місткість складу; матеріально-технічні запаси; очікування; оптимізація; основний принцип.

Exercise 5. Fill in the blanks with the words from the box.

<i>batch, reasonable, runs out, end user, safety stock, matters, overriding, reasonable</i>

1. You have to be able to describe things in a form that the ... can understand.
2. We're still waiting for the first ... to arrive.
3. They found a restaurant serving excellent food at ... prices.
4. It seems a ... enough request.
5. The contract with Procter & Gamble ... next week.
6. The ...concern of the organizers was the financial crisis.
7. In calculating ..., account is taken of such factors as service level, expected fluctuations of demand and likely variations in lead time.
8. If it could facilitate ..., I would be happy to come to New York.

Exercise 6. Memorize the basic terminology to text 2.

stationary facility – стаціонарний об'єкт
transportation link – транспортний зв'язок, комунікації
primary supply point – головний пункт постачання
to dispense – розподіляти

outlet – 1) ринок збуту; 2) торгова точка, магазин to staff – комплектувати штат / кадри confused – заплутаний
emergency backup – аварійне резервування
cost-effective – рентабельний, прибутковий
in hand – у наявності, у володінні

Exercise 7. Read and translate text 2.

Text 2. Physical Structure of the System

A logistics system's physical structure consists of two things: stationary facilities and the transportation links between those facilities. Logistics jargon¹ further distinguishes those facilities that are outside the system (such as drug manufacturers) from which commodities are supplied; these are called "sources." Facilities that receive supplies from a source (such as a central medical store) are called "primary supply points." Facilities that dispense commodities to end users are called "outlets."

Whatever names are used, there are six important things to know about the facilities:

1. Where is the facility located?
2. How is it staffed?
3. What is the actual need for each commodity at the facility and how does this need vary over time?
4. What is the facility's storage capacity?
5. What are the storage conditions, and are they suitable for the items being stored?
6. How is the inventory controlled, and is it secure?

In describing the physical structure of the logistics system, it is important to note the number of links into each facility. The more links there are, the more confused the system is likely to be. At the top, the primary supply points probably will receive commodities from a number of sources. At lower levels of the system, however, it is usually desirable to limit each facility to receiving supplies through only one link (possibly with a different link for emergency backup).

Similarly, there are five important things to know about transportation links:

1. What types of transportation are available?
2. What size batches of commodities are cost-effective to transport?
3. How long does it take to get from one facility to the next?
4. How often can shipments be made?
5. Are the answers to these questions different during different seasons of the year?

¹ jargon – професійна лексика / жаргон

With this basic information in hand, the logistics system's management structure can be designed.

Exercise 8. Answer the questions on text 2.

1. What does a logistics system physical structure consist of?
2. What are called “sources”?
3. What is “primary supply point”?
4. What are “outlets”?
5. What should one know about the facilities?
6. Why is it important to note the number of links into each facility?
7. What is it necessary to know about transportation links?

UNIT 2. WAREHOUSE MANAGEMENT SYSTEMS

Exercise 1. Memorize the basic terminology to text 1.

procurement logistics – логістика закупівель

bid – 1) пропозиція ціни; пропозиція постачання за певну ціну; заявка (на торгах); 2) пропонована ціна

to qualify – 1) навчати; готувати (спеціалістів); надавати кваліфікацію; 2) отримувати право на щось; 3) оцінювати, кваліфікувати

pre-qualifying – попередній відбір учасників торгів

strategic sourcing – стратегічний вибір джерела постачання

buyer managed inventory (ВМІ) – матеріально-виробничі запаси, керовані покупцем

co-managed inventory (СМІ) – спільне керування матеріально-виробничими запасами

renowned – відомий, знаменитий

reconciliation – 1) вивіряння; 2) врегулювання, улагоджування, владнання

promotional plan – план стимулювання розвитку

depletion – вичерпування, вичерпання (запасів)

Exercise 2. Read and translate text 1.

Text 1. Procurement Logistics

The term procurement logistics describes in most cases the process from the purchase of goods to the transport of the material to further use. It stands for the systematic coordination of all aspects of the procurement process including bids, price negotiations, assuring proper quantities and specifications, shipping and delivery. The aim and objective of procurement is to carry out activities related to procurement in such a way that the goods and services procured are of the **right quality**, from the **right source**, are at the **right cost** and can be delivered in **the right quantities**, to the **right place**, and at the **right time**.

To fulfill the “Six Rights” logisticians shall succeed in the following objectives:

- buy quality materials, items and services economically from reliable sources;

- ensure timely delivery through the selection of capable and efficient suppliers;
- continuously locate, evaluate and develop economical and reliable supply sources;
- identify the most reliable sources of supply through either open tender, multi-stage tendering (pre-qualifying suppliers and retaining
- only those that are capable of meeting the organization's requirements – strategic sourcing) and limited tendering;
- investigate the availability of new materials and monitor trends in market prices;
- buy in accordance with organizations policies;
- estimate, position and monitor appropriate levels of stocks based on estimated needs, operational policy, objectives and priorities, estimated time for replenishment and availability of funds; and
- participate in planning and coordinating purchasing needs across all central procurement teams in the field in order to reduce administration and make the best use of money spent.

It should be noted that the “Six Rights” are interrelated and may influence each other, but do not carry the same weight depending on the situation. For example, in an emergency situation it may be possible to obtain the right quantity, but not at the right price.

Three different types of procurement logistics are distinguished to organize efficient supply of goods and share the responsibility:

1. *Vendor Managed Inventory (VMI)* – the supplier has a major influence on the trader's inventory levels;
2. *Buyer Managed Inventory (BMI)* – the trader has the main influence over his own inventory levels;
3. *Co-Managed Inventory (CMI)* – the influence of orders is shared.

Vendor Managed Inventory (VMI) is a logistical means of improving the supply chain performance whereby the supplier has direct access to the stock level data and customer's demand data. When using VMI, the supplier adopts complete responsibility of its product inventory at customer level. In return, customers are often granted the full right of cancellation. Delivery costs are calculated on the basis of the consumption figures or the sales figures for example, which are either recorded regularly by the vendor or are electronically transmitted.

In recent years renowned companies in the retail trade, as well as the consumer goods and automobile industries have converted their procurement logistics to universal VMI processes. One of the benefits of VMI is that the vendor is responsible for supplying the customer when the items are needed. This removes the need for the customer to have significant safety stock. Lower inventories for the customer can lead to significant cost savings. The customer also can benefit from reduced purchasing costs. Because the vendor receives data and not purchase orders, the purchasing department has to spend less time on calculating and producing purchase orders. In addition, the need for purchase order corrections and reconciliation is removed which further reduces purchasing costs. Cost saving can also be found in

reduced warehouse costs. Lower inventories can reduce the need for warehouse space and warehouse resources. The manufacturers can gain some benefits from vendor managed inventory as they can gain access to a customer's point of sale (POS) data which makes their forecasting somewhat easier. Manufacturers can also work their customers promotional plans into forecasting models, which means enough stock will be available when their promotions are running. As the manufacturers have more visibility to their customers inventory levels, it is easier to ensure that stock-outs will not occur as they can see when items need to be produced.

In Co-Managed Inventory (CMI) arrangement is made to store a specific quantity of a consumable item at a customer's premises. Upon its consumption or depletion, the item is replaced by the seller with the consent and knowledge of the customer.

Buyer Managed Inventory (BMI) is the computer-based ordering of goods through the trader without any influence from the manufacturer.

The Buyer Managed Inventory technique represents a sub-form of the CRP (continuous replenishment process) technique of the Vendor Managed Inventory (VMI). However, in contrast to VMI and CMI, the trading company is exclusively responsible for its own ordering. At the most, the manufacturer can, if at all, have a limited advisory function. With BMI the trader has the support of a high performance EDP (electronic data processing) supported dispatching system, having recognized the strategic importance of order processing.

Strategic sourcing is an institutional procurement process that continuously improves and re-evaluates the purchasing activities of a company. In a production environment, it is often considered one of the supply chain management components. Strategic sourcing techniques are also applied to a non-traditional area such as services or capital.

Exercise 3. Answer the questions on text 1.

1. What does the term procurement logistics describe?
2. What are "Six Rights" of procurement and how are they achieved?
3. What types of procurement logistics should be applied to organize efficient supply of goods and share the responsibility?
4. What is Vendor Managed Inventory?
5. What does Co-Managed Inventory mean?
6. What does Buyer Managed Inventory stand for?

Exercise 4. Fill in the blanks with the appropriate words given in the box.

<i>timely delivery, demand data, depletion, safety stock, stock-out, pre-qualifying, supply chain performance, renowned, promotional plans</i>
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1. Logisticians must ensure ... through the selection of capable and efficient suppliers. 2. Vendor Managed Inventory (VMI) improves ... whereby the supplier has direct access to the stock level data and customer's ... 3. It is easier to ensure that ... will not occur as they can see when items need to be produced. 4. Tenders help a company to identify the most reliable supply source among ... vendors. 5. ... companies in the retail trade, as well as the consumer goods and automobile industries have converted their procurement logistics to universal VMI processes. 6. In VMI, the vendor is responsible for supplying the customer when the items are needed that removes the need for the customer to have significant ... 7. Manufacturers can also work their customers ... into forecasting models, which means enough stock will be available when their promotions are running. 8. Upon its consumption or ... the item is replaced by the seller with the consent and knowledge of the customer.

Exercise 5. Learn the definitions to the following logistics abbreviations.

MRP (Materials Requirements Planning): A decision-making methodology used to determine the timing and quantities of materials to purchase.

MRP II (Manufacturing Resource Planning): A method for the effective planning of all resources of a manufacturing company. Ideally, it addresses operational planning in units, financial planning in dollars, and has a simulation capability to answer what-if questions. It is made up of a variety of processes, each linked together: business planning, production planning (sales and operations planning), master production scheduling, material requirements planning, capacity requirements planning, and the execution support systems for capacity and material. Output from these systems is integrated with financial reports such as the business plan, purchase commitment report, shipping budget, and inventory projections in dollars. Manufacturing resource planning is a direct outgrowth and extension of closed-loop MRP.

Exercise 6. Decipher the abbreviations using a dictionary.

BMI, EDP, VMI, CMI, CRP, POS, MRP, MRP II.

Exercise 7. Memorize the basic terminology to text 2.

field-office – регіональне відділення

clout – впливовість, вплив

bargaining power – здатність обстоювати власні інтереси (на ринку, під час переговорів)

duplication – дублювання, повторення

proximity – близькість

conductive – сприятливий; провідний

to warrant – виправдовувати; обґрунтовувати

inconsistent – 1) непослідовний, нелогічний; 2) неузгоджений

Exercise 8. Read and translate text 2.

Text 2. Procurement Strategies

The design parameters of procurement logistics basically consist of procurement strategy, procurement structure, supply, and delivery concepts. Procurement strategies applied in the industry today are primarily depending on the procurement market and the strategic positioning of the company.

All procurement strategies are frameworks by which an organization attains its objectives. There are two basic procurement strategies:

- Corporate Procurement Strategy is the relationship of specific procurement actions to the corporate strategy. An example would be centralized procurement.
- Project Procurement Strategy is the relationship of specific procurement actions to the operating environment of the project. For instance, the project manager is allowed to perform sole source procurement without involving the centralized procurement group, such as purchasing one ounce of a special chemical for the project being implemented.

Project procurement strategies can differ from corporate procurement strategies because of constraints, availability of critical resource, and specific customer requirements. Corporate strategies might promote purchasing small quantities from several qualified vendors, whereas project strategies may dictate sole source procurement.

Procurement structure can be viewed as a continuum with centralization on the one hand and decentralization on the other hand. While there are few firms that adopt a pure centralized or decentralized structure, the benefits of each are worth a closer examination. The current trend is toward purchasing centralization for the vital materials where firms can take advantage of economies of scale and other benefits.

Centralized purchasing is where a single purchasing department, usually located at the firm's corporate office, makes all the purchasing decisions, including order quantity, pricing policy, contracting negotiations, and supplier selection and evaluation.

Decentralized purchasing is where an individual, a local purchasing department, such as at the plant or field-office level, make their own purchasing decisions. Both structures bring the following advantages and disadvantages.

Advantages of centralization

Centralized volume: An obvious benefit is the concentration of purchase volume to create quantity discounts, less costly volume shipments, and other more favourable purchase terms. This is often referred to as leveraging purchase volume.

The centralized system also provides the buying firm more clout and bargaining power. Suppliers generally are more willing to negotiate, give better terms, and share technology due to the higher volume.

Avoidance of duplication: The centralized purchasing eliminates the duplication of job functions. A corporate buyer can research and issue a large purchase order to cover the same material requested by all units, thus eliminating duplication of activities. This also results in fewer buyers, reducing labour costs.

Specialization. Centralization allows buyers to specialize in a particular group of items instead of being responsible for all purchased materials and services. It allows buyers to spend more time and resources to research materials for which they are responsible, thus becoming specialized buyers.

Lower transportation costs: centralization allows larger shipments to be made to take advantage of truck load shipments, and yet smaller shipments still can be arranged for delivery directly from suppliers to the points of use.

No competition within units: Under the decentralized system, when different units purchase the same materials, a situation may be created in which units are competing among themselves, especially when scarce materials are purchased from the same supplier.

Centralization minimizes this problem.

Common supply base: A common supply base is used, thus making it easier to manage and to negotiate contracts.

Advantages of decentralization

Closer knowledge of requirements: A buyer at the individual unit is more likely to know its exact needs better than a central buyer at the home office.

Local sourcing: if the firm desires to support local businesses, it is more likely that a local buyer will know more about local suppliers. The proximity of local suppliers allows materials to be shipped more frequently in small lot sizes, and is conducive to the creation of closer supplier relationships.

Less bureaucracy: decentralization allows quicker response, due to less bureaucracy, and close contact between the user and the buyer. Coordination and communication with operations and other divisions are more efficient.

Thus, while centralized purchasing may result in lower costs and better negotiating power, the centralized system may also be too rigid and even infeasible for large, multiunit organizations consisting of several unrelated business operations. For these reasons, a hybrid purchasing organization may be warranted. For example, large multi-unit organizations may use a decentralized-centralized purchasing structure to decentralize purchasing at the corporate level, but centralize the procurement function at the business unit level. Conversely, a firm may utilize a centralized-decentralized purchasing structure to negotiate national contracts at the corporate level,

but decentralize buying at the business unit level. The hybrid purchasing organization allows the firm to exploit the advantage of both the centralized and decentralized systems.

As to the decentralized purchasing it appears costly and potentially inconsistent in processes.

Exercise 9. Answer the questions on text 2.

1. What are basic procurement strategies?
2. What do procurement strategies provide?
3. How do they differ?
4. How is procurement structure defined?
5. What is centralized and decentralized purchasing?
6. What advantages do they give?
7. What are their disadvantages?

UNIT 3. DISTRIBUTION CENTERS

Exercise 1. Practice the pronunciation of the following words repeating after the teacher:

distributor, distribute, distributive, distribution, accumulation, rational, transferred, bypass, sequence, rationality, array.

Exercise 2. Memorize basic terminology to text 1.

distributive logistics – розподільча логістика, логістика збуту
(дистриб'юції)

consumer demand – споживчий попит

retail outlet – торговельна точка, підприємство роздрібної торгівлі

to bypass – обходити

third-party operator – оператор третьої сторони

per se – по суті

tradeoff – 1) обмін; 2) компроміс; 3) поступка

array – 1) набір, комплект; 2) ряд, серія; 3) розташовувати

non-durable goods – товари нетривалого зберігання

deployment – 1) розміщення, розвертання; 2) застосування, використання

pending – протягом

Exercise 3. Read and translate text 1.

Text 1. The Essence and Basic Functions of Distributive Logistics

The distributive logistics is an important part of the general logistics system which provides the most effective organization of the finished products distribution, including all the chains of distribution system: transporting, warehousing, packing and other.

Sales activity is not only a sale of the finished goods but also production orientation on consumers' demand satisfaction and active work on the product demand formation at the market, organization of effective distribution channels and promotion of the product.

The concept of distribution in the context of commercial activity has two substantial meanings. It is coordinated, or systematic, distribution and supplying of goods and all complex of operations which are carried out with the purpose of supplying goods and services according to the customers' order.

The main functions of delivery are determination of consumer demand and organization of its satisfaction; accumulation, sorting and distribution of the finished products inventories; establishment of economic relations according to the goods and services delivery; selection of rational forms of products promotion and trade organization.

A *channel of distribution* is a combination of firms and individuals who participate in the flow of goods and services from the manufacturer to the final user or consumer. There are physical distribution channel and trading channel.

Physical distribution channel is the term used to describe the method and means by which a product or a group of products are physically transferred, or distributed, from their point of production to the point at which they are made available to the final customer. In general, this end point is a retail outlet, shop or factory, but it may also be the customer's house, because some channels bypass the shop and go direct to the consumer.

Another type of channel is known as the *trading or transaction channel*. The trading channel is also concerned with the product, and with the fact that it is being transferred from the point of production to the point of consumption. The trading channel, however, is concerned with the non-physical aspects of this transfer. These aspects concern the sequence of negotiation, the buying and selling of the product, and the ownership of the goods as they are transferred through the various distribution systems.

One of the most fundamental issues of distribution planning is regarding the choice and selection of these channels. The question that arises, for both physical and trading channels, is whether the producer should transfer the product directly to the consumer, or whether intermediaries should be used. These intermediaries are, at the final stage, very likely to be retailers, but for some of the other links in the supply chain it is now very usual to consider a third-party operator to undertake the operation.

The combination of “logistics” and “distribution” concepts gives a new category – “distributive logistics”. The distributive logistics can be defined as a process of the commercial channel and physical distribution of the finished goods and services with the purpose of satisfaction of consumer demand. The distributive logistics is built on the general logistics principles of co-ordination, integration, adaptation, optimality, rationality and system principle.

The main task of distributive logistics is to get a maximum profit for the enterprise with more complete consumer demand satisfaction.

Aims, tasks and functions of distributive logistics require the special forms of its organization that is a definitely organized process of selling finished goods.

Exercise 4. Answer the questions on text 1.

1. What does the distributive logistics provide?
2. What does sales activity include?
3. What two meanings does the concept of distribution have?
4. What are the main functions of delivery?
5. What is channel of distribution?
6. What is physical distribution channel?
7. What is transaction channel?
8. What is the role of third-party operator?
9. How can distributive logistics be defined?
10. What is the main task of distributive logistics?

Exercise 5. Fill in the blanks with the following words and word combinations in brackets. (*order status, couriers, dependability, per se, retail store, on the shelves, tradeoff, array, unreliable, non-durable goods, network, deployment, customers, uncertain, inventories*)

If we think of distribution services ..., fast delivery may be important, but ... may be even more. So, waiting for a long Delivery Lead Time (DLT) may be unpleasant, but very ... and ... DLT may be even more annoying. In fact the possibility of tracking shipments or to check ..., possibly via Web, is typically offered by ..., such as DHL and FedEx, by Internet-based sellers, and service centers of From the consumer's point of view, DLT must be zero for some products: no one would like to wait a few days for a bottle of milk. However, the DLT for milk is not zero from the point of view of the ... or of other actors along the supply chain. A zero DLT may make the management of ... much easier. At the other end of the spectrum, engineered-to-order items have a long DLT: no one would expect to find a radar system In between these extreme cases, there is an ... of intermediate possibilities. DLT is linked to the structures of the ..., the transportation means adopted, and the inventory levels and their ... in the network. If large amounts of goods are held near the ... (say at the stores), DLT is short; it can also be reduced if quick but costly

transportation services are used. So, we see that there is a ... between DLT and different types of cost.

Exercise 6. Memorize the terminology to text 2.

to trunk – транспортувати , перевозити автомагістралями

to haul – транспортувати, перевозити to break down –

розділяти, розбивати

brewing – пивоваріння

voluntary chain – однотипні роздрібні магазини однієї фірми; мережа роздрібних магазинів з єдиним гуртовим покупцем

symbol – 1) символ, емблема, торговий символ; 2) позначка, знак

symbol retailer group – картель роздрібних торговців

cash-and-carry wholesaler – оптове, гуртове підприємство самообслуговування

china – порцеляна

Exercise 7. Read and translate text 2.

Text 2. Physical Distribution Channel Types and Structures

There are several alternative physical channels of distribution that can be used, and a combination of these maybe incorporated within a channel structure (Fig. 1). The main alternative channels for a single consumer product exist when the product is transferred from a manufacturer's production point to a retail store or shop. There are other channels that are used – channels from industrial suppliers to industrial customers, or channels that are direct to the final consumer.

Manufacturer direct to retail store. The manufacturer or supplier delivers direct from the production point to the retail store. As a general rule, this channel is only used when full vehicle loads are being delivered.

Manufacturer via manufacturer's distribution operation to retail store. This was one of the classic physical distribution channels and the most common channel for many years. Here, the manufacturer or supplier holds its products in a finished goods warehouse, a central distribution centre (CDC) or a series of regional distribution centres (RDCs). The products are trunked (line-hauled) in large vehicles to the sites, where they are stored and then broken down into individual orders that are delivered to retail stores on the supplier's retail delivery vehicles. This type of channel is still commonly used by the brewing industry.

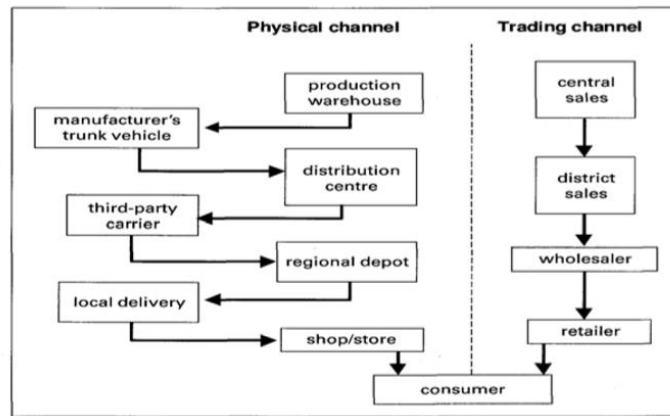


Fig. 1. Typical channel of distribution, showing the different physical and trading routes to the consumer

Manufacturer via retailer distribution centre to retail store. This channel consists of manufacturers supplying their products to national distribution centres (NDCs) or RDCs, which are sites run by the retail organizations. These centres act as consolidation points, as goods from the various manufacturers and suppliers are consolidated at the site. The retailers then use their own delivery vehicles to deliver full vehicle loads of all the different manufacturers' products to their own stores.

Manufacturer to wholesaler to retail shop. Wholesalers have acted as the intermediaries in distribution chains for many years, providing the link between the manufacturer and the small retailers' shops. However, this physical distribution channel has altered in recent years with the development of wholesale organizations or voluntary chains. These wholesaler organizations are known as 'symbol' groups in the grocery trade. They were generally begun on the basis of securing a price advantage by buying in bulk from manufacturers or suppliers.

Manufacturer to cash-and-carry wholesaler to retail shop. Another important development in wholesaling has been the introduction of cash-and-carry businesses. These are usually built around a wholesale organization and consist of small independent shops collecting their orders from regional wholesalers, rather than having them delivered. The increase in cash-and-carry facilities has arisen as many suppliers will not deliver direct to small shops because the order quantities are very small.

Manufacturer via third-party distribution service to retail shop. Third-party distribution or the distribution service industry has grown very rapidly in recent years. A number of companies have developed a particular expertise in warehousing and distribution. These companies consist of those offering general distribution services as well as those that concentrate on providing a 'specialist' service for one type of product (e.g. china and glass) or for one client company.

Manufacturer via small parcels carrier to retail shop. Very similar to the previous physical distribution channel, these companies provide a 'specialist' distribution service where the 'product' is any small parcel. The competition generated by these companies has always been quite fierce.

Manufacturer via broker to retail shop. This is a relatively rare type of channel, and may sometimes be a trading channel and not a physical distribution channel. A broker is similar to a wholesaler in that it acts as intermediary between manufacturer and retailer. Its role is different, however, because it is often more concerned with the marketing of a series of products, and not really with their physical distribution. Thus, a broker may use third party distributors, or it may have its own warehouse and delivery system. The broker can provide an alternative physical distribution channel.

The channel structures can differ very markedly from one company to another. The main differences are: the types of intermediaries; the number of levels of intermediaries (how many companies handle the product); and the intensity of distribution at each level.

An individual company may have many different products and many different types of customers. Such a company will therefore use a number of different channels within its distribution operation. This, together with the large number of variable factors and elements possible within a channel structure, makes it difficult to summarize effectively.

Exercise 8. Answer the questions on text 2.

1. What alternative physical channels of distribution exist within a channel structure?
2. What is the main condition for the channel *manufacturer direct to retail store* to be used?
3. What channel was one of the common classic physical distribution channels?
4. In what channel type are different distribution centers used?
5. What wholesaler organizations are known as “symbol” groups?
6. What is their principle of operation?
7. What are cash-and-carry businesses?
8. What is third-party distribution?
9. What is the role of a broker in the distribution channel structure?
10. How can channel structures differentiate from a company to a company?

UNIT 4. THE LOADING DOCK

Exercise 1. Practice the pronunciation of the following words and word combinations repeating after the teacher:

market pressure, proliferation of products, receipts of materials, approximately, pallet rack, bun shelving, bind, reusable container, stackable, cycle time.

Exercise 2. Memorize the basic terminology to text 1.

market pressure – важіль ринкового впливу
small shipment – малотоннажна партія товару

rapid proliferation – швидке розповсюдження (*продукції*)
bin – 1) ящик; 2) мішок, кошик; 3) бункер
put away – прибирати на місце
order picking – комплектування замовлення
receipt – надходження (*матеріалів*)
storage mode – режим зберігання
restocking – поповнення товарних запасів
pallet – піддон, палета
rack – 1) стелаж; полиця; стійка; рама; стенд; 2) зубчаста рейка; переміщувати (пересувати з допомогою зубчастої рейки) carton flow rack – гравітаційний стелаж для картонних коробок active carton – завантажена картонна коробка
shelving – складування на полицях
bin shelving – складування на полицях із поділом місць зберігання unit load – великогабаритний вантаж
small load – малогабаритний вантаж
block stacking – 1) штабелювання; 2) укладання вантажу блоками
rack storage – зберігання на стелажах
tote pan – сталевий ящик для зберігання та перенесення деталей
storage location – місце складування
to retrieve from storage – отримання товару зі складу
accumulate – накопичувати, складувати
outbound carrier – відправник вантажу (дистриб'ютор)
pallet load – вантаж на піддоні
inner pack – внутрішнє пакування
in-process handling – міжопераційні транспортно-навантажувальні роботи
stackable – придатний для штабелювання
pick – 1) вибирання; 2) вибирати, забирати; підбирати; сортувати; збирати
case – ящик; коробка
broken-case pick – комплектування розрізнених товарів
bulk storage – зберігання насипного вантажу в бункері, резервуарі cycle time – тривалість вантажно-розвантажувальних робіт
labour-intensive – трудомісткий
operating costs – експлуатаційні витрати; видатки
downstream customer service – подальше обслуговування клієнтів
picker-to-stock system – система індивідуального відбирання товару з місць його розташування на складі
stock-to-picker system – система механізованого доставлення контейнерів або палетів до оператора для відбирання товарів

pick-to-light technology – система безпаперового відбирання замовлень, призначена для підвищення ефективності системи управління складом в усіх типах складських комплексів і дистриб'ютивних центрів

picker – комплектувальник, укладальник

vertical lift module – модуль вертикального підйому

miniload automated storage and retrieval system – автоматизована

транспортно-складська система для невеликих вантажів

Exercise 3. Read and translate text 1. Entitle the text.

Text 1

Warehouse logistics is an essential component of the effective organization of working processes involving big quantity of material values.

The mission of a warehouse is to meet the customer demand for higher service quality with lower costs. Thus, understanding the customer demand is the first step to be taken for the proper design and/or operating of the order picking system.

In modern business environments, warehousing functions are becoming important more than ever. Yet, market pressures such as smaller shipments, faster delivery and rapid proliferation of products make warehouse management difficult for meeting the demand for high service quality with low costs.

The following illustration (Fig.1) outlines typical warehouse flows. As you see materials in a usual warehouse flow through the following functions: receiving; put-away; storage; order picking; shipping.

Receiving is the function involved in receipts of materials coming into the warehouse. *Put-away* is the act of moving and placing materials in storage.

The important decision in put-away is to determine where and how much to store materials as there may be several storage modes or systems in the warehouses. By *storage mode* (Fig. 2), we mean a region of storage area or a piece of storage equipment where the costs of picking from and restocking any location are all approximately equal. For instance, the storage modes include a pallet rack used for pallet storage, a carton flow rack (a) is typically used for storing active cartons, and a bin shelving (b) is typically used for storing slower, small loads.

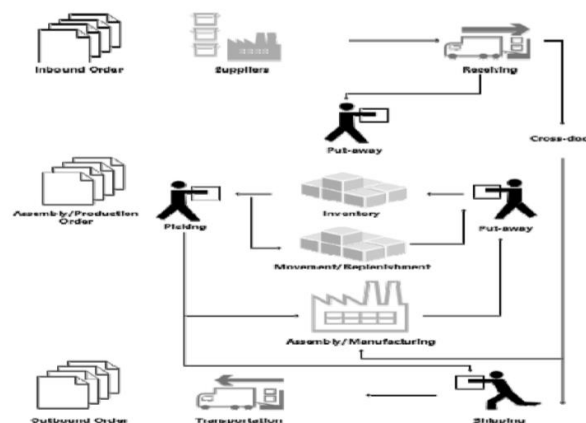


Fig. 1. Typical warehouse flows

Storage is to physically house material until requested. Storage systems can be classified into two types: unit load systems and small load systems. *Unit load storage systems (ULS)* are used for housing large loads such as full pallets, large boxes, and / or large rolls of material. Their applications include housing inventory prior to full unit load shipping, housing reserve storage for replenishment of forward picking areas, and / or housing inventory for partial unit load picking.



Fig. 2. Types of storage modes: a – carton flow rack; b – bin shelving

Block stacking or rack storage is a typical storage system used. *Small load storage systems* house small loads such as tote pans or small boxes, where the maximum capacity per storage location is typically less than 500 lbs. Usual order picking is involved in picking from small load storage systems.

Order picking is the process of retrieving items from storage to meet a specific customer order. Order picking function may include packaging of individual items or assortments. When an order consists of more than one item, it may be required to sort and / or accumulate items into individual orders depending on the picking strategy involved.

Shipping is involved in the activity of packing and accumulating orders by outbound carrier for loading.

Material within a warehouse may be handled in pallet loads (Fig. 3), in cases or cartons, in tote pans or binds, in inner packs, or even in individual pieces. Cases, cartons, tote pans and bins are all containers that are used for holding items. A *case* is a container that is specially designed to hold or protect items. A *carton* refers to a rectangular cardboard box in use for storing items. A *bin* is a generic term referring to a container typically made of plastic, though metal binds are available. A *tote pan* (Fig. 4) in general refers to more standardized, reusable containers, typically used for in-process handling and stackable on top of one another. Both metal and plastic tote pans are available.



Fig.3. Pallet load



Fig. 4. Tote pans

Depending on the types of retrieval units, types of picks can be classified into pallet pick, case pick and broken-case pick. It is called a *pallet pick* when the picking quantity is a multiple of a full pallet load.

We call it a *case pick* when the picking quantity is a multiple of case quantity, but less than a full pallet load. A *broken-case pick*, sometimes called a *piece pick*, is termed to represent an order pick where the picking quantity is less than a full case or in pieces.

A pallet pick is typically done in unit load storage systems. Case pick can be done from pallet storage, bulk storage, or such case storage systems as carton flow racks. Usual broken-case pick is done from small load storage systems where items are commonly housed in cartons or bins. General characteristics of broken-case picks include a large number of item types, small quantities per pick and a short cycle time. Accordingly, broken-case picks are most costly and difficult to manage. Typically, order picking is involved in broken-case picks or case picks.

Order picking is known to be the most labour-intensive and costly function among all the warehouse functions, accounting for 55% of warehouse operating costs. Order picking is also important as it has a critical impact on downstream customer service. Customers expect quick and accurate processes of their orders, which is directly dependent on the efficiency of order picking operations. Order picking systems can be classified largely into two types: a *picker-to-stock systems (PTS)* and *stock-to-picker system (STP)*. In the *picker-to-stock system (PTS)*, the picker travels by walking or riding to storage locations to retrieve items. In such systems, pick-to-light technology can be employed to reduce the amount of time an operator spends searching for the next pick or for increasing accuracy. The PTS contains two subsystems: a storage subsystem and a retrieval subsystem. The *storage subsystem* may employ bin storage shelving, modular storage cabinets, gravity flow racks, carousels, space saving systems (maximize cub usage of foot print), e.g. mezzanines, mobile storage systems. The retrieval subsystem may employ carts, totes or cartons, man-up systems, etc.

In the *stock-to-picker systems (STP)*, the container or the storage location housing requested item is mechanically brought to the picker for retrieval. Examples include carousels, vertical lift modules (VLM), and miniload automated storage and retrieval

systems (AS / RS). The vertical lift modules are state-of-the-art automated storage and retrieval systems. They can consist of one or multiple units, referred to as modules, depending on the volume of product to store and the application (Fig. 5).



Fig. 5. Vertical lift modules

Automated storage and retrieval systems are computer controlled systems for storing and retrieving products in a warehouse or distribution center. AS / RS Systems require virtually no manual labor and are engineered to be completely automated.

Exercise 4. Answer the questions on text 1.

1. What is a warehouse mission?
2. How do you understand it?
3. What are warehouse functions? Differentiate them.
4. What are two types of the storage system and what do they involve?
5. Will you describe the material handling process within a warehouse.
6. How are picks sorted out?
7. What is the order picking system and its classification?

Exercise 5. Match the definitions with proper logistics terms.

Definitions	Terms
1. A frame or shelf in or on which objects (e.g. letters, plates, luggage etc) are put until they are wanted or needed	a) order picking
2. When the picking quantity is a multiple of a full pallet load	b) pallet
3. A single or multi-level structural storage system that is utilized to support high stacking of single items or palletized loads	c) inner pack
4. A storage device designed to hold small discrete parts	d) restocking
5. A container made from cardboard or coated paper	f) rack

- | | |
|---|-----------------------------|
| 6. Withdrawing items from inventory to fulfill an order | g) pallet pick |
| 7. A sub-package within a master package | h) tote pan |
| 8. Replenishment of stores and supplies | i) bin shelving |
| 9. A platform made of wood or composite materials where cartons are stacked on and then used for shipment or movement as a group | j) case pick |
| 10. Paperless order picking | k) pallet rack |
| 11. A storage rack that utilizes shelves (metal) equipped with rollers or wheels | l) bin |
| 12. A traditional steel shelving unit with plastic bins included or metal shelving preconfigured with drawers or metal dividers | m) carton |
| 13. Housing large loads such as full pallets, large boxes, and / or large rolls of material | n) flow rack |
| An automated storage and retrieval system (ASRS) designed to maximize vertical storage capacity | o) block stacking |
| 15. A steel storage and manufacturing pick container that is usually small in size, easily moved by hand or other lifting devices and is used for order picking and shipping of items | p) broken-case |
| 16. A form of palletized storage that does not require any type of storage equipment, and instead loaded pallets are placed directly on the floor and built up in stacks to a maximum stable storage height | q) vertical lift module |
| 17. Gathering of full cartons or boxes of product. often done on a pallet | r) unit load storage system |
| 18. Picking of individual items | s) pick-to-light technology |

Exercise 6. Say whether the following statements are true or false. Correct the false ones.

1. Depending on the types of retrieval units, types of picks can be classified into pick pallet and picker-to-stock system.
2. The case pick means a multiple of pallet quantity.
3. A broken-case pick represents an order pick where the picking quantity is less than a full case or in pieces.
4. In a picker-to-stock strategy, the materials being picked are transported to the operator.
5. In a stock-to-picker strategy, an operator visits fixed locations to make a pick.
6. A vertical lift module is a state-of-the-art order picking system.

7. A tote pan is a standardized container used for shipment of goods.

Exercise 7. Memorize the basic terminology to text 2.

lift capacity – вантажопідйомність
powered pallet truck – самохідний палетний навантажувач
counter-balance forklift truck – вилковий навантажувач із протива-
гою
reach truck – навантажувач із висувними вилами nar-
row
aisle truck – вузькопрохідний штабелеукладач
hand pallet truck – ручний гідравлічний візок
turret truck – навантажувач із обертовою платформою
jack – підймальний пристрій; домкрат
to haul pallet – перевозити палети (піддони)
throttle – дросель
to steer – керувати (автомобілем)
to swing – повертати, вертїти
dead man – підпір, опора
dead man's switch – аварійний вимикач (розмикач); аварійне блокування;
аварійна педаль; аварійне гальмо
brake – гальмо
outrigger – виносна опора
solid cushion tire – пневматична, суцільнолита шина
swing mast truck – навантажувач із висувним обертовим вантажо-
підйомником
side shift – бокове зміщення (вил)
curtain-sided trailer – шторно-бортовий причіп
clamp – затискач; затискувач
handling – вантажно-розвантажувальні роботи
slip sheet – прокладний лист (що використовується замість піддону)
fork carriage blade – каретка вил
push-pull – двотактний, пушпульний
crane attachment – стріла автонавантажувача

UNIT 5. CUSTOMS

Exercise 1. Practice the pronunciation of the following words repeating after the teacher:

lodge, logistic, logic, logistics, logician, logistician, logistic, logistical, logical, origin, basic, Greek, French, hence, derive, quarter, appear, yield, chemical, finan-
cial, multi-dimensional, discipline, soldier, practitioner, refer, detail, retail, activity,

exactly, industry, various, apply, mention, dimension, healthcare, production, application, calculation, academician, maritime, rooted, skilled, influenced, marketing, underlying, management, procurement, agriculture, concept, freight.

Exercise 2. Study the definitions. Give their Ukrainian equivalents.

logist (v) – to perform logistics functions or processes. The act of planning, organizing and managing activities that provide goods or services;

logistics (n) – comes from the Greek logos (λόγος), meaning "speech, reason, ratio, rationality, language, phrase", and more specifically from the Greek word logistiki (λογιστική), meaning accounting and financial organization. The word logistics has its origin in the French verb loger to lodge or to quarter;

logistic (adj) – of or pertaining to logistics;

logistical (adj) – of or pertaining to logistics, logistics-like;

logistician (n) – Logistics specialist;

logician (n) – a person skilled at symbolic logic;

logic (n) – science of reasoning; process of reasoning; sound judgement;

logical (adj) – of or according to the rules of logic or formal argument.

Exercise 3. Translate the following blocks of sentences paying attention to the words in italics. Make use of a dictionary.

She *logisted* the last operation. I will *logist* the next operation. I am *logisting* the current operation. We *logist* a lot of operations. The operations are well *logisted*.

Logistics is the management of the flow of goods and services between the point of origin and the point of consumption in order to meet the requirements of customers. Logistics involves the integration of information, transportation, inventory, warehousing, material handling, and packaging, and often security.

Beginning in the 1960s, logistical support of weapon systems became an integral part of the planning and design stages of these systems.

A simple logistic function may be defined by the formula. The logistic function finds applications in a range of fields, including biology, demography, economics, chemistry, sociology, political science, and statistics.

The historical leaders Alexander the Great and the Duke of Wellington are considered to have been logistical geniuses.

A logistician is a professional logistics practitioner. Professional logisticians are often certified by professional associations. Some universities and academic institutions train students as logisticians, offering undergraduate and postgraduate programs.

There is no logic in their policy. It is logical to assume that they will attend the first international exhibition of transport and logistics this spring.

Exercise 4. Say whether the following statements are true or false.

Correct the false ones.

1. The term “logistics” comes from the Latin “logos”. 2. Logistics is a science of reasoning and process of reasoning. 3. The French “loger” means to quarter or lodge soldiers. 4. The word logistics refers to mathematics. 5. Logistics management principles can’t be applied to different dimensions of activities in various industries. 6. Logistics can be called a multi-dimensional discipline. 7. There is only one type of Logistics according to its application in various industries.

retail – 1) роздрібний продаж, роздрібна торгівля; 2) роздрібний; продавати вроздріб
procurement – 1) придбання, закупівля; 2) постачання (обладнання), забезпечення

Exercise 5. Give English equivalents.

Походження; походити з; застосування; науковець; наукова установа; логіст (логістик); поняття; згадувати; логістичний; підрахунок; багатоаспектна дисципліна; різноманітні галузі; розміщувати по казармах солдатів; основні деталі; логіка; з’являтися; виконувати логістичні функції чи процеси; стосуватися (чогось); бути вкоріненим у понятті; діяльність; студентські та аспірантські програми; постачання (закупівлі); виробництво.

Exercise 6. Play the role of an interpreter translating the questions into English and their answers into Ukrainian:

1 Яке походження слова логістика?

The word logistics has been derived from the Greek word and the French word.

2 До чого стосується слово «логістика»?

The English word logistics refers to the management of underlying details of any activity.

3 Які типи логістики ви знаєте?

There are a lot of types of logistics: Business Logistics, Healthcare Logistics, Chemical Logistics, Information Logistics, and also Retail, Financial, Procurement, Production, Marketing, Agriculture, International and even Global Logistics.

4 Чому логістику можна назвати багатоаспектною дисципліною?

Because there is a possibility of applying logistics management principles to different dimensions of activities in various industries.

5 Хто такий логіст (логістик)?

A logistician is a professional logistics practitioner. Professional logisticians are often certified by professional associations.

6 Що таке логістика? Яке визначення цього терміну?

Logistics is the management of the flow of goods and services between the point of origin and the point of consumption in order to meet the requirements of customers.

Exercise 7. Memorize the basic terminology to text 1.

excursus – екскурс

marshal – військ. маршал

administrative officer – працівник адміністративного органу to encamp – розташовуватися табором

warfare – війна; прийоми ведення війни; стратегія; зіткнення weapon – зброя

ammunition – боеприпаси (снаряди, набої); підривні засоби

to expand – розширювати(ся)

supply – 1) постачання; 2) pl запаси, ресурси; 3) пропозиція постачати

supply depot – склад, постачальна база; збірний пункт поставки

supply chain management (SCM) – управління ланцюгом постачання branch – 1) гілка; 2) галузь

to pertain – стосуватися

equipment – обладнання

logistical support – логістична підтримка

integral part – невід’ємна частина

military – 1) військова сила; військо; 2) військові

engineering logistics – логістичний інжиніринг

emphasis – наголос

issue – проблемне питання

initial – початковий

requirement – вимога to apply – застосовувати

physical distribution – збут товару, просування товару

consumer goods – товари споживчого призначення, споживчі товари

to evolve (into) – розвинути (в), еволюціонувати

dichotomy – поділ на два роди (у класифікації), дихотомія

inbound logistics – логістика вхідних потоків

outbound – 1) що відправляють(ся) (зі складу); 2) експортний

outbound logistics – логістика вихідних потоків

external – зовнішній

business community – бізнес-спільнота

component – компонент ; складова частина, складовий елемент

concept – поняття, ідея, задум, уявлення; концепція

ultimate customer – кінцевий замовник; кінцевий покупець, клієнт

seamless network – суцільна мережа

to creep – заповзати

lexicon – лексикон; словник

variety – різноманітність

flow – 1) потік; 2) текти; литися

stock – запас
mechanism – 1) механізм; апарат, конструкція; пристрій; 2) техніка (виконання)
capability – здібність, здатність
to treat – 1) трактувати; 2) стосуватися
distribution – розподіл; реалізація; збут
underlying detail – основна деталь
enterprise – підприємство, компанія
framework – структура
fundamental – основний; базовий; докорінний; фундаментальний
capital flow – потік капіталу
layman – непрофесіонал; неспеціаліст, аматор; дилетант
customer – замовник, клієнт, покупець
condition – 1) умова; 2) стан, становище ; 3) pl обставини; умови
cost – 1) вартість; ціна; собівартість; 2) pl витрати, затрати
activity – діяльність; заходи
movement – рух; переміщення, пересування
point of origin – місце (пункт) походження
point of consumption – місце (пункт) споживання
logistics manager – менеджер з логістики

Exercise 8. Read and translate text 1.

Text 1. Logistics: Historical Excursus

The term “logistics” entered military terminology in 18th century Europe. The *maréchal des logis* (logistics marshal in English) was the administrative officer responsible for encamping and quartering troops. As warfare became more advanced with an increasing variety of weapons and ammunition, his duties were expanded to include the stocking of supply depots.

The term received a written definition in 1905 as that branch of the art of war pertaining to the movement and supply of armies. But it was not until World War II that the term began to be used to describe the support of military forces and their equipment. Beginning in the 1960s, logistical support of weapon systems became an integral part of the planning and design stages of these systems. During this period, logistics as practiced in the military grew into engineering (or systems) logistics, with an emphasis on engineering issues, calculating initial support requirements, and programming resources to keep a system operational after introduction.

The term logistics migrated to the business sector in the 1960s as academicians in marketing saw potential in applying the principles of military logistics to physical distribution of consumer goods. Business logistics evolved into a dichotomy of inbound logistics (materials management or physical supply) to support production, where the plant is the customer, and outbound logistics (physical distribution of product) to support external customers. Most recently, the business community began viewing logistics as a component of a larger evolving concept, supply chain management (SCM). SCM is a linking of all firms up and down the supply

chain (from ultimate material sources to ultimate customers) in a collaborative and seamless network.

Beginning in the 1970s, the term logistics crept into the lexicon of the common culture.

Clearly, logistics as a concept and a practice has evolved over the years and is a discipline that is now practiced in different ways and contexts. Logistics means different things to different people. Even professionals in the field differ as to what logistics actually means. To some, logistics is managing the flow and stock of materials. To others, it is a customer support activity, a planning and engineering mechanism, or a science of calculating requirements and promoting operational capabilities. The dictionary treats logistics as purely a branch of military science. The Council of Logistics Management defines logistics purely in a product distribution context. The common culture of today views logistics as the underlying details of making something happen.

Logistics can be classified as an enterprise or a business planning framework for the management of material, information, service and capital flows.

In the words of a layman, perhaps the most fundamental definition of logistics is the classical definition: getting the right product, to the right customer, in the right quantity, in the right condition, at the right place, at the right time, and at the right cost.

All activities that are involved in the movement of goods and services from the point of origin to the point of final consumption are grouped under the term “logistics”. The art of managing or supervising all these activities when grouped together as a collective unit, are placed under “logistics management”. People who are authorized or given the task of managing the aspect of logistics management are referred to as “logistics managers”.

Exercise 9. Answer the questions on text 1.

1. When did the term “logistics” enter military terminology?
2. What were the duties of logistics marshal?
3. When did the term receive a written definition?
4. When did logistics as practiced in the military grow into engineering logistics?
5. When did the term logistics migrate to the business sector? Why?
6. What is supply chain management?
7. What did the term logistics creep into in 1970s?
8. What does the term “logistics” mean to professionals?
9. How do different sources treat logistics?
10. How can logistics be classified?
11. What is the classical definition of logistics?
12. What is meant by “logistics management”?
13. Who are referred to as “logistics managers”?

UNIT 6. CARGO INSURANCE

Exercise 1. Memorize the basic terminology to text 1.

insurance – 1) страхування; 2) страховий поліс, страховка
to govern – 1) керувати; 2) визначати; 3) спрямовувати; регулювати
to authorize – 1) дозволяти; 2) вповноважувати
on-site inspection – інспектування на місці
annual audit – щорічна ревізія / аудит
auditor – ревізор, фінансовий контролер
to appoint – призначати
at the cost of – за рахунок
to oblige – зобов'язувати; покладати обов'язок; примушувати
to submit – 1) надавати (*документи*); 2) передавати на розгляд consolidated report – зведений звіт
reinsurance – перестраховання
to exceed – перевищувати
paid – 1) платний; 2) сплачений
charter capital – статутний капітал
insurance premium – страховий внесок, страхова премія
life insurance agreement – угода про страхування життя insurance
broker – страховий брокер, маклер
insurance benefit – страхова допомога / компенсація
cross-border – перехресний, що проходить через кордон
joint-stock company – акціонерне товариство
full partnership – повне товариство
limited partnership – товариство з обмеженою відповідальністю
additional responsibility company – компанія з додатковою відповідальністю
insurer – 1) страхове товариство; 2) страхувальник
individual – особа
mortgage – застава; іпотека, іпотечний кредит
in excess of – що перевищує, виходить за межі
to underwrite – приймати на страхування

Exercise 2. Read and translate text 1.

Text 1. Insurance Services in Ukraine

Insurance services in Ukraine are governed by the *Law of Ukraine on Insurance*, the *Insurance Law*.

The State Commission for the Regulation of the Financial Services Markets of Ukraine (the "Regulator") is the specialized state agency responsible for the regulation and control of the insurance business in Ukraine. The Regulator is authorized to

issue licenses to insurance companies as well as to adopt specific insurance regulations. The Regulator is also authorized to carry out on-site inspections and document examinations of insurance companies. Finally, the Regulator may demand an additional annual audit of the financial statements of an insurance company, to be conducted by an auditor appointed by the Regulator at the cost of the insurance company.

Insurance companies are obliged to submit quarterly and annual reports to the Regulator. In addition, insurance companies are obliged to prepare and publish their annual financial statements and consolidated reports. The accuracy of these reports must be confirmed by an independent auditor.

The Insurance Law also regulates reinsurance. When the cost of insuring a single object exceeds 10 % of the sum of paid charter capital and formed free reserves and insurance reserves, the insurance company is obliged to conclude a reinsurance agreement. An insurance premium may only be paid in hryvnia. Upon agreement of the parties the financial obligations of the life insurance agreement may be determined in a foreign currency. Insurance benefits are to be paid in the currency stated in the insurance agreement.

Under the *Insurance Law*, foreign insurers are not allowed to conduct direct insurance activity in the Ukrainian market (with the exception of cross-border reinsurance). Only a Ukrainian legal entity in the form of a joint-stock company (open or closed), a full partnership, a limited partnership, or an additional responsibility company may become an insurer in Ukraine.

The *Insurance Law* requires that an insurer must be established by, and must exist with, at least three shareholders (participants). Ukrainian and foreign legal entities and individuals may be shareholders of an insurance company.

Only legal entities with an insurance license may use the words "insurer", "insurance company" and "insurance organization" in their name.

Exercise 3. Answer the questions on text 1.

1. What law are insurance services governed by in Ukraine?
2. Who is "the regulator" of the insurance business in Ukraine?
3. What is the Regulator authorized to do?
4. Why is an auditor appointed by the Regulator?
5. What are insurance companies obliged to do?
6. What does the Insurance Law also regulate?
7. When is a reinsurance agreement concluded?
8. What currency may an insurance premium be paid in?
9. What currency are insurance benefits to be paid in?
10. Who may become an insurer in Ukraine?
11. What does the Insurance Law require?
12. Who may use the words "insurer", "insurance company" and "insurance organization" in their name?

Exercise 4. Translate the definitions of the following terms.

Insurance – an arrangement by which a company or the state undertakes to provide a guarantee of compensation for specified loss, damage, illness, or death in return for payment of a specified premium.

Insurance company – a company whose main activity is providing insurance. This may include life, fire, motor, health, or many other varieties of insurance. As the premiums for policies are paid before claims occur, and in the case of life policies the funds collected accumulate for decades, insurance companies hold large stocks of assets. This makes them major participants in the market for government bonds, equity shares, and commercial and household mortgages.

Reinsurance – the system by which the issuers of insurance policies pass on part of the risk to others, by themselves taking out further insurance policies. Reinsurance normally applies only to claims on a policy or group of policies in excess of some minimum amount. This limits the insurer's maximum possible losses if claims on the policies turn out to be higher than expected: it is thus a method of risk-spreading.

Insurer – a person or company that underwrites an insurance risk; the party in an insurance contract undertaking to pay compensation.

Insurance broker – company registered as an adviser on matters of insurance and as an arranger of insurance cover with an insurer on behalf of a client.

Insurance policy – a document that sets out the terms and conditions of an insurance contract, stating the benefits payable and the premium required.

Insure – arrange for compensation in the event of damage to or loss of (property), or injury to or the death of (someone), in exchange for regular payments to a company or to the state

Exercise 5. Say whether the following statements are true or false. Correct the false ones.

1. The Regulator is authorized to issue licenses to insurance companies as well as to adopt specific insurance regulations.
2. Insurance companies are obliged to submit monthly reports to the Regulator.
3. When the cost of insuring a single object exceeds 10 % of the sum of paid charter capital and formed free reserves and insurance reserves, the insurance company is obliged to address an insurance broker.
4. An insurance premium may be paid in any currency.
5. Insurance benefits are to be paid in the currency stated in the insurance agreement.
6. The Insurance Law requires that an insurer must be established by, and must exist with, at least one shareholder (participant).
7. Only Ukrainian legal entities and individuals may be shareholders of an insurance company.

Exercise 6. Memorize the basic terminology to text 2.

to engage (in) – займатися
brokerage – маклерство
provision – забезпечення
to enter into an agreement – укласти угоду
under the authorization – з дозволу
reimbursement – відшкодування, компенсація
tax-payer – платник податку
state registry – державний реєстр

Exercise 7. Read and translate text 2.

Text 2. Insurance Agents and Brokers

There are two types of insurance intermediaries in Ukraine: agents and insurance brokers.

A **broker** is a representative of an insured entity and may not engage in any activity other than brokerage. Brokerage activities are very narrowly defined in Ukraine and do not include the provision of any services on behalf of and/or in favour of an insurance company.

According to Ukrainian law a broker must have a brokerage agreement with an insured entity rather than with an insurance company. Moreover, a conservative interpretation of existing Ukrainian law suggests that a broker may not enter into an agreement with an insurance company.

Ukrainian law also states that a broker must receive his fee from an insured entity rather than from an insurance company.

Insurance agents are individuals or legal entities acting on behalf of, and under the authorization of, an insurance company. They carry out a portion of the insurance company's activities including, in particular, concluding insurance contracts, obtaining insurance premiums and performing functions in connection with insurance payments and reimbursements. Insurance agents are representatives of an insurance company and act in its interests for fees based on the relevant agency agreement with an insurance company.

Non- resident insurance and reinsurance brokers may provide their services only through permanent representation offices in Ukraine which must be registered as tax-payers in accordance with Ukrainian legislation and included in the state registry of insurance and reinsurance brokers.

Exercise 8. Answer the questions on text 2.

1. What types of insurance intermediaries exist in Ukraine?
2. Who does a broker represent?
3. What limitations of broker's activities are
4. imposed by Ukrainian law?
5. 4.What institution must a broker have a brokerage agreement with?
6. What do insurance agents act on behalf of?

7. What do activities of an insurance agent include?
8. How are insurance agents paid for their services?
9. What conditions are stipulated by Ukrainian legislation as for non-resident insurance and reinsurance brokers' services?

UNIT 7. SHIPPING DOCUMENTS

Exercise 1. Memorize the basic terminology to text 1.

bill of lading – коносамент

bearer bill of lading – накладна на пред'явника

combined transport bill of lading – коносамент на змішане (мультиmodalьне) перевезення

house bill of lading – коносамент експедитора, внутрішній коносамент

non-negotiable bill of lading – необоротний коносамент (*який не може передаватися іншій особі*)

order bill of lading – ордерний коносамент

received for shipment bill of lading – коносамент на вантаж, прийнятий для завантаження

shipped on board bill of lading – бортовий коносамент

short form bill of lading – коротка / скорочена вантажна накладна

straight bill of lading – іменний коносамент

blank – пропуск (незаповнене місце)

waybill – накладна

air waybill (AWB) – авіавантажна накладна

master air waybill (MAWB) – головна (консолідована) авіанакладна

house air waybill (HAWB) – експедиторська авіанакладна, внутрішня авіанакладна

sea waybill – морська накладна

sample – зразок

freight forwarder – експедитор, експедиційне агенство

booking form – лист бронювання invoice – рахунок-фактура

commercial invoice – комерційна фактура

certificate of origin (C/O) – сертифікат походження товару

insurance certificate – страховий сертифікат, свідоцтво про страхування

packing list – пакувальний реєстр

negotiable instrument – оборотний інструмент (*інструмент, що перебуває у вільному обігу*)

document of title – товаророзпорядчий документ

to consign – 1) передавати; 2) відправляти на консигнацію

equity – 1) власний капітал; 2) акціонерний капітал; 3) звичайна акція

explicitly – точно, ясно

endorsement – індосамент, передавальний напис (*на векселі, чеку*)
 to imply – 1) значити, означати; 2) розуміти; припускати
 receipt – квитанція
 dock receipt – докова квитанція
 warehouse receipt – складська квитанція, розписка
 issuer – емітент, особа яка випускає (*боргові зобов'язання*)
 en route – дорогою; в дорозі; на маршруті
 groupage shipment – комплектування окремих партій вантажу в єдиний вантаж
 railway consignment note – залізнична накладна
 road consignment note – автодорожна накладна
 CMR (Convention on the Contract for the International Carriage of Goods by Road) note – товарно-транспортна накладна
 mainland – континент
 predominantly – переважно, зокрема
 tracking number – номер відслідковування
 consignor – вантажовідправник, адресант вантажу; консигнант
 consignee – отримувач вантажу
 consistent (with) – що узгоджується (з)
 consolidated cargo – об'єднаний; консолідований вантаж
 letter of credit (L/C) – акредитив
 to itemize – 1) перераховувати по пунктах; 2) розбивати по позиціях
 crate – ящик, тара для пакування
 drum – циліндричний ящик або коробка
 stationer – торговець канцелярськими товарами
 port of embarkation – порт завантаження

Exercise 2. Read and translate text 1.

Text 1. Transport and Commercial Documentation

Transport documents include bills of lading, airway bills, insurance details and export booking forms while commercial documents include the documents you need to get paid and the invoices you produce.

The documents required for all commercial shipments, irrespective of value or mode of transportation, are: a commercial invoice, a certificate of origin, an airway bill, an airlines company certificate, an insurance certificate (if goods are insured by the exporter) and a packing list. Depending on the nature of goods being shipped, or upon certain requests from the importer specific additional documents may also be required.

Bill of Lading. Bills of lading are transport documents that, in general, cover movement by sea or where the major portion of the total distance covered is by sea. The standard bill of lading is evidence of the contract of carriage of goods between

the owner of the goods and the carrier and it serves a number of purposes: it is evidence that a valid contract of carriage exists; it is a receipt signed by the carrier confirming whether goods matching the contract description have been received in good condition; and it is also a document of transfer, and a negotiable instrument, i.e. it governs all the legal aspects of physical carriage.

In most national and international systems, a bill of lading is not a document of title and does not identify an individual's right to possession at the time when delivery is to be made.

There are three main types of a bill of lading: straight bill of lading, order bill of lading, and bearer bill of lading. *Straight bill of lading* states that the goods are consigned to a specified person and it is not negotiable free from existing equities. It is also known as non-negotiable bill of lading. *Order bill of lading* states that delivery is to be made to the further order of the consignee. It is also known as a negotiable bill of lading. *Bearer bill of lading* states that delivery shall be made to whoever holds the bill. Such bill may be created explicitly or it is an order bill that fails to nominate the consignee whether in its original form or through an endorsement in blank. A bearer bill can be negotiated by physical delivery.

Marine or ocean bills of lading are, as the name implies, bills covering shipment by sea. Marine Bills of Lading can be issued by the shipping company (carriers), the captain or master of the vessel, or a party acting as agents for the carrier.

A *received for shipment bill of lading* is one that merely evidences receipt of the goods by the issuer. It does not, therefore, evidence that the goods are en route. The date of the document is the date on which the issuer accepts responsibility for the goods.

Shipped on board bills of lading are bills that evidence, either in the wording of the document itself or by means of a signed and dated annotation to the document, the date on which the goods were loaded on board the vessel. By their nature these are accepted as evidence that the goods are actually en route.

Most bills of lading will show the full terms and conditions of carriage on the reverse of the document. A bill of lading that only makes reference to the terms and conditions of carriage by referring the holder to another document or set of conditions is known as a 'short form bill of lading'.

Where not all of the journey on which the goods are being taken by the carrier is by one mode of transportation, the carrier will usually issue a *combined transport bill of lading*. Combined transport bills of lading are extensively used in connection with container shipments and are,

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House bills of lading are bills of lading issued by a freight forwarder and not the actual carrier. The freight forwarder will have possession of the bill of lading issued by the carriers and will then issue his own bills of lading to cover the various goods that make up the total 'groupage shipment' made up by them.

Air waybill (AWB). Air freight shipments are handled by air waybills, which can never be made in negotiable form. The AWB is non-negotiable. The AWB has a tracking number which can be used to check the status of delivery, and current position of the shipment.

Air Waybills make sure that goods have been received for shipment by air. A typical air waybill sample consists of three originals and nine copies. The first original is for the carrier and is signed by an export agent; the second original, the consignee's copy, is signed by an export agent; the third original is signed by the carrier and is handed to the export agent as a receipt for the goods. The first three copies are classified as originals.

The principal requirements for an air waybill are: the proper shipper and consignee must be mentioned; the airport of departure and destination must be mentioned; the goods description must be consistent with that shown in other documents;

any weight, measure or shipping marks must agree with those shown in other documents; it must be signed and dated by the actual carrier or by the named agent of a named carrier; it must mention whether freight has been paid or will be paid at the destination point.

International AWBs that contain consolidated cargo are called master air waybills (MAWB). MAWBs have additional papers called house air waybills (HAWB). Each HAWB contains information of each individual shipment (consignee, contents, etc.) within the consolidation. International AWBs that are not consolidated (only one shipment in one bill) are called simple AWBs. A house air waybill can also be created by a freight forwarder. When the shipment is booked, the airline issues a MAWB to the forwarder, who in turn issues their own house air waybill to the customer.

A **Sea Waybill** covers the transport of goods by sea but, unlike a bill of lading, it is not a 'document of title' and is merely evidence that the carrier has taken over the goods for transportation. It is, in effect, a receipt for the goods, showing the details of the agreed shipping arrangement, i.e. the route, vessel, goods description etc.

The **CMR convention** (full title **Convention on the Contract for the International Carriage of Goods by Road**) is a United Nations convention signed in Geneva on 19 May 1956. It relates to various legal issues concerning transportation of cargo, predominantly by lorries, by road. It has been ratified by the majority of European states.

Railway Consignment Note. As the name suggests it covers shipment by rail. It is rarely used in Europe, with regard to international transactions, as most of the traffic taken by rail to the continent is loaded upon lorries anyway. These documents are more likely to be used on transcontinental shipments.

Packing List includes names and addresses of consignor and consignee, description and value of the exported goods, net and total weight, number of packages and their contents, number of containers and contents, numbers of seals, and number of letters of credit (L/C). Export Packing List is considerably more detailed and informative than a standard domestic packing list. It itemizes the material in each individual package and indicates the type of package, such as a box, crate, drum, or carton. Both commercial stationers and freight forwarders carry packing list forms.

Import Licenses are the responsibility of the importer. Including a copy with the rest of documentation, however, they can sometimes help avoid problems with customs in the destination country.

Dock Receipt and Warehouse Receipt are used to transfer accountability when the export item is moved by the domestic carrier to the port of embarkation and left with the ship line for export.

Exercise 3. Answer the questions on text 1.

1. What do transport documents include?
2. What distinguishes bill of lading from other transport documents?

3. Who can the bills of lading be issued by?
4. Why do bills of lading need to be kept secure and forwarded by a secure method?
5. What is the difference between sea waybill and marine bill of lading?
6. What are the main features of house bill of lading?
7. How are bills of lading classified according to modes of transport?
8. What do we mean by 'straight consigned' bill of lading?
9. What do bills of lading require to be negotiable?
10. What will air waybill show?
11. What is the difference between an air waybill and bill of lading?
12. How many air waybill copies are made? What are their purposes?
13. What are the principal requirements for an air waybill?
14. What does a sea waybill evidence?
15. What is CMR?
16. What should a packing list include?
17. What additional information does an export packing list include?
18. What do import licenses help?
19. What are dock receipt and warehouse receipt used for?

Exercise 4. Complete the following sentences.

1. Bill of lading is 2. Blank endorsement means 3. Shipped on board bills of lading are 4. House bill of lading is 5. Road consignment note is 6. Sea waybill covers 7. Combined transport bill of lading covers 8. The AWB must indicate 9. The principal requirements for an air waybill are 10. Packing list includes

Exercise 5. Say whether the following statements are true or false. Correct the false ones.

1. Bills of Lading are issued in "sets" of numbered originals and can be made up of any number of originals but 2 or 4 are the most usual. 2. Bills of Lading that are consigned to a named party are known as "straight consigned". 3. A Received for Shipment Bill of Lading evidences that the goods are en route. 4. Shipped on Board Bills of Lading are bills that evidence the date on which the goods were unloaded from the vessel. 5. A Sea Waybill covers the transport of goods by sea and like a Bill of Lading is a 'document of title. 6. House Bills of Lading are Bills of Lading issued by a freight forwarder and not an actual carrier. 7. Air Waybills are evidence of receipt of the goods by the carrier and are evidence of title to the goods. 8. Road consignment notes evidence transport by road. 9. AWBs that are not consolidated (only one shipment in one bill) are called master AWBs.

Exercise 6. Memorize the basic terminology to text 2.

rent – оренда, винаймання, прокат

duration – встановлений термін; тривалість; термін погашення

invoicing – виставлення рахунку-фактури, інвойсування

proforma

invoice – орієнтувальний рахунок; рахунок-проформа

self-billing invoice – самофактурований рахунок

to owe – заборгувати, бути винним (про борг)

value-added tax (VAT) – податок на додану вартість (ПДВ)

exemption – виключення; вилучення; звільнення

accounts receivable – рахунки до отримання; дебіторська заборгованість

accounts payable – рахунки до сплати; кредиторська заборгованість

customs declaration form – митна декларація

sight draft – тратта з оплатою за пред'явленням

credit memo – кредитне авізо

debit memo – дебетне авізо

to refund – компенсувати; відшкодувати

short-pay – 1) недоплата; 2) недоплачувати

evaluated receipt settlement (ERS) – процедура автоматичного здійснення розрахунків за отримані товари

payee – отримувач платежу

packing slip – пакувальний лист

timesheet – акт обліку часу стоянки, таймшит

remittance – переказ (*грошей, чеків*)

advance shipping notice (ASN) – попереднє повідомлення про відвантаження

Exercise 7. Read and translate text 2.

Text 2. Types of Invoices

An **invoice** is a commercial document issued by a seller to the buyer, indicating the products, quantities, and agreed prices for products or services the seller has provided the buyer. An invoice indicates the buyer must pay the seller, according to the payment terms. The buyer has a maximum amount of days to pay these goods and is sometimes offered a discount if paid before. In the rental industry, an invoice must include a specific reference to the duration of the time being billed, so rather than quantity, price and discount the invoicing amount is based on quantity, price, discount and duration. Generally speaking each line of a rental invoice will refer to the actual hours, days, weeks, months etc. being billed.

From the point of view of a seller, an invoice is a *sales invoice*. From the point of view of a buyer, an invoice is a *purchase invoice*. The document indicates the buyer and seller, but the term *invoice* indicates money is owed or owing. In English, the

context of the term *invoice* is usually used to clarify its meaning, such as "We sent them an invoice"

(they owe us money) or "We received an invoice from them" (we owe them money).

The US Defense Logistics Agency requires an employer identification number on invoices. The European Union requires a VAT (value-added tax) identification number on invoices between entities registered for VAT. If seller and buyer belong to two different EU countries, both VAT identification numbers must be on the invoice in order to claim VAT exemption. In the UK, if the issuing entity is not registered for VAT, the invoice must state that it is "not a VAT invoice".

There are different types of invoices:

Proforma invoice. In foreign trade, a pro forma invoice is a document that states a commitment from the seller to provide specified goods to the buyer at specific prices. It is often used to declare value for customs. It is not a true invoice, because the seller does not record a proforma invoice as an accounts receivable and the buyer does not record a proforma invoice as an accounts payable. A proforma invoice is not issued by the seller until the seller and buyer have agreed to the terms of the order. In few cases, proforma invoice is issued for obtaining advance payments from buyer, either for start of production or for security of the goods produced.

Commercial invoice is a customs declaration form used in international trade that describes the parties involved in the shipping transaction, the goods being transported, and the value of the goods. It is the primary document used by customs, and must meet specific customs requirements. It is used to calculate tariffs.

Commercial invoices are often used by governments to determine the true value of goods when assessing customs duties.

The invoice contains, first of all the names and addresses of the seller and the buyer (or consignor and consignee); next, a full description (trademarks, quantity) of the goods dispatched, including the net and gross weight and numbers and marks of all the packages, and the date of flight, airport of loading and airport of discharge; thirdly, the price per unit and the total cost of the consignment. It also states the port of shipment and the date, the terms of sale, and the terms of payment, such as by sight draft or a letter of credit (L/C), contents of each package and container, currency, number of L/C and freight, and insurance. Finally, it must be signed by an authorized employee of the seller.

Consular invoice is required in some countries. It describes the shipment of goods and shows information such as the consignor, consignee, and value of the shipment. It is a declaration made at the consulate of the importing country. They confirm the ex-works cost of a consignment. One copy is sent to the importing customs, another accompanies documents presented through a bank.

Self-billing invoice. A self-billing invoice is when the buyer issues the invoice to himself (e.g. according to the consumption levels he is taking out of a vendor-managed inventory stock).

If the buyer returns the product, the seller usually issues a *credit memo* for the same or lower amount than the invoice, and then refunds the money to the buyer, or the buyer can apply that credit memo to another invoice. When a company fails to

pay or short-pays an invoice, it is common practice to issue a *debit memo* for the balance and any late fees owed. In function debit memos are identical to invoices.

Evaluated receipt settlement (ERS) is a process of paying for goods and services from a packing slip rather than from a separate invoice document. The payee uses data in the packing slip to apply the payments.

ERS is a business process between trading partners that conduct commerce without invoices. In an ERS transaction, the supplier ships goods based upon an advance shipping notice (ASN), and the purchaser, upon receipt, confirms the existence of a corresponding purchase order or contract, verifies the identity and quantity of the goods, and then pays the supplier.

Invoices for hourly services such as by lawyers and consultants are called *timesheets*. A **Timesheet invoice** may also be generated by Operated equipment rental companies where the invoice will be a combination of timesheet based charges and equipment rental charges.

Electronic invoices. Some invoices are no longer paper-based, but rather transmitted electronically over the Internet. It is still common for electronic remittance or invoicing to be printed in order to maintain paper records. Standards for electronic invoices vary widely from country to country.

Exercise 8. Fill in the blanks with the terms in brackets: (*credit memo; customer statement; recurring invoice; buyer; debit memo; collective invoicing; unique reference number*).

1. The ... has a maximum amount of days to pay goods and is sometimes offered a discount if paid before. 2. A typical invoice contains a ... (in case of correspondence about the invoice). 3. If the buyer returns the product, the seller usually issues a ... for the same or lower amount than the invoice. 4. When a company fails to pay or short-pays an invoice, it is common practice to issue a ... for the balance. 5. A periodic ... includes opening balance, invoices, payments, credit memos, debit memos, and ending balance for the customer's account during a specified period. 6. A ... is one generated on a cyclical basis during the lifetime of a rental contract.

UNIT 8. TRANSPORTATION LOAD PLANNING

Exercise 1. Practice the pronunciation of the following words repeating after the teacher:

silos, machining, assembly, ergonomics, procurement, assimilate, synthesize, inventory, readily, complexity, collaboratively, multiplicity, inherent, virtual, prerequisite, discipline, consistent, appropriate appropriateness.

Exercise 2. Memorize the basic terminology to text 1.

machining – 1) використання механізмів; 2) використання транспортних засобів

workplace logistics – матеріально-технічне забезпечення робочого місця

founder – засновник, фундатор

facility – 1) засоби обслуговування, зручності; послуги; 2) обладнання, пристосування, апаратура; будівля; виробнича споруда, виробничий об'єкт

facility logistics – матеріально-технічне забезпечення об'єктів workstation – робоча станція, робоче місце

corporate logistics – корпоративна логістика assembly line – складальний конвеєр, лінія збирання

ergonomics – ергономіка (галузь наукової організації праці, що вивчає трудові процеси і умови праці) interworkstation – об'єкти між робочими місцями

intrafacility – внутрішній об'єкт

nonvalue added activities – неприбуткова діяльність physical distribution – рух товарів; просування товару

business logistics – матеріально-технічне забезпечення комерційної організації

intrachain – внутрішній ланцюг

to oversimplify – надто спрощувати, розуміти дуже спрощено to inflate – завищувати

computing industry – галузь інформаційних технологій handoff – супровідна документівця

inherent – притаманний

collaborative logistics – спільне матеріально-технічне забезпечення fourth-party logistics (4PL) – логістичний сервіс-провайдер четвертого рівня (провайдер логістичних послуг четвертого рівня)

Exercise 3. Read and translate text 1.

Text 1. The Evolution of Logistics and Supply

Chain Management

Paralleling advances in management theory and information systems, logistics has evolved in scope and influence in the private sector since the mid to late 1940s. In the 1950s and '60s, the military was the only organization using the term "logistics". There was no true concept of logistics in private industry at that time. Instead, departmental silos including material handling, warehousing, machining, accounting, marketing, and so on, were the norm. There are five phases of logistics development—workplace logistics, facility logistics, corporate logistics, supply chain logistics, and global logistics.

Workplace Logistics

Workplace logistics is the flow of material at a single workstation. The objective of workplace logistics is to streamline the movements of an individual working at a machine or along an assembly line. The principles and theory of workplace logistics were developed by the founders of industrial engineering

working in WWII and post-WWII factory operations. A popular name today for workplace logistics is ergonomics.

Facility Logistics

Facility logistics is the flow of material between workstations within the four walls of a facility (that is, interworkstation and intrafacility). The facility could be a factory, terminal, warehouse, or distribution centre. Facility logistics has been more commonly referred to as material handling. The roots of facility logistics and material handling are in the mass production and assembly lines that distinguished the 1950s and 1960s. In those times and even into the late 1970s, many organizations maintained material-handling departments. Today, the term material handling has fallen out of favour because of its association with nonvalue added activities.

In the 1960s, material handling, warehousing, and traffic were grouped together to become known as physical distribution; procurement, marketing, and customer service were grouped together to become known as business logistics. (Even today in many academic institutions, logistics is still divided along these lines; where logistics is taught in the business school, it is taught as business logistics, and in the engineering schools as physical distribution.)

Corporate Logistics

As management structures advanced and information systems accordingly, the ability to assimilate and synthesize departments (material handling, warehousing, and so on) into functions (physical distribution and business logistics) in the 1970s permitted the first application of true logistics within a corporation. Corporate logistics became a process with the common objective to develop and maintain a profitable customer service policy while maintaining and reducing total logistics costs.

Corporate logistics is the flow of material and information between the facilities and processes of a corporation (interworkstation, inter-facility, and intra-corporate). For a manufacturer, logistics activities occur between its factories and warehouses; for a wholesaler, between its distribution centres; and for a retailer, between its distribution centres and retail stores. Corporate logistics is sometimes associated with the phrase physical distribution that was popular in the 1970s. In fact, the Council of Logistics Management (CLM) was called the National Council of Physical Distribution Management (NCPDM) until 1982.

Supply Chain Logistics

Supply chain logistics is the flow of material, information, and money between corporations (interworkstation, interfacility, intercorporate, and intrachain). There is a lot of confusion surrounding the terms logistics and supply chain management. They may be distinguished by explaining that the supply chain is the network of facilities (warehouses, factories, terminals, ports, stores, and homes), vehicles (trucks, trains, planes, and vessels), and logistics information systems (LIS) connected by an enterprise supplier's suppliers and its customer's customers. Logistics is what happens in the supply chain.

Logistics activities (customer response, inventory management, supply, transportation, and warehousing) connect and activate the objects in the supply

chain. To borrow a sports analogy, logistics is the game played in the supply chain arena. It is unfortunate that the phrase supply chain management has been so readily and commonly adopted as a reference to excellence in logistics. First, it is not supply (or demand) that should dictate the flow of material, information, and money in a logistics network. Actually, there are some links in the chain and some circumstances in which supply should dictate flow and some in which demand should dictate flow. Second, if you drew lines connecting all the trading partners in a typical supply chain, what you would see would not look anything like a chain. You would see something that looks more like a complex web of links.

A chain stretched full is a line. The danger in the choice of the term chain is that the term oversimplifies the complexities in logistics management and leads to inflated expectations for what can be achieved by supply chain management systems. Finally, the term management suggests that a single party in the chain can truly manage and dictate the operations of the supply chain.

Instead, the best any party can do is to collaboratively plan the operations of the chain. Consider the computing industry supply chain with players like HP, Microsoft, Intel, UPS, FEDEX, Sun, Ingram-Micro, Compaq, CompUSA, and so on. There is not a single one of those parties who can or should manage the entire computing industry supply chain.

Global Logistics

Global logistics is the flow of material, information, and money between countries. Global logistics connects our suppliers' suppliers with our customers' customers internationally. Global logistics flows have increased dramatically during the last several years due to globalization in the world economy, expanding use of trading blocs, and global access to Web sites for buying and selling merchandise. Global logistics is much more complex than domestic logistics, due to the multiplicity of handoffs, players, languages, documents, currencies, time zones, and cultures that are inherent to international business.

Next-Generation Logistics

There are many theories as to the next phase of logistics development. Many logisticians believe that collaborative logistics, logistics models built with continuous and real-time optimization and communication between all supply chain partners, will be the next phase of evolution. Other camps in the logistics community believe the next phase of evolution will be virtual logistics or fourth-party logistics, where all logistics activities and management will be outsourced to third-party logistics providers who are in turn managed by a master or fourth-party logistics providers acting kind of like a general contractor.

Exercise 4. Answer the questions on text 1.

1. What are the phases of logistics development?
2. What was the only organization using the term logistics in the 1950s and 60s?
3. What departmental silos were the norms?
4. What is the definition and objective of workplace logistics?

5. What is the second (popular) name for workplace logistics?
6. What is facility logistics?
7. Why was the term “material handling” fallen out of favour today?
8. What activities were grouped together to become known as physical distribution?
9. What activities were grouped to become known as business logistics?
10. What is the application of true logistics within a corporation called?
11. What was the Council of Logistics Management called until 1982?
12. What is the difference between supply chain management and logistics?
13. What is the flow of materials, information, and money dictated by?
14. Why is global logistics more complicated than domestic logistics?
15. What logistics theories connected with the next stages of its development do you know?

Exercise 5. Give English equivalents.

Масштаб; використання транспортних засобів; матеріально-технічне забезпечення робочого місця; обладнання; корпоративна логістика; логістика каналу постачання; складальний конвеєр, лінія збирання; просування товару; закупівля; внутрішній ланцюг; галузь інформаційних технологій; галузь наукової організації праці, що вивчає трудові процеси й умови праці; об’єкти між робочими місцями; супровідна документація.

Exercise 6. Match the definitions with proper logistics terms.

Definitions	Terms
1. The flow of material and information between the facilities and processes of a corporation	a) facility logistics
2. Logistics activities and management outsourced to third-party logistics providers managed by a <i>master logistics</i> providers acting like a general contractor	b) global logistics
3. The flow of material between workstations within the four walls of a plant or warehouse	c) supply chain logistics
4. The flow of material, information, and money between countries	d) fourth-party logistics
5. It aims to streamline the movements of an individual working at a machine or along an assembly line	e) ergonomics

- | | |
|--|----------------------------|
| 6. The flow of material, information, and money between corporations (interworkstation, interfacility, intercorporate, and intrachain) | f) collaborative logistics |
| 7. Logistics models built with continuous and real-time optimization and communication between all supply chain partners | g) workplace logistics |
| 8. The science of designing user Interaction with equipment and workplaces to fit the user. | h) corporate logistics |

Exercise 7. Memorize the basic terminology to text 2.

relevant (to) – пов’язаний із
 continuing education – післядипломне навчання
 to cover – охоплювати
 extensive – широкий
 outside speaker – незалежний доповідач pertinent – який стосується до (чогось)
 vocational qualification – професійна кваліфікація pan-European – загальноєвропейський
 to endorse – підтверджувати, схвалювати
 recognition – визнання
 retraining – перепідготовка
 pilot project – експериментальний, пілотний проект to pursue – невідступно йти, слідувати
 dissemination – розповсюдження, поширення propulsion – 1) просування; 2) рушійна сила turnover – товарообіг
 to amount – складати, дорівнювати
 production company – виробнича фірма
 stakeholder – 1) зацікавлена сторона / особа; 2) партнер, співвласник to reward achievements – винагороджувати за досягнення
 honorary – 1) почесний; 2) неоплачуваний tailored – спеціалізований, цілеспрямований
 executive and advisory board – виконавчо-консультативна рада cross-section – 1) профіль; 2) зріз даних, вибірка даних
 to have finger on the pulse – бути обізнаними з останними розробками, досягненнями, тримати руку на пульсі
 commitment – 1) зацікавленість, прихильність; 2) зобов’язання to showcase – показувати, виставляти
 hands-on – практичний
 vis-à-vis – відносно, щодо здогадка
 insight – 1) розуміння, здогадка; 2) раптове знаходження рішення, здатність розібратися у чому справа (річ)
 promotion committee – комітет зі сприяння дослідницькій роботі in-depth – вичерпний; ретельний
 pre-eminent – винятковий, видатний
 leading-edge thinking – прогресивне, передове мислення
 relevance – значущість, важливість

breadth –1) рівень світогляду захисту (прав, домагань тощо); широкий розмах, широкість (світогляду, поглядів)

Exercise 8. Read and translate text 2.

Text 2. Logistics Associations

There are many fine associations relevant to supply chain management and customer satisfaction. They include:

Institute of Management Consultants (IMC)

The Institute of Management Consultants (USA) exists to establish professional and ethical standards for management consultants, to provide continuing education and information relevant to the profession, and to increase public awareness of the management consulting profession.

The Council of Supply Chain Management Professionals (CSCMP)

CSCMP is an association of distribution, logistics and supply chain management professionals. The organization is very comprehensive in the supply chain management field. It covers issues of customer satisfaction, inventory management, transportation, warehousing, systems, management and strategy. It is the largest and most comprehensive supply chain management organization.

CSCMP has an extensive network of local organizations called Round Tables. These often meet monthly in local environments to present outside speakers or conduct seminars. CSCMP conducts high-level annual meetings attended by five to seven thousand supply chain management professionals.

The International Customer Service Association (ICSA)

ICSA is an organization of customer service professionals. In general the organization is focused on issues pertinent to running a customer service department--personnel, organization, career paths, and so on. ICSA conducts annual meetings attended by two to three thousand people.

The Warehouse Education and Research Council (WERC)

WERC is an organization of individuals primarily focused on warehouse operations. Most of WERCs members have a direct connection with or are responsible for warehousing. The organization conducts local chapter meetings and has an annual conference.

ELA, the European Logistics Association, is a federation of 30 national organisations, covering almost every country in Central and Western Europe.

The goal of ELA is to provide a forum for co-operation for any individual or society concerned with logistics within Europe and to assist industry and commerce in Europe.

ELA formulates European Logistics Education Standards and encourages the acceptance of these standards by each of its member nations. A Vocational Qualification procedure is in place to enable the standards to be accepted on a pan-European basis.

ELA is often asked to participate in, or endorse, or lend support to a variety of research projects. For that reason ELA published the broad principles for ELA's support for research and provides advice on how to engage with the Association in this field.

AILOG, Italian Association of Logistics and Supply Chain Management since 1978 represents the professional and cultural point of reference in Italy on the issues of logistics and supply chain management for companies, for industry and for the institutions.

AILOG, excluding any knowledge and application technological, organizational, impact.

In particular, it proposes to: promote exchanges of experience and collaboration between members to enhance their professionalism; spread the knowledge of logistics and promote full recognition of the logistics function in the economy, industrial, commercial and political; promote training and retraining, with the cooperation of public or private institutions; develop in the companies and public institutions the introduction of advanced logistics systems; establish and maintain links with institutions and organizations, public and private, domestic or foreign, involved in logistics; take any useful initiative to achieve the aims of the Association.

In order to achieve these objectives AILOG organizes the following activities: conferences and seminars, working groups and pilot projects, training courses, sponsored by the magazine "Logistics Management".

The Association operates throughout the national territory through its Territorial Departments. These sections pursue the general objectives of AILOG with the aim of territorial development, exchange of experiences and knowledge of logistics and increasing the dissemination of logistics disciplines as a means of propulsion in the process of further economic development planning.

Within AILOG also operates, since 1994, the section Ailog Youth, created in order to facilitate the matching between demand and supply of labour and, more generally, to spread culture and professionalism of the logistics disciplines in the world of youth .

Among the members AILOG includes the best known of the Italian logistics: there are many business executives, supply chain managers, purchasing managers or production (materials and distribution) managers, some are entrepreneurs, some successful consultants, academicians and other young graduates.

AILOG now has more than 1000 members, belonging to private companies and public bodies, whose total turnover amounts to some 250 billion. Production companies, members of several areas of business, distributors, logistics operators, service providers and equipment companies and logistics information systems, also belong to the association institutions, public administration and university bodies.

The Logistics Association of Australia (LAA) is a professional membership association representing the interests of professionals in logistics and the supply chain. Its vision is to serve and advance the Logistics and Supply Chain profession in Australia. Its mission is to be the Australian professional organization to which

people associated with logistics and supply chain belong, by ensuring that the organization creates value for members and stakeholders, develops the profession by facilitating the exchange of knowledge and experience; encourages, recognizes and rewards achievements and excellence within the profession; collaborates responsibly with relevant organizations.

The core goal of LAA is professional development of individual people operating in the logistics, transport and supply chain profession.

The LAA provides professional development by providing good quality products, services and programs.

On many occasions the LAA collaborates with various industry bodies to bring to the membership good quality programs and services.

The mission of the nonprofit **German Logistics Association (BVL)** founded in 1978 is to act as a neutral platform to promote an awareness for the importance of logistics and supply chain management in industry, science and the public sphere, to systematically document logistical problem definitions, to develop methods and processes to solve these problems on an interdisciplinary and sector -focused basis and to promote and continuously optimize the application of the relevant solutions.

Today, BVL has more than 10,000 members - companies and individuals from the worlds of industry, commerce, services and science who are actively involved in the business of logistics and supply chain management. BVL is a primarily honorary network of experts that sees its job as to support the exchange of knowledge ideas among members. At the same time, BVL consciously avoids representing corporate interests, does not act as a lobbyist and has no agenda in the political field.

The members and bodies of BVL possess the experience and expertise that enable them to identify new trends in the early stages - and then to develop and present tailored ideas and concepts to the key current and future players in industry, politics and science with the aim of addressing key issues, helping to promote opinion formation in general and the competitiveness of BVL's members in particular.

The members of the Executive and Advisory Boards of BVL are leading figures who represent a broad cross-section of logistics expertise in industry and research. BVL always has its finger on the pulse of the logistics world, ensuring a constant flow of information on the latest trends and supplying a comprehensive range of expert knowledge that benefits each and every member.

The work and commitment of BVL's 29 Regional Groups form the solid foundation of the association. At over 160 events every year, the regional groups showcase real-world and "hands-on" logistics strategies, concepts and solutions. They provide an excellent platform for establishing new - or building on existing - contacts where both members and guests can talk to each other one to one and find out about the events and services offered by BVL. In December 2008, BVL founded its first Regional Group outside Germany in Shanghai. The next one was established in Beijing in February, 2010.

The goal of the Research Council, a voluntary group of leading scientists and logistics experts, is to identify research deficits in the field of logistics vis-à-vis the

public at large and to use the resulting insights as a basis for the development of important and necessary projects. The Promotion Committee is not itself a research body but aims to initiate, support and review key research projects.

Future-oriented working groups and 29 active regional groups ensure rapid knowledge transfer and facilitate personal contacts for those seeking in-depth information.

The Chartered Institute of Logistics and Transport in the UK - CILT(UK) - is the pre-eminent independent professional body for individuals associated with logistics, supply chains and all transport throughout their careers.

As the focus for professional excellence and the development of the most modern techniques in logistics and transport, the Institute aims to encourage the adoption of policies that are both efficient and sustainable. Its aim is to facilitate the development of personal and professional excellence; to encourage the development of leading-edge thinking and best practice in logistics, supply-chains and all transport; to provide relevant and valued services to members and employers, to provide professional integrity and excellence, quality support and service for members, relevance and value for money, breadth and quality of membership.

Exercise 9. Answer the questions on text 2.

1. What is the IMC main objective?
2. What issues does the CSCMP cover?
3. What is called “Round Table”?
4. What issues is ICSA focused on?
5. In what field is WERC known?
6. What does ELA formulate?
7. What is the aim of a Vocational Qualification procedure?
8. Application of what aspects of logistics does AILOG promote?
9. What is the purpose of AILOG Youth?
10. Who are the AILOG members?
11. What is the LAA?
12. What are the LAA mission and core goal?
13. Why was BVL founded?
14. What forms the solid foundation of BVL?
15. Where were BVL’s regional groups first founded?
16. What is the Research Council?
17. What does CILT(UK) aim to do?

UNIT 9. AIR FREIGHT TRANSPORTATION

Exercise 1. Practice the pronunciation of the following words repeating after the teacher:

protectionism, excise, entrance, receipt, import, importer, export, exporter, importation, exportation, abandonment, applicable, auspice, circulation, fertilizer, preferential, exemption, pursuant, levy, minuscule, dump.

Exercise 2. Read dialogue 1 and translate it using the notes below, then reproduce the dialogue in pairs.

Dialogue 1

A: Are there times when you think that protectionism is justified?

B: Definitely. Developing countries which want to start manufacturing their own goods have a strong case. This makes them less dependent on imports, and helps with their balance of trade. In this case, the government needs to protect the young industry from outside competition, for a few years.

A: And what about established industries in developed countries?

B: Well, protectionism can help against unfair competition.

A: Unfair competition? Is there really such a thing?

B: I think so. Sometimes aggressive companies dump their goods in importing countries. They don't make a profit, but this kills the local competition.

Notes

protectionism – протекціонізм (*економічна політика держави, спрямована на захист національної економіки від іноземної конкуренції*)

balance of trade – баланс (*зовнішньої*) торгівлі

unfair – нечесний, несправедливий

dump – демпінгувати (*викидати на ринок товар у великій кількості*)

Exercise 3. Memorize the basic terminology to text 1.

Customs and Excise – митне та акцизне управління

customs duty – мито

outside competition – зовнішня конкуренція

forbidden goods – заборонені товари

local competition – внутрішня конкуренція

visible trade – видима торгівля (*експорт та імпорт товарів*)

invisible trade – невидима торгівля (*експорт та імпорт послуг*)

carousel trade – незаконна податкова схема «карусель НДС»

receipts – прибуток, виторг

Exercise 4. Read and translate text 1.

Text 1. A Bit About the Customs

Basically, the Customs, or Customs and Excise (to give them full title) are representatives of a country's government. They are a government department. They are found at ports and airports – the places where people bring goods into or out of the

country. They have four main functions. The first function is to calculate and collect the duty on imported goods which are dutiable. Remember, that you don't have to pay duty on all goods. The second function is to issue import and export licences for restricted goods. The third function is to prevent trade in forbidden goods. That is to stop people trading in certain drugs, wildlife, that sort of things. The fourth function is to collect import and export figures. They use these figures to calculate the country's Balance of Trade.

Every passenger having reached the age of 16 who is going to fly abroad should fill in Customs Declaration and preserve it within the whole period of temporary entrance / departure and submit it to the customs authorities in case of citizen's return.

Visible and Invisible Imports and Exports. Balance of Trade and Balance of Payment.

Goods, such as cloth and television, are visible (you can see them). Goods you sell abroad are visible exports. When you sell visible exports, money will come into your country. When you buy visible imports, money will leave your country.

Some imports and exports are invisible. For example, if an engineering expert from country A goes to country B to help them improve their engineering industry, he will earn money from B and bring it back to A. The expert is providing a service (which is his knowledge or expertise). For B this is an invisible import (because money leaves the country), but for A it is an invisible export (because money comes into the country).

The difference between the amount the country spends on visible imports and the amount it receives for visible exports is its Balance of Trade. The difference between the total amount a country spends on imports (both visible and invisible) and other payments abroad and the total amount it receives from exports (both visible and invisible) and other receipts is its Balance of Payment.

Exercise 5. Match the definitions with proper terms.

Definitions	Terms
1. The policy some countries have of helping their own industries by putting a large tax on imported goods or by restricting imports in some other way	a) carousel trade
2. A limited quantity of a particular product which under official controls can be produced, exported, or imported	b) free trade
3. Selling products in an export market cheaper than in the home market, or cheaper than they cost to make, usually in order to increase market share	c) visible trade
4. The difference in value, over a period of time, between the goods a country imports and the goods it exports	d) invisible trade
5. A trade without government regulations	e) dumping
6. Refers to good	f) balance of trade

7. Refers to capital and services
8. A complex form of VAT fraud

- g) protectionism
h) quota

Exercise 6. Memorize the basic terminology to text 2.

customs border – митний кордон
the Customs Code – митний кодекс
the Law of Ukraine On Customs Tariffs of Ukraine – закон України про митні тарифи України
customs-free trade zone – зона безмитної торгівлі
destruction – знищення
abandonment – залишення; відмова (*від права, позову*)
customs broker – митний брокер (маклер), агент із митного очищення імпортованих вантажів
customs authorities – митні органи влади, митне управління, митна адміністрація
upon compliance with – відповідно до
customs fee – митний збір
submission – подавання (документів); подавання на розгляд
observance – дотримання
non-tariff requirements – нетарифні вимоги
under the auspices – за підтримки, під егідою
exempt from – звільнений від; що не підлягає чомусь
expiration of the term – закінчення терміну
wear and tear – фізичне і моральне зношення; експлуатаційне зношення
import charge – податок на імпорт

Exercise 7. Read and translate text 2.

Text 2. Customs Regulations in Ukraine

The general principles of customs procedures in Ukraine are defined, and the movement of goods across the customs border of Ukraine as well as the procedures for customs control and other related issues are regulated by the *Customs Code of Ukraine* (the *Customs Code*), dated 11 July 2002. In addition to the *Customs Code*, the applicable Ukrainian legislation on customs also includes the *Law of Ukraine on Customs Tariffs of Ukraine* and other relevant acts.

Goods moved across the customs borders of Ukraine must be supported by proper documentation and require declaring by either an importer/exporter of the goods or a licensed customs broker to the relevant customs authorities.

The *Customs Code* establishes two separate regimes, **import** and **export**. The *Customs Code* defines the import regime as permitting goods and other products to move across the customs border of Ukraine upon their compliance with the follow-

ing formalities: payment of customs duties, relevant taxes, and customs fees (if applicable); submission of appropriate documents for the import/export of such goods; and observance of tariff and non-tariff requirements and other relevant restrictions in accordance with the applicable Ukrainian legislation. All goods imported under the auspices of the import regime may be used without any limitations on the territory of Ukraine.

The *Customs Code* provides that **re-import** and **re-export** are new customs regimes, whereby goods originating from Ukraine or a foreign country, which are taken out of or into the customs area of Ukraine for a period established under the applicable Ukrainian legislation, are exempt from numerous requirements which are otherwise applicable to the export and import regimes.

Goods and other products may be moved across the territory of Ukraine under the **transit regime**, provided that all of the applicable customs fees are paid and the appropriate documents are submitted to the customs authorities.

Under the *Customs Code*, goods that are imported to or exported from Ukraine on a temporary basis are exempt from import/export duties, provided that such goods are imported/exported for a period that does not exceed one year, and that they are exported/imported back prior to the expiration of the term of the temporary import/export in the same condition in which they were imported/exported (*e.g.*, without having been in any way processed or reconstructed) except for natural wear and tear. The maximum one-year term may be extended in certain cases by a written application of the person concerned.

Under the **customs warehouse regime**, products (goods) may be stored under customs control for a specific period of time prior to their subsequent import or export without paying any import taxes and charges, provided that they comply with the relevant non-tariff measures or other restrictions.

The **special customs zone regime** applies to products which are imported to or exported from the special economic zones throughout the territory of Ukraine. Under this regime, no tariff or non-tariff measures should be applied unless otherwise stipulated by law.

Under the **customs free trade store regime**, goods and their supplements that are not intended for consumption on the customs territory of Ukraine are permitted to be sold without the payment of any import taxes or customs duties or the application of any tariff or non-tariff measures, provided that such goods are sold within special areas under customs control, such as points of admission on the customs border of Ukraine intended for international connections, and other relevant areas.

Under the **regime of processing on the customs territory** of Ukraine, goods originating from other countries may be processed on the territory of Ukraine without the application of any tariff or non-tariff measures to such goods, provided that such goods will be exported outside the customs territory of Ukraine.

Under the **regime of processing outside the customs territory** of Ukraine, goods which are not subject to any restrictions for circulation within Ukraine may be taken out of Ukraine without the application of any tariff or non-tariff measures to such goods, provided that such goods will be imported back into Ukraine.

Destruction is the **customs regime** whereby goods brought into the customs territory of Ukraine are subject to destruction under customs control, or must be abandoned in favour of the state, without the payment of any import taxes or the application of any tariff or non-tariff measures.

Under the **regime of abandonment of goods for the benefit of the state**, the owner of the goods may abandon the goods in favour of the state without the payment of any import taxes or the application of any tariff or non-tariff measures. The owner cannot benefit from such abandonment.

Exercise 8. Answer the questions on text 2.

1. What documents regulate Customs procedures in Ukraine?
2. What does the Customs Code provide?
3. Who has to declare the goods moved across the customs borders?
What does the import regime permit?
4. Are re-export and re-import regimes simpler than import/export ones? Ground your answer, please.
5. What is specific about temporary export / import in Ukraine?
6. What does a customs warehouse regime provide?
7. What does the special customs zone regime stand for?
8. How can goods be sold under customs free trade store regime?
9. How are goods processed under the regime of processing on the customs territory of Ukraine?
10. How are goods processed under the regime of processing outside the customs territory of Ukraine?
11. What does destruction mean?
12. What is meant by the regime of abandonment of goods for the benefit of the state?

Exercise 9. Say whether the following statements are true or false. Correct the false ones.

1. The general principles of customs procedures in Ukraine are defined, and the movement of goods across the customs border of Ukraine as well as the procedures for customs control and other related issues are regulated by the *Customs Code of Ukraine*, dated 11 July 2002.
2. Only an importer / exporter declares goods moved across the customs borders supported by proper documentation.
3. All goods imported under the auspices of the import regime may be used without any limitations on the territory of Ukraine.
4. Under re-import and re-export regimes, as to the Customs Code, goods taken out or into customs area of Ukraine, are exempt from numerous requirements.
5. Transit regime requires that all applicable customs fees are paid. Under the *Customs Code*, goods that are imported to or exported from Ukraine on a temporary

basis are exempt from import / export duties, provided that such goods are imported/exported for a period that does not exceed 6 months.

6. Under the customs warehouse regime, products may be stored under customs control for a specific period of time prior to their subsequent import or export without paying any import taxes and charges.

7. Under the customs free trade store regime, goods and their supplements that are not intended for consumption on the customs territory of Ukraine are permitted to be sold within special areas under customs control, such as points of admission on the customs border of Ukraine intended for international connections, and other relevant areas.

8. Destruction is the customs regime whereby goods brought into the customs territory of Ukraine must be abandoned in favour of the state, without the payment of any import taxes or the application of any tariff or non-tariff measures.

UNIT 10. RAIL FREIGHT TRANSPORTATION

Exercise 1. Practice the pronunciation of the following words repeating after the teacher:

Percent, diary, beverages, consumer, enable, versatile, requirement, ratio, cruising, congestion, appreciable, coastal, accessibility, tremendously, navigable.

Exercise 2. Memorize the basic terminology to text 1.

motor carrier – автотранспортна компанія manufactured

goods – промислові товари

pickup – 1) завантаження, взяття на борт (*вантаж*); 2) вивезення (*вантаж*)

truckload (TL) – партія вантажу для перевезення вантажівками

haul – перевезення; рейс

versatile – 1) різнобічний; 2) універсальний

metropolitan – столичний; що стосується столиці або великого центру

track facilities – залізничні колії / рейки

rail siding – залізнична гілка; запасна колія

damage ratio – коефіцієнт пошкодження

emergency service – аварійна служба

time-in-transit – час транспортування

cruising speed – крейсерська швидкість; економічна швидкість

Exercise 3. Read and translate text 1.

Text 1. Carrier Characteristics and Services

Air. Although increasing numbers of shippers are using air freight for regular service, most view air transport as a premium, emergency service because of its higher cost. But when an item must be delivered to a distant location quickly, air

freight offers the quickest time-in-transit of any transport mode. Modern aircraft have cruising speeds of 500 to 600 miles per hour and are able to travel internationally. The average length of haul domestically is more than 800 miles, although international movements may be thousands of miles.

To a great extent, domestic air freight competes directly with motor carriers, and to a much lesser degree with rail carriers. Where countries are separated by large expanses of water, the major competitor for international air freight is water carriage.

Air carriers generally handle high-value products. Customer service considerations may influence the choice of transport, but only if service issues are more important than cost issues.

Air transport provides frequent and reliable service and rapid time-in-transit, but terminal and delivery delays and congestion may appreciably reduce some of this advantage. On a point-to-point basis over short distances, motor transport often matches or outperforms the total transit time of air freight. It is the *total* transit time that is important to the shipper rather than the transit time from terminal to terminal.

Despite the limitations of air carriers, the volume of air freight has grown over the years and it shows continuing growth even in the face of higher rates. Undoubtedly, as customers demand higher levels of service and as international shipments increase, air freight will have a potentially greater role in the distribution plans of many firms.

Motor. Motor carriers transport over 75 percent of the tonnage of agricultural products and consumer goods (fresh and frozen meat, dairy products, bakery products, confectionery items, beverages), manufactured products (amusement, sporting, and athletic goods; toys; farm machinery; television sets; carpets; clothing; drugs; office equipment; furniture). Motor carriage offers fast, reliable service with little damage or loss in transit. Many motor carriers, particularly those involved in just-in-time programs, operate on a scheduled timetable. This results in very short and reliable transit times.

Domestically, motor carriers compete with air for small shipments and rail for large shipments. Efficient motor carriers can realize greater efficiencies in terminal, pickup, and delivery operations, which enables them to compete with air carriers on **point-to-point service** for any size shipment if the distance involved is 500 miles or less. Motor carriers compete directly with railroads for truckload (TL) shipments. However, rail is the dominant mode when shipment sizes exceed 100,000 pounds. Motor carriers dominate the market for smaller shipments.

Motor carriers are very flexible and versatile. Their flexibility is made possible by a network of roads, thus enabling them to offer point-to-point service between almost any origin-destination combination. This gives motor carriers the widest market coverage of any mode. Motor carriers are versatile because they can transport products of varying sizes and weights over any distance.

Motor carriage has become an important part of the logistics networks of most firms because the characteristics of the motor carrier industry are more compatible than other transport modes with the service requirements of the firms' customers. As

long as it can provide fast, efficient service at rates between those offered by rail and air, the motor carrier industry will continue to prosper.

Rail. In countries such as Austria, the People's Republic of China, and the former republics of the Soviet Union and Yugoslavia, rail is the dominant mode of transport. In the United States, most of the freight (in dollar terms) once shipped by rail has been shifted to motor carriers.

A ton-mile is one ton of freight moving a distance of one mile. Railroads have an average length of haul of approximately 763 miles. While rail service is available in almost every major metropolitan centre in the world and in many smaller communities, the rail network is not nearly as extensive as the highway network.

Rail transport lacks the versatility and flexibility of motor carriers because it is limited to fixed track facilities. As a result, railroads – like air, water, and pipeline transport – provide terminal-to-terminal service rather than point-to-point service unless companies have a rail siding at their facility, in which case service would be point to point.

Rail transport generally costs less (on a weight basis) than air and motor carriage. For many shipments, rail does not compare favourably with other modes on loss and damage ratios. Compared to motor carriers, it has disadvantages in terms of transit time and frequency of service.

Many trains travel on timetable schedules, but depart less frequently than motor carriers. If a shipper has strict arrival and departure requirements, motor carriers usually have a competitive advantage over railroads.

Exercise 4. Answer the questions on text 1.

1. Where is air transport a major competitor?
2. What makes air transport less convenient?
3. What types of goods do motor carriers transport?
4. Due to what reasons can motor carriers propose short transit times?
5. In what services are motor carriers more effective?
6. What is the average length of haul for motor carriers?
7. What causes the flexibility of motor carriers?
8. Why are motor carriers versatile?
9. What is a ton-mile?
10. How is rail transport limited?
11. What services does rail transport provide?
12. What are disadvantages of using rail transport?

Exercise 5. Give English equivalents.

Сільськогосподарські продукти; промислові товари; споживчі товари; надійне обслуговування; пошкодження; вантажовідправлення; автотранспортна компанія; завантаження; конкурувати; домінувати на ринку; перевезення; універсальний; столичний; магістраль; залізничні колії; залізнична гілка; коефіцієнт пошкодження; аварійна служба; економічна швидкість; конкурентна

превага; всередині країни; перевезення від пункту відправлення до пункту призначення; працювати за розкладом.

Exercise 6. Say whether the following statements are true or false.

Correct the false ones.

1. Motor carriers compete with air for large shipments and rail for small shipments. 2. Motor carriers compete directly with railroads for truckload shipments transported up to 500 miles. 3. Compared to motor carriers, rail transport has disadvantages in terms of transit time and frequency of service. 4. On a point-to-point basis over short distances, water transport often matches or outperforms the total transit time of air freight. 5. Generally, air is the dominant mode in international shipping.

Exercise 7. Translate the following sentences paying attention to verbs *must*, *be* and *have* in the modal meaning.

1. American motor carriers are to offer a lot after developing the network of highways. 2. The government had to develop plans for better transportation services. 3. It is obvious that CIS countries will have to face up to a great challenge – construction of new gas pipelines within the next decade. 4. The fact that motor carriers have to use other routes is having a major effect on us. 5. The certification centre is to inspect what they are doing in the near future. 6. The real problem is to ensure the most reliable means of transport for manufactured goods. 7. High-value commodities are to be transported by air due to service issues. The buyer's warehouses were situated in the same country, so inland waterway had to be used for delivery. 9. Pipelines are to transport only a limited number of products. 10. It must be a mistake of shipping company not to deliver slurry products in containers. 11. All documents needed for truck transportation are to be prepared beforehand. 12. The shipment must have been sent to the wrong destination.

Exercise 8. Translate the following sentences into English.

1. Автотранспортні перевізники перевозять сільськогосподарську продукцію, промислові та споживчі товари. 2. У середині країни автотранспортні перевізники конкурують із авіаперевізниками за невеликі партії вантажів та із залізничними перевізниками – за великі партії. 3. Автотранспортні перевізники надають гнучкі та універсальні послуги з перевезень товарів різних розмірів та ваги на будь-якій відстані. Залізничні перевізники обмежені стаціонарними залізничними коліями. 5. Порівняно з автоперевезеннями, залізничні перевезення мають такі недоліки, як довший час транспортування і частотність перевезень. 6. Повітряний транспорт забезпечує надійні послуги і швидке транспортування, але перевантаження аеропортів та затримка доставки можуть зменшити цю перевагу.

Exercise 9. Memorize the basic terminology to text 2.

intermodal – інтермодальний (*пов'язаний із використанням різних видів транспорту*)

trailer – автопричіп, трейлер

flatcar – вагон-платформа

trailer-on-flatcar (TOFC) – трейлер на залізничній платформі, кон-трейлер

container -on-flatcar (COFC) – контейнер на залізничній платформі

penalty – штраф, стягнення

truck trailer – вантажівка з причіпом

flatbed railcar – залізничний вагон із безбортовою платформою

to stack – складати в штабель

double stacked – розташований один над одним

single railcar – одинарний вагон

sorting yard – сортувальний майданчик

idle – невикористаний, незайнятий

unit train – спеціальний потяг для перевезення продукції одного пе-ревізника

to lease – 1) здавати в оренду; 2) орендувати, винаймати

to recapture – взяти назад

deregulation – дерегуляція

piggyback service – контрейлерне обслуговування

axle – вісь

long-haul – далекомагістральний

roadrailer – трейлер, пристосований до пересування по шосе і залізницею (має два набори коліс)

trailer train – потяг тракторних причепів

rubber truck tire – шина вантажного автомобіля

to retract – втягувати(ся), забирати(ся)

switching time – час заміни

fuel efficiency – ефективна витрата пального

to outweigh – переважати, бути більш значним, значнішим

to slash – скорочувати

roadbed – полотно дороги

through-train – потяг прямого сполучення; транзитний потяг INCOTERMS (International Commercial Terms) – Міжнародна торговельна термінологія, міжнародні комерційні (торговельні) умови

UNIT 11. MOTOR FREIGHT TRANSPORTATION

Exercise 1. Practice the pronunciation of the following words repeating after the teacher:

inventory, commodity, component, criterion, conversion, pipeline, buffer, aggregate, transit, item, unit, stockpile, decoupling, stockkeeping, fulfill, assemble, assembly, subassembly, cycle, subsidiary, ore, grain, caster, engine, inclusion, inspection, order, acceptance, purchaser, intermediary.

Exercise 2. Read dialogue 1 and translate it using the notes below then reproduce the dialogue in pairs.

Dialogue 1

A: When speaking about inventory management it is essential for us to define the criteria according to which inventory is classified.

B: What is such a classification needed for?

A: The classification is needed for concrete definition of inventory in a material flow and for inventory management in the logistics system framework.

B: What is meant by inventory in logistics? What is its definition?

A: Inventory is the number of units and / or value of the stock of goods that a company holds.

B: What criteria for classifying inventories can you suggest?

A: Such parameters of material flows moving as time and location can become right criteria for classifying inventories.

B: What are the types of inventory according to product location in the logistics chain?

A: They are raw material inventory, work-in-progress inventory, and finished goods inventory.

B: And regarding the basic logistics activities?

A: There are pipeline inventory, capacity inventory, transit inventory, distribution inventory (trade stock) and aggregate (or overall) inventory.

B: What types of inventories can you define according to their functional designation?

A: Cycle inventory, anticipation inventory, buffer inventory, seasonal inventory, decoupling inventory and target stock.

B: And regarding the elements of logistics chain or intermediaries?

A: According to this criterion there are finished goods stocked by manufacturers and wholesalers and stocked by consumers, trade intermediaries' inventories, inventories of intermediaries in a physical distribution.

B: I know that inventories are also classified according to the structural role in the inventory management system, such as maximum inventory, average inventory, minimum inventory, safety stock and base stock.

A: Yes, that's right. And the last criterion we can suggest is regarding the complex logistics activities: stock, in-process inventory and cargo handling inventories.

Notes

inventory – 1) інвентаризаційний опис; 2) товарно-матеріальні запаси; матеріально-виробничий запас; 3) наявний товар; інвентар
aggregate inventory – сукупний запас
anticipation inventory – підготовчий запас
average inventory – середній запас
buffer inventory – резервний запас
capacity inventory – запаси виробництва
cargo handling inventory – матеріально-виробничі запаси для вантажно-розвантажувальних операцій
cycle inventory – 1) циклічні запаси (створюються протягом періоду виробництва); 2) періодична інвентаризація майна
decoupling inventory – запас, необхідний для незалежного керування кожною з двох виробничих операцій
distribution inventory – товарний / збутовий запас
finished goods inventory (FGI) – запас готових виробів
(in-)transit inventory – транзитний запас (запас у дорозі, під час транспортування)
minimum inventory – граничний (мінімальний) запас
pipeline inventory – запас системи постачання, запас у постачанні raw material
inventory – запас сировини seasonal inventory – сезонні запаси
work-in-progress (WIP) inventory – запас продукції незавершеного виробництва, запас напівфабрикатів
criterion (pl. criteria) – критерій, мірило
to suggest – пропонувати, радити
location – місце (перебування); визначення (встановлення, знаходження) точного місцезнаходження
stock - 1) запас, запаси, складський запас; резерв, фонд; асортимент (товарів); 3) наявний товар
trade stock – товарний запас
target stock – цільовий запас
safety stock – страховий (гарантійний) запас, резервний запас
base / basic stock – базовий запас (мінімальний запас, необхідний для підтримання безперервності виробництва / обслуговування клієнтів)
to hold (a stock) – тримати (запаси)
regarding – щодо, стосовно intermediary – посередник
physical distribution – фізичний розподіл

Exercise 3. Match English-Ukrainian equivalents.

- | | |
|-----------------------------|---|
| 1) inventory management | a) запас системи постачання |
| 2) hold a stock | b) товарний запас |
| 3) inventory | c) циклічні запаси |
| 4) raw material inventory | d) товарно-матеріальний запас |
| 5) WIP inventory | e) резервний запас |
| 6) finished goods inventory | f) транзитний запас |
| 7) average inventory | g) запас незавершеного виробництва |
| 8) pipeline inventory | h) сукупний запас |
| 9) capacity inventory | i) запас сировини |
| 10) transit inventory | j) граничний запас |
| 11) cycle inventory | k) запас для незалежного керування
кожною з двох виробничих операцій |
| 12) aggregate inventory | l) управління запасами |
| 13) distribution inventory | m) підготовчий запас |
| 14) decoupling inventory | n) запас готових виробів |
| 15) anticipation inventory | o) запаси виробництва |
| 16) maximum inventory | p) тримати запаси |
| 17) buffer inventory | q) середній запас |
| 18) minimum inventory | r) максимальний запас |

Exercise 4. Memorize the basic terminology to text 1.

store – 1) запас; 2) pl. запаси, припаси; сировина і матеріали; 3) склад, пакгауз;
4) запасати, накопичувати, зберігати на складі; відкладати
on hand – у наявності; в наявності
to fulfill – 1) виконувати, здійснювати ; 2) відповідати (чомусь); задовольняти (щось); 3) завершувати
existence – 1) існування; життя; 2) буття; наявність
establishment – 1) установа, заклад; 2) господарство in stock – у наявності
to keep running – 1) продовжувати (діяти); 2) підтримувати в робочому стані / в роботі / у дії
stockpile – 1) запас, резерв; 2) нагромаджувати; робити запаси; штабелювати
conversion – 1) переробка, трансформування; 2) перетворення subassembly – 1) підсистема; 2) складальний вузол; субблок; попереднє збирання
commodity – (часто pl.) товар, предмет торгівлі, продукт
to extract – добувати, видобувати, отримувати subsidiary – дочірнє підприємство, дочірня компанія
to assemble – складати, збирати , компонувати, монтувати
purchaser – покупець, покупець input – внесок, інвестиція
ore – руда
grain – 1) зерно; 2) хлібні злаки
paint – фарба

steel – сталь
nut – гайка, муфта
bolt – 1) болт; 2) засув
ball bearing – шарикопідшипник
key – ключ, гайковий ключ
wheel – колесо
engine – мотор, двигун
parent part – 1) головна частина; 2) материнська деталь
to process – піддавати технічному процесу; обробляти
to release – випускати
to await – чекати, очікувати
inspection – перевірка, інспекція, ревізія; огляд
acceptance – приймання; прийняття
inclusion – включення
to transfer – переносити, переводити, переміщувати; бух. робити перенесення

Exercise 5. Read and translate text 1.

Text 2. Intermodal Services

In addition to the five basic modes of transport, a number of intermodal combinations are available to the shipper. The more popular combinations are trailer-on-flatcar (TOFC) and container-on-flatcar (COFC), which offer the economy of rail or water movements combined with the flexibility of trucking. TOFC and COFC eliminate much of the inventory penalty associated with rail transportation.

Truck trailers or containers are delivered to the rail terminals, where they are loaded on flatbed railcars. Containers may be single or double stacked; that is, one or two containers on a single railcar. At the destination terminal, they are off-loaded and delivered to the consignee.

Railroads suffer in comparison to motor carriers in equipment availability. Railroads use their own as well as each other's railcars, and at times this equipment may not be located where it is most needed. Railcars may be unavailable because they are being loaded, unloaded, moved within railroad sorting yards, or undergoing repair. Other cars may be standing idle or lost within the vast rail network.

A number of developments in the rail industry have helped to overcome some of these utilization problems. Advances have included computer routing and scheduling; the upgrading of equipment, roadbeds, and terminals; improvements in railcar identification systems; railcars owned or leased by the shipper; and the use of unit trains or dedicated through-train service between major metropolitan areas (i.e., non-stop shipments of one or a few shippers' products).

Railroads own most of their car fleet, with the remainder leased or owned by shippers. Shippers that own or lease cars are typically heavyusers of rail transport and are especially sensitive to railcar shortages that occur because of unique market or competitive conditions.

During the late 1980s, railroads recaptured some of the traffic previously lost to trucks, pipelines, and water carriers. The relative energy-efficiency advantage of railroads over motor carriers, deregulation of the rail industry, and the continuing trend toward consolidation through mergers and acquisitions hold promise for a brighter future for this transport mode.

Intermodal movements combine the cost and/or service advantages of two or more modes in a single product movement. Most logistics executives refer to TOFC and COFC as piggyback service (Fig. 1).

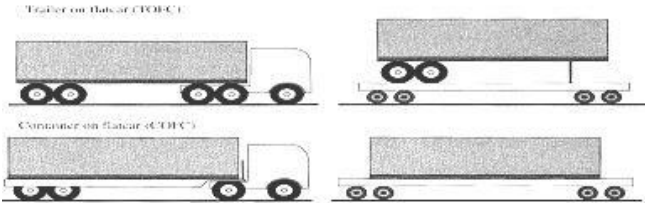


Fig. 1. Piggyback service

In piggyback service, a motor carrier trailer or a container is placed on a rail flatcar and transported from one terminal to another. Axles can be placed under the containers, so they can be delivered by a truck. At the terminal facilities, motor carriers perform the pickup and delivery functions. Piggyback service thus combines the low cost of long-haul rail movement with the flexibility and convenience of truck movement.

An innovative intermodal concept was introduced in the late 1970s. Roadrailers, or trailer trains as they are sometimes called, combine motor and rail transport in a single piece of equipment (Fig.2).

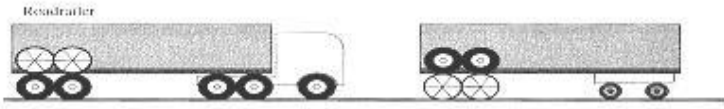


Fig. 2. Roadrailer

The roadrailer resembles a conventional motor carrier (truck) trailer. However, the trailer has both rubber truck tires and steel rail wheels. Over highways, tractor power units transport the trailers in the normal way, but instead of placing the trailer on a flatcar for rail movement, the wheels of the trailer are retracted and the trailer rides directly on the rail tracks.

The advantages of this intermodal form of transport are that rail flatcars are not required and that the switching time to change wheels on the trailer is less than loading and unloading the trailer from the flatcar. The major disadvantages of roadrailers are the added weight of the rail wheels, which reduces fuel efficiency and results in higher movement costs in addition to the higher cost of the equipment. The disadvantages have tended to outweigh the advantages, resulting in very low usage of this intermodal option. If technology improvements can reduce the cost of this transport option, usage is likely to increase.

Many other intermodal combinations are possible. In international commerce, for example, the dominant modes of transportation are air and water. Both include intermodal movements through the use of containers and truck trailers. Combinations of air-sea, air-rail, truck-sea, and rail-sea are used globally.

As an example: By shipping cargo by ocean from Japan to Seattle, then transferring it to a direct flight to Europe from Seattle-Tacoma Airport, Asian exporters reap substantial benefits. They can cut their transit times from 30 days for all-water service to about 14 days, and slash freight costs by up to 50 percent compared with all-air service.

Exercise 6. Answer the questions on text 2.

1. What are the most common intermodal combinations? 2. How are truck trailers and containers handled? 3. Why does equipment availability problem exist? 4. What advances helped to overcome railroad transportation problems? 5. What resulted in recapturing of the traffic by railroads during the late 1980? 6. What are the advantages and disadvantages of piggyback service? 7. What is a roadtrailer? 8. What are the dominant modes of transportation in international commerce?

Exercise 7. Give English equivalents.

Автопричіп; контрейлер; контейнер на залізничній платформі; вантажівка з причіпом; залізничний вагон із безбортовою платформою; одинарний вагон; сортувальний майданчик; поглинання; придбання; контрейлерне обслуговування; вісь; далекомагістральний; трейлер, пристосований до пересування по шосе і залізницею; вагон-платформа; потяг тракторних причепів; шина вантажного автомобіля; потяг прямого сполучення; здавати в оренду; повертати у свою власність; розташовувати один над одним; ефективна витрата пального.

UNIT 12. OCEAN FREIGHT TRANSPORTATION

Exercise 1. Practice the pronunciation of the following words repeating after the teacher:

judiciously, ample, nimble, viable, spread, janitorial, pivotal, encompass, utilization, alliance, acute, upfront, drastic, ambiguity, quotation, mitigation, deviation, customization.

Exercise 2. Memorize the basic terminology to text 1.

judiciously – розумно, розсудливо

to drain profit – витратити прибутки in-house service – послуги, які надаються самою компанією non-core function – неголовна (непрофільна) функція

to leverage resources – оптимізувати (максимально використовувати) ресурси

janitorial and landscaping operations – послуги з прибирання та благоустрою
outside firm – зовнішня фірма; фірма, яка не є складовою даної галузі
payroll – 1) платіжна відомість; 2) нарахування заробітної платні
cost-effectively – рентабельно, прибутково
to run into – сягати (*величини*), обходитися (*в певну суму*)
nimble – спритний
to refine – поліпшувати, удосконалювати
ongoing relationship – тривалі стосунки
executive-level support – підтримка на рівні керівництва
affected employee – тут: працівник, задіяний в аутсорсінгу

Exercise 3. Read, translate and give the gist of text 1.

Text 1. Logistics Outsourcing

In logistics considerable quantities of materials are required to be transported and stored at various locations. Raw materials and components are to be moved over long distances from vendor supply points to production centres. These materials have to be stored for some time as raw materials and later as finished goods. Finished goods have to be transported to the point of consumption. As the production and consumption cycle never matches, storage becomes inevitable. But stored inventories have to be judiciously controlled so that their carrying cost does not drain the company's profits. In such cases, the logistics service provider takes care of storage and inventory management and ensures the availability of the right product, at the right place, and at the right time. Logistics operations are a specialized functional area and the majority of marketing and manufacturing organizations have no expertise in it. Hence, there is a need for outsourcing operations to experts in the field.

A company can basically choose between three different options to handle its logistics activities effectively and efficiently. Firstly, it can provide in-house services. Secondly, it can set up an own logistics subsidiary or buy a logistics firm. Thirdly, it can outsource the service and then buy the service from an external provider.

The issue of outsourcing logistics services has received widespread attention over the last 15 years. What does actually logistics outsourcing mean? It stands for *the use of a third party provider for all or part of an organization's logistics operations, and at that its utilization by the firms is increasing*. In the broader sense, logistics outsourcing relationships are *long and short-term contracts or alliances between manufacturing and service firms and third party logistics providers*.

Outsourcing is a viable business strategy because turning non-core functions over to external suppliers enables companies to leverage their resources, spread risks and concentrate on issues critical to survival and future. For instance, an insurance company might outsource its janitorial and landscaping operations to firms that specialize in those types of work since they are not related to insurance or strategic to the business. The outside firms that are providing the outsourcing services are third-party providers, or as they are more commonly called, service providers.

Companies began employing the outsourcing model to carry out narrow functions, such as payroll, billing and data entry. Those processes could be done more efficiently, and therefore more cost-effectively, by other companies with specialized tools and facilities and specially trained personnel.

Currently, outsourcing takes many forms. Organizations still hire service providers to handle distinct business processes, such as benefits management. But some organizations outsource whole operations. The most common forms are information technology outsourcing (ITO) and business process outsourcing (BPO).

Business process outsourcing encompasses call center outsourcing, human resources outsourcing (HRO), finance and accounting outsourcing, and claims processing outsourcing. These outsourcing deals involve multi-year contracts that can run into hundreds of millions of dollars. Frequently, the people performing the work internally for the client firm are transferred and become employees for the service provider.

Some nimble companies that are short of time and money, such as start-up software publishers, apply multisourcing - using both internal and service provider staff - in order to speed up the time to launch. They hire a multitude of outsourcing service providers to handle almost all aspects of a new project, from product design, to software coding, to testing, to localization, and even to marketing and sales.

The process of outsourcing generally consists of four stages: 1) strategic thinking, to develop the organization's philosophy about the role of outsourcing in its activities; 2) evaluation and selection, to decide on the appropriate outsourcing projects and potential locations for the work to be done and service providers to do it; 3) contract development, to work out the legal, pricing and service level agreement (SLA) terms; and 4) outsourcing management or governance, to refine the ongoing working relationship between the client and outsourcing service providers. In all cases, outsourcing success depends on three factors: executive-level support in the client organization for the outsourcing mission; ample communication to affected employees; and the client's ability to manage its service providers.

The outsourcing professionals in charge of the work on both the client and provider sides need a combination of skills in such areas as negotiation, communication, project management, the ability to understand the terms and conditions of the contracts and service level agreements (SLAs), and, above all, the willingness to be flexible as business needs change.

The challenges of outsourcing become especially acute when the work is being done in a different country (offshored), since that involves language, cultural and time zone differences.

Exercise 4. Answer the questions on text 1.

1. What does the configuration of individual logistics processes depend largely on?
2. What are the three options a company can choose to handle logistics activities effectively and efficiently?

3. What does logistics outsourcing mean?
4. Why is outsourcing a viable business?
5. What do companies employ the outsourcing model for?
6. What forms can outsourcing take on?
7. Why could outsourcing be beneficial for a start-up company?
8. What stages do the outsourcing process consist of?
9. What factors does outsourcing depend on?
10. 10. What skills should outsourcing professionals possess?

Exercise 5. Match the English – Ukrainian equivalents.

- | | |
|--|---|
| 1) in-house service | a) ефективна стратегія |
| 2) utilization | b) рентабельно, прибутково |
| 3) non-core function | c) постійний зв'язок |
| 4) leverage resources | d) виписування рахунків |
| 5) viable strategy | e) використання |
| 6) janitorial and landscaping operations | f) керування прибутками |
| 7) outside firm | g) підтримка на рівні керівництва |
| 8) payroll | h) спиритна компанія |
| 9) billing | i) послуги, які надаються самою компанією |
| 10) data entry | j) зовнішня фірма |
| 11) cost-effectively | k) обійтися в суму |
| 12) benefits management | l) працівник, задіяний в аутсорсінгу |
| 13) encompass | m) нарахування заробітної платні |
| 14) run into (a sum) | n) введення даних |
| 15) nimble company | o) тривалі стосунки |
| 16) refine relationship | p) оптимізувати використання ресурсів |
| 17) ongoing relations | q) поліпшувати стосунки |
| 18) executive-level support | r) непрофільна функція |
| 19) ample communication | s) послуги з прибирання та благоустрою |
| 20) affected employee | t) включати, охоплювати |

Exercise 6. Memorize the basic terminology to text 2.

to opt – обирати

primal phase – початковий етап

portfolio – комплексний пакет послуг

to cater to the needs – намагатися задовольнити потреби to bundle

services – надавати пакет послуг time-critical shipment – термінове відвантаження

risk sharing – розподіл ризику

cash-flow – рух грошових коштів; надходження і витрата готівки

fixed costs – фіксовані, постійні видатки

variable costs – змінні видатки

Exercise 7. Read, translate and give the gist of text 2.

Text 2. Logistics Service Provider

The lack of specific knowledge and suitable infrastructure in the targeted markets force firms to turn to the competence of logistics service providers, especially, a third party supplier, or contract logistics services. A third party transportation service provider handles a company's logistics needs; huge savings for time, money, and effort are gained. Those who carry on retail business, for example, will be able to reduce their needs for warehouse storage, vehicles, and labour when they opt to contract the work out. They will be able to bring down their fixed expenses and capital investments, use their financial resources in their core business activities.

A logistics service provider (LSP) refers to an outside provider employed by firms to perform some or all of its logistics activities. LSPs differ considerably in the scope and depths of services offered. The services offered by the LSPs range from a narrow spectrum, mainly consisting of warehousing and transportation services in primal phases, to integrated service portfolios, including a multitude of different services for the advanced phases. Five kinds of LSPs can be distinguished: carriers, freight forwarders, courier & express & parcel/postal providers (CEP), third party / contract LSPs and fourth party LSPs.

Carriers typically own logistics assets and concentrate mainly on supplying transportation services. They are mostly confined to either road, sea, air or rail transportation and only in few cases also offer combinations of these services. They receive their orders either directly from the customer or through a freight forwarder and with their service portfolio cater to the needs of traditional logistics of the first phase of logistics development.

Freight forwarders offer coordinating functions and intermediating services. They bundle transportation services, offer warehousing and also supply a combination of the two. They also provide additional services, such as transportation planning and management, and also sometimes act as carriers by using own assets for transportation or warehousing. Overall, freight forwarders in their coordinating function address the needs of firms which are located in the second phase of logistics.

The third phase of logistics development requires inter-organizational flow and process orientation, and therefore, demands comprehensive logistics solutions. During this phase, solution providers in the form of CEP and third party service providers become increasingly important depending on the needs of the customers.

CEP providers are also transportation providers, but with a focus on the distribution of small units to any destination, often with time -critical shipments. As opposed to carriers, CEP providers send parcels or mail through their networks, employing different transportation vehicles and incorporating handling at hubs. In this way, they can virtually supply door-to-door services anywhere in the world, without having to rely on any third parties. Still, carriers and brokers are sometimes employed to reduce capital intensity. Core competencies of CEP providers are the operation and management of highly complex distribution networks.

3PL or 3rd party service logistics is a company that manages logistics need by providing transportation, warehousing, documentation, IT support, customs clearance and other government formalities. It owns assets and works on a ground level.

The economic advantages of using 3PL suppliers are:

- elimination of infrastructure investments;
- access to world-class processes, products, services or technologies;
- improved ability to react quickly to changes in business environments;
- risk sharing;
- better cash-flow;
- reduction of operating costs;
- exchange of fixed costs with variable costs;
- access to resources not available in one's own organization.

Peter Muller (1993) is supposed to be the first to have identified different types of 3PLs. To him, there are four distinct classes of 3PLs:

1. Asset-based 3PLs use their own assets (e.g. trucks and warehouses) to offer dedicated logistics services.
2. Management-based 3PLs supply logistics management through information systems or consulting.
3. Integrated 3PLs use their own assets to provide logistics services, but also subcontract from other vendors if necessary.
4. Administration-based 3PLs mainly offer administrative management (e.g. freight payment).

4PL-providers serve as an intermediary and general contractor for inter-organizational supply chains without supplying any physical process by itself. 4PL is a company that manages the 3PLs on behalf of the major company. 4PLs do not own any asset and do not work on a ground level. 4PLs bid for 3PL providers, select the 3PLs for the company to ensure global shipments and integrate 3PLs' operations for the goods to reach smoothly from one 3PL to another 3PL company. Therefore, the major company does not have to deal with all the 3PLs individually. 4PLs provide it with all the required information.

In essence, the 4PL logistics providers are supply chain integrators. They assemble and manage the resources, capabilities and technology of their own organization with those of complimentary service providers to deliver a comprehensive supply chain solution.

Exercise 8. Answer the questions on text 2.

1. What forces firms to turn to the competence of logistics service providers?
2. What do logistics service providers refer to?
3. How do LSPs differ?
4. What is CEP?
5. Will you differentiate between carriers, freight forwarders, and CEP?
6. What are economic advantages of 3PLs as compared with 4PLs?

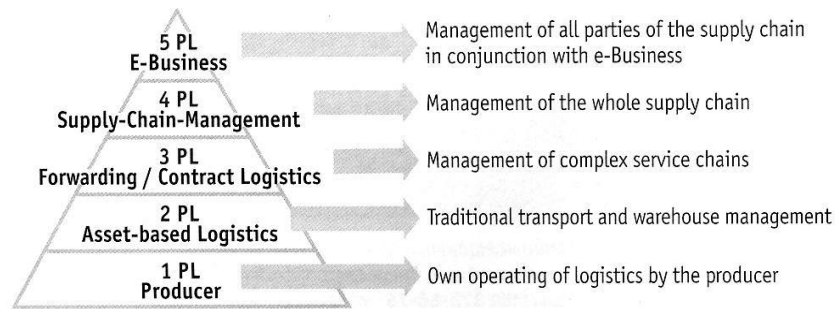


Fig. 1 demonstrates various levels of logistics service providers.

Exercise 9. Memorize the basic terminology to text 3.

shortlisting – відбір з переліку кандидатів challenging

process – складний процес

upfront research – попереднє дослідження

solicit – вимагати; клопотати

request for quotation – запит на котирування; заява на конкурсну пропозицію

price quotation – котирування цін

timeframe for response – термін для отримання відповіді

pivotal step – кардинальний крок

accountable for – відповідальний за (щось)

friction points – гострі моменти; розбіжності

remedy – шлях вирішення проблеми

exit strategy – стратегія завершення діяльності, виходу з проекту

mitigation – запобігання наслідкам; пом'якшення наслідків

on track – згідно з планом

drastic deviation – суттєве відхилення

gain sharing – участь у прибутку

collaboration – співпраця

UNIT 13. LOGISTICS PROBLEMS

Exercise 1. Practice the pronunciation of the following words repeating after the teacher:

lean, sigma, Japanese, automaker, perspective, venture, expenditure, steady, society, coin, overburden, implication, oversimplification, misconception, unevenness, workaround, waste, wasteful, target, manufacturing, eliminate, elimination, pure, ultimate, immediate, execution, utilize, impact, excess, folk, hassle, crucial, cyclical, driver.

Exercise 2. Read dialogue 1 and translate it using the notes below then reproduce the dialogue in pairs.

Dialogue 1

A: What is lean?

B: Lean is a production practice that considers the expenditure of resources for any goal other than the creation of value for the end customer to be wasteful, and thus a target for elimination.

A: How is "value" defined from the perspective of the customer who consumes a product or service?

B: Value is defined as any action or process that a customer would be willing to pay for. Essentially, lean is centered on preserving value with less work.

A: And what is lean manufacturing?

B: Lean manufacturing is a management philosophy derived mostly from the Toyota Production System (TPS) and identified as "lean" only in the 1990s.

A: What do lean principles come from?

B: The Japanese manufacturing industry. The steady growth of Toyota, from a small company to the world's largest automaker, has focused attention on how it has achieved this success.

A: Whom was the term coined by?

B: The term was first coined by John Krafcik in his 1988 article. Krafcik had been a quality engineer in the Toyota joint venture in California.

A: What is the main method of lean?

B: Toyota's view is that the main method of lean is not the tools, but the reduction of three types of waste: non-value-adding work, overburden, and unevenness, to expose problems systematically and to use the tools where the ideal cannot be achieved. From this perspective, the tools are workarounds adapted to different situations.

Notes

lean – 1) ощадливий, ощадний; 2) худий

sigma – сигма, грецька літера σ ; середньоквадратичне відхилення

expenditure – витрачання, використання

elimination – усунення, виключення; ліквідування, знищення to preserve – берегти, охороняти, оберігати steady – постійний, незмінний

automaker – виробник автомобілів
to coin – вигадувати; створювати
quality engineer – інженер відділу технічного контролю якості
joint venture – спільне підприємство
waste – 1) зайві витрати; 2) шкода, збиток, втрата; 3) відходи, брухт
wasteful – марнотратний
non-value-adding – економічно невігідний / збитковий, неефективний
overburden – 1) надмірне навантаження; 2) перевантажувати
unevenness – нерівномірність
workaround – обхідний маневр

Exercise 3. Memorize the basic terminology to text 1.

to eliminate – 1) усувати, виключати; 2) ліквідувати, знищувати pure – чистий; безпосередній
oversimplification – надмірне спрощення
ultimate – кінцевий, остаточний
to support – 1) підтримувати; сприяти; 2) допомагати
immediate – 1) спішний, негайний, невідкладний; 2) безпосередній, прямий; 3) найближчий
to identify – розпізнавати, впізнавати
to utilize – використовувати, утилізувати
to generate – 1) створювати; генерувати; породжувати; спричиняти, викликати return – дохід, прибуток impact – вплив, дія
misconception – 1) хибне уявлення; 2) непорозуміння crucial – головний, вирішальний, ключовий; критичний
implication – 1) те, що мають на увазі (на думці); підтекст; вплутування; втягання; 3) причетність 4) наслідки
to embrace – 1) сприймати; осягати (розумом, оком); 2) містити в собі, включати
driver – чинник, рушій

Exercise 4. Read and translate text 1.

Text 1. Lean and the Logistician

Lean concepts are deeply rooted in the Toyota Production System. In its purest form, lean is about the elimination of waste and the increase of speed and flow. Although this is a high-level oversimplification, the ultimate objective of lean is to eliminate waste from all processes. According to lean theory, at the top of the list of known wastes is excess inventory. More simply, we need to eliminate any inventory that is not required to support operations and the immediate need of the customer. We identify excess inventory along with six other potential sources of waste in logistics: transportation, space and facilities, time, packaging, administration, and knowledge. Clearly, each of these resources – all necessary for logistics planning

and execution – becomes waste when not utilized effectively to generate: the greatest possible value in the eyes of customers and healthy return for the company.

The impact of lean on the logistician is significant. A common misconception of the lean philosophy is that it only finds application in manufacturing settings. The goal of lean is to eliminate waste, decrease work-in-process inventories, and, in turn, decrease process and manufacturing lead times, ultimately increasing supply chain velocity and flow. Lean also has a vital cultural element to it that is crucial to the logistician, the concept of “total cost.” The lean practitioner does not focus on individual cost factors such as transportation or warehousing, but rather focuses on total cost. With inventory carrying costs representing 15 to 40 percent of total logistics costs for many industries, making decisions based on total cost has dramatic implications for the logistician.

Unfortunately though, many organizations never embrace the total cost concept fully, as poor decisions are made continually based on traditionally visible cost drivers like transportation, warehousing, and per-unit purchase prices.

Exercise 5. Answer the questions on text 1.

1. What are the roots of “lean” concepts?
2. What is lean about in its purest form?
3. What is the ultimate objective of lean?
4. What is at the top of the list of wastes according to lean theory?
5. What inventory do we need to eliminate?
6. What does each of resources generate when it is used effectively?
7. What is a misconception of the lean philosophy?
8. What does lean aim to decrease?
9. What cultural element is crucial to any logistician?
10. What should lean practitioner focus on?
11. What percent of total logistics costs do inventory carrying costs represent?
12. What cost drivers are traditionally considered to be visible?

Exercise 6. Read dialogue 2 and translate it using the notes below then reproduce the dialogue in pairs.

Dialogue 2

A: What is six sigma?

B: Six sigma is a business management strategy, originally developed by Motorola in 1986. Six sigma became well known after Jack Welch made it a central focus of his business strategy at General Electric in 1995, and today it is widely used in many sectors of industry.

A: What does six sigma seek to do?

B: Six sigma seeks to improve the quality of process outputs by identifying and removing the causes of defects (errors) and minimizing variability in manufacturing and business processes.

A: What methods does it use?

B: It uses a set of quality management methods, including statistical methods, and creates a special infrastructure of people within the organization who are experts in these methods.

A: How are six sigma projects usually carried out?

B: Each six sigma project carried out within an organization follows a defined sequence of steps and has quantified financial targets (cost reduction or profit increase).

A: What did the term *six sigma* originate from?

B: The term originated from terminology associated with manufacturing. The maturity of a manufacturing process can be described by a sigma rating indicating the percentage of defect-free products it creates.

A: What is a six sigma process?

B: A six sigma process is one in which 99.99966 % of the products manufactured are statistically expected to be free of defects. Motorola set a goal of "six sigma" for all of its manufacturing operations, and this goal became a byword for the management and engineering practices used to achieve it.

Notes

to remove – усувати

defect – 1) дефект; недолік; 2) пошкодження

maturity – зрілість

rating – 1) положення; клас, розряд, ранг, рейтинг; 2) нормування byword – 1)

символ; 2) прислів'я, приказка

engineering – інжиніринг

Exercise 7. Memorize the basic terminology to text 2.

nonconformance – невідповідність

flawless – 1) без вад (дефектів); бездоганний; 2) досконалий

cyclical – циклічний

progression – 1) просування, поступ; рух уперед; 2) послідовність

measurement – вимірювання, визначення; нормування

benchmarking – раціоналізація господарської діяльності із застосуванням досвіду провідних компаній; впровадження найбільш передових методів роботи інших господарських суб'єктів

mainstream – головний напрямок; провідна домінуюча тенденція

perception – 1) сприйняття, відчуття; 2) розуміння, усвідомлення

aforementioned – вищезазначений

fixture – постійний, неодмінно присутній елемент

to bear – носити, нести

acronym – акронім, звукова аббревіатура

to comprise – містити в собі, вміщувати, охоплювати

to complete – 1) закінчувати, завершувати; 2) комплектувати

boundary – межа, границя; кордон map – 1) мапа, карта; 2) план
 mapping – 1) креслення мап (карт); нанесення на мапу (на карту); картографія;
 2) планування
 shortfall – недовиконання (завдання, плану тощо); нестача, брак, дефіцит
 survey – звіт про обстеження споживачів
 gap – 1) пробіл, пропуск, прогалина; 2) значна розбіжність; розрив
 prioritization – надання пріоритету
 to prevent – 1) попереджати, відвертати; запобігати; 2) заважати, перешко-
 джати (чомусь – from)
 documenting – документальне підтвердження
 to regress – остаточний регресувати; рухатися назад to verify – 1) перевіряти ;
 2) підтверджувати
 bottom-line – результат; підсумок; кінцевий підсумок
 empathy – емпатія, спів -переживання, співчуття
 coaching – тренування, консультування, інструктування
 follow-up – 1) контроль термінів виконання, календарний контроль; нові ма-
 теріали, додаткові дані
 holistic – холистичний, глобальний, єдиний, цілісний, цілий

Exercise 8. Read and translate text 2.

Text 2. Introduction to Six Sigma

What is Six Sigma? First, what it is not. It is not a secret society, a slogan or a cliché. Six sigma is a highly disciplined process that helps us focus on developing and delivering near-perfect products and services.

Why “Sigma”? The word is a statistical term that measures how far a given process deviates from perfection. The central idea behind six sigma is that if you can measure how many “defects” you have in a process, you can systematically figure out how to eliminate them and get as close to “zero defects” as possible. To achieve six sigma quality, a process must produce no more than 3.4 defects per million opportunities. An “opportunity” is defined as a chance for nonconformance, or not meeting the required specifications. This means we need to be nearly flawless in executing our key processes.

Six sigma is a cyclical process utilized to identify issues and opportunities within an organization. Each step in the cyclical process is required to ensure the best possible results. This process is a progression from beginning to end.

Six sigma was first used on a wide scale by Motorola in the 1980s to improve quality through statistical measurements and benchmarking. The process entered the mainstream of public perception in the 1990s when CEO Jack Welch embraced it at General Electric. Since then, six sigma has experienced its share of success stories, as noted by the aforementioned companies, as well as its share of failures. Along the way, it has become a fixture in many corporate cultures.

Six sigma projects follow two project methodologies. These methodologies bear the acronyms DMAIC and DMADV.

Define-Measure-Analyze-Improve-Control (DMAIC)¹ is used for projects aimed at improving an existing business process. It is

1 DMAIC pronounced as "duh-'may-ick" comprised of five steps. Each step involves a series of actions to be completed before moving on to the next step.

Define the customer, their critical issues and the core processes involved with these issues. Also, project boundaries including the start, mapping of the process flow and stop of the process must be defined.

Measure the performance of the core business process involved. This step involves data collection to determine defects in the processes. These results are then compared to results from customer surveys to determine shortfalls.

Analyze the data collected and process map to identify gaps between current performance and ideal performance. This step also involves the prioritization of issues and opportunities for improvement and reasons for observed variations.

Improve the target process by developing innovative solutions using technology and discipline to correct identified issues as well as prevent problems.

Control the improvements by developing, documenting and implementing an ongoing plan to monitor changes and prevent employees from regressing back to their old way of conducting themselves.

Define-Measure-Analyze-Design-Verify (DMADV)¹ is used for projects aimed at creating new product or process design. The DMADV project methodology is also known as DFSS – *design for six sigma* and also features five phases.

Six sigma is an integrated process from beginning to end. It would be virtually impossible to break it down and pick only aspects of this process to implement and expect meaningful results. To achieve maximum results, this process must be carried out from beginning to end.

Implementing the six sigma methodology can be a very successful approach to process improvement. Many companies that have implemented six sigma have seen their product quality improve, their costs decrease and their efficiency level increase, directly impacting bottom-line profitability.

While six sigma focuses on the technical identification and solving of issues, it often fails to sufficiently take into account the human factor. Management must invest in time, empathy, training, coaching and

Clearly, 6s is a set of process tools that should only be part of a more holistic process improvement strategy. Attention must also be paid to people, innovation and customer relationships.

Exercise 9. Answer the questions on text 2.

1. What is the central idea behind six sigma?
2. Why is the term “sigma” used for a given process?
3. How to achieve six sigma quality?
4. What is six sigma utilized to do?
5. What process is a progression from beginning to end?
6. When was six sigma first used on a wide scale and by whom?

7. Since what time has six sigma experienced its share of success and that of failures?
8. What project methodologies do six sigma projects follow?
9. What projects is DMAIC used for?
10. What steps is DMAIC comprised of?
11. What projects is DMADV used for?
12. How many phases does DFSS feature? What are they?
13. Why is six sigma considered to be an integrated process?
14. What have many companies implementing six sigma seen?
15. What does six sigma focus on?
16. What does six sigma fail to take into account?
17. What must management invest in to enjoy financial and operating benefits?

UNIT 14. SECURITY

Exercise 1. Practice the pronunciation of the following words repeating after the teacher:

capture, cellular, measure, spreadsheet, flea, unique, accomplishment, requirement, replenishment, efficient, freight, fraught, lead-time, alleviate, mileage, leverage, purchasing, accuracy, diverse, synchronized, dispersed, paradigmatic, enabler, differentiator, tremendous, aggregation, customization, indispensable, actionable.

Exercise 2. Memorize the basic terminology to text 1.

to capture information – збирати інформацію

to span – охоплювати

distribution requirements planning (DRP) – планування вимог до розподілу запасів

logistics pipeline – система матеріально-технічного постачання,

inventory turn – обіговість складських запасів

JIT replenishment – своєчасне поповнення запасів, поповнення запасів у точно визначений термін

host system – головна комп'ютерна система, централізована система

to freight bill – вантажна накладна

to alleviate – полегшувати

trailer – причіп; причіпний вагон; трейлер, тягач із причіпними візками

highway mileage – протяжність автомобільних доріг у милях

real-time system – система роботи в режимі реального часу

order filling – виконання замовлення

manual purchasing method – неавтоматизований метод (процес) закупівель

seamless exchange – безперебійний обмін

automatic identification (Auto ID) – автоматична ідентифікація, розпізнавання enabler – той, хто надає можливість (*щось зробити*)

Exercise 3. Read and translate text 1.

Text 1. Information Technology Opportunities in Logistics

Information is one of the key elements of efficient and effective supply chain management. Information is needed to master, manage, control, measure, forecast, optimize and follow-up any kind of industrial and commercial activity. Information needs to be captured, stored, analyzed, used, shared and transmitted in order to become the base for efficient decision-making at every level of an organization (strategic, tactical and operational), and at every stage of a supply chain (supplier, manufacturer, distributor, etc).

Information technology is the fourth logistics front for improved operations. The proper use of information technology spans all of the logistics fronts and without an integrated approach to this technology, the other logistics areas cannot work effectively.

The first information technology opportunity is a distribution requirements planning (DRP). DRP is a global planning tool to manage the total logistics pipeline; it brings closer integration of the complete logistics network and will drive savings through the total network. DRP aids in planning transportation costs, warehousing requirements, inventory quantities, and positions. Because it is global by nature, DRP will provide a company with global measurement of distribution. A properly implemented DRP system will allow increased inventory turns, permit quicker responses to market changes, support JIT replenishment, shrink obsolescence, anticipate and minimize future inventory problems.

The second information technology opportunity is electronic data interchange (EDI). EDI is the electronic transfer of documents from one computer system to another. The purpose of EDI is to provide accurate external information. EDI takes externally produced and transmitted information and allows it to be electronically received into the host system. Then the host system is able to electronically send information to another external computer system. Since the transaction is free from human intervention EDI provides a high level of accuracy for the information being received and transmitted.

Companies that wish to improve their logistics operations must invest in the EDI technologies. An associated benefit with EDI is that it allows a company to integrate itself with its trading partners more closely. Thus, EDI is required if two companies are to become closely integrated with the same logistics goals. The second associated benefit with EDI is that it reduces information lead-time, and hence allows the logistics network to be more responsive to customer needs and changing market conditions. It also reduces the transportation and order processing lead-time.

The third information technology opportunity is in the utilization of Warehouse Management Systems (WMS). WMS is a software package used to meet two objectives of warehousing: to maximize the use of space, equipment and labour, and to exceed customer expectations. WMS accomplishes this by directing labour and providing inventory and location expectations.

The use of WMS provides many logistics benefits. It helps reduce warehouse operating costs by improving labour productivity in two ways. First, WMS reduces the travel time for task performance. Second, productivity is improved by eliminating the unproductive or non-value-added steps performed by employees. For example, WMS will reduce hunt and search time as a result of potentially high levels of inventory. By creating the environment that approaches 100 percent information accuracy, WMS eliminates many non-value-added steps. The second benefit of the WMS technology is that it is real-time. As a result, WMS can support a reduction in lead-time. These reductions are for both order processing and inventory management. The said benefits can, in turn, support better customer service and a quicker turn on inventory, both of which will provide financial savings in warehousing operations.

The fourth information technology opportunity applies to utilization of transportation management systems (TMS). Today, transportation management is a relationship-based business. The transportation department spends the vast majority of its time answering questions, performing administrative tasks, reviewing freight bills, and managing the carrier relationship. Unfortunately, these tasks leave very little time for the actual planning of the transportation process. TMS technology alleviates many of the administrative tasks through automation. The transportation management system is known to provide five basic functions: planning, carrier performance, trailer loading, highway mileage freight payment auditing and transportation. When automated, these functions provide significant opportunities for improvement and allow the transportation department to manage rather than react to transportation events.

The fifth information technology opportunity is in order processing. The nature of the pull system and the need to improve the logistics network require faster order processing. Batch order processing systems are replaced with real-time order processing systems to speed the process of order filling. As a result, the companies that can process orders real-time or same-day are gaining a competitive advantage. The challenges with real-time order processing are to make sure the existing computer systems can support the operation and that the physical distribution system can handle small order processing windows.

The sixth information technology opportunity is in electronic purchasing or e-procurement. Manual purchasing methods generate significant volumes of paper, thus introducing multiple opportunities for error. In addition, manual paperwork adds lead-time to the logistics process. Electronic purchasing will allow for a more seamless exchange of information between trading partners and reduce the amount

of time for purchasing. This reduction in time will result in a total inventory reduction.

The seventh opportunity is automatic identification (Auto ID) technologies. They encompass all of the technologies associated with printing and reading bar codes, including the printer technology and radio frequency (RF) equipment. Application of the automatic identification technologies will support the highest level of information accuracy.

The key to understanding Auto ID technologies is to understand that it is an information accuracy enabler, i.e. they enable information to be accurately transmitted between all steps in the process. For instance, the need to accommodate real-time exchange of information is accomplished through real-time systems and Auto ID makes the accomplishment 100-percent accurate; bar coding in logistics allows information to be quickly and accurately processed internally and externally that contributes to considerable reduction in time a product spends in the pipeline. The high level of accuracy also aids in the reduction of non-value-added processes associated with inaccurate information.

Exercise 4. Answer the questions on text 1.

1. What is the role of information in the supply chain management?
2. How does information technology influence other logistics fronts?
3. What is the first information technology opportunity?
4. What does EDI stand for?
5. Why is it worth investing in EDI?
6. Where is the third information technology opportunity applied?
7. How does it help WMS to meet objectives?
8. What logistics benefits does WMS provide?
9. Why would you advise a transportation department to introduce the transportation management system?
10. What is the advantage of electronic purchasing?
11. How will a company benefit from the automatic identification technology?

Exercise 5. Find in text 1 English equivalents of the following words and word combinations.

Подальша діяльність; охоплювати; передавати інформацію, збирати інформацію; планування вимог до розподілу запасів; головна комп'ютерна система; поповнення запасів у точно визначений термін; система матеріально-технічного постачання; обіговість складських запасів; обробка замовлення; виконання замовлення; моральне зношення; час на підготовку інформації; вантажна накладна; полегшувати завдання; навантажувати причіп; сплата за перевезення вантажу автомобільним транспортом відповідно до пробігу в милях;

система роботи в режимі реального часу; неавтоматизований метод закупівель; неефективні процеси; штрихове кодування; забезпечувати отримання точної інформації; автоматична ідентифікація.

Exercise 6. Say whether the following statements are true or false.

Correct the false ones.

1. DRP is a global planning tool to manage the procurement system.
2. EDI is the inter-company transfer of documents from a supplier to a buyer.
3. WMS designs the use of space, equipment and labour to meet customer expectations.
4. TMS technology alleviates many of the administrative tasks through the supply chain management.
5. Order processing systems are replaced with lead-time order processing systems to speed the process of order filling.
6. Electronic purchasing results in a total inventory increase.
7. Application of the automatic identification technologies supports the highest level of information dissemination.

Exercise 7. Define the tense and voice form of the verbs in the following sentences. Put questions to the italicized words.

1. *The proper information technology* should be used at all logistics fronts.
2. The DRP system allowed *increased inventory turns, permitted quicker responses to market changes, supported JIT replenishment, shrank obsolescence, anticipated and minimized future inventory problems.*
3. The host system will be able to electronically send information to another *external computer system.*
4. WMS can support a *reduction* in lead-time.
5. *Batch order processing systems* have been replaced with real-time order processing systems.
6. The high level of accuracy also aids in the reduction of non-value-added processes *associated with inaccurate information.*

Exercise 8. Identify Past Participle in the sentences and explain its functions.

1. Information is needed to master, manage, control, measure, forecast, optimize and follow-up any kind of industrial and commercial activity.
2. Information needs to be captured, stored, analyzed, used, shared and transmitted.
3. Without an IT approach integrated into this technology, the other logistics areas cannot be managed effectively.
4. A properly implemented DRP system will allow increased inventory turns, permit quicker responses to market changes, support JIT replenishment, shrink obsolescence, anticipate and minimize future inventory problems.
5. Batch order processing systems are replaced with real-time order processing systems.

Exercise 9. Memorize the basic terminology to text 2.

shared database – спільна база даних
software – програмне забезпечення

to re-key – повторно вводити дані у комп'ютер
dashboard – інформаційна панель
portal – портал (веб-сайт, призначений для надання інтегрованої інформації)
to disperse – розпорошувати; розосереджувати; розсіювати
customization – виготовлення продукту відповідно до (технічних) вимог замовника
to upgrade – поліпшувати якість
deployment – впровадження, введення в дію
Wide Area Network (WAN) – глобальна (обчислювальна) мережа, регіональна мережа
link – канал зв'язку (*через глобальні мережі*)
disparate – несумірний; неоднаковий, різний; непорівнянний
vendor lock-in – залежність користувачів від постачальника
flea market – блошиний ринок, «барахолка»; речовий ринок
paradigmatic – хрестоматійний
virtual mall – інтернет-магазин
industry-specific – внутрішньогалузевий
content management – контент-менеджмент, управління інформаційним наповненням
community service – обслуговування низки компаній (однієї галузі)
aggregation of content – збирання інформаційного матеріалу
integration of content – узагальнення інформаційного матеріалу
fraught (with) – 1) сповнений (*чимось*), повний; 2) здатний викликати / породжувати щось; 3) стурбований, занепокоєний
matchmaking – налагодження контактів / зв'язків
community of interest – спільність інтересів
transaction processing – оброблення інформації в процесі оформлення угод
static pricing – статичне, фіксоване ціноутворення
dynamic pricing – динамічне, диференційоване ціноутворення

UNIT 15. SUSTAINABILITY

Exercise 1. Practice the pronunciation of the following words repeating after the teacher:

distinctly, voluntarily, unexpectedly, resume, reference, enthusiasm, strength, rule of thumb, supervise, supervisor, technique, oblige, flaunt, confidence, superintendent, credibility, visibility, candidate, credential, persistence.

Exercise 2. Study the definitions. Give their Ukrainian equivalents.
employ (v) – to hire or engage the services of an individual or his or

her equipment;

employ (n) – occupation, employment;

employment (n) – the state of being employed or having work that renders payment;
employer (n) – a person, organization, or corporation that has workers in its employ;
employee (n) – anyone who works for a wage or salary and performs services for an employer;
employability (n) – a person's capability for gaining and maintaining employment;
employable (adj) – describing people in the population who are able to work and who fall within certain age limits; capable of being employed;
employed (adj) – having a job; working.

Exercise 3. Translate the following blocks of sentences paying attention to the words and word combinations in italics. Make use of a dictionary.

The main ways for employers to find workers and for people to find employers are via jobs listings in newspapers and online, also called job boards. Employers and job seekers also often find each other via professional recruitment consultants who receive a commission from the employer to find, screen and select suitable candidates.

An employer's level of power over its workers is dependent upon numerous factors, the most influential being the nature of the contractual relationship between the two. This relationship is affected by three significant factors: interests, control and motivation.

An employee contributes labour and expertise to an endeavor of an employer and is usually hired to perform specific duties which are packaged into a job. In most modern economies, the term "employee" refers to a specific defined relationship between an individual and a corporation, which differs from those of customer or client.

Employees can organize into trade or labour unions, which represent the work force to collectively bargain with the management of organisations about working and contractual conditions.

Usually, either an employee or employer may end the relationship at any time. This is referred to as at-will employment. The contract between the two parties specifies the responsibilities of each when ending the relationship and may include requirements such as notice periods, severance pay, and security measures.

I was employed by a president of a leading logistics company of Australia. How long have you been employed at this job? I would like to be in the government's employ. Recently employed worker quickly showed high level of professionalism and productivity.

Employers must balance interests such as decreasing wage constraints with a maximization of labour productivity in order to achieve a profitable and productive

employment relationship. Our corporation can only provide seasonal employment, not steady employment that you are seeking.

In order to enhance the employability of its graduates, the University aims to provide a range of experience which go beyond its individual academic programmes. In many cases excellent employability skills are needed in order to find a good job. Young people who had developed these skills would be highly employable. Graduates will be expected to gain the skills that will help them to remain employable throughout their working life.

Exercise 4. Memorize the basic terminology to text 1.

to be aware – знати, усвідомлювати

to end up – припиняти(ся); завершувати(ся)

distinctly – ясно, чітко, виразно, помітно

working lifetime – тривалість роботи

to stumble – 1) спотикатися, затинатися; 2) помилятися

voluntarily – добровільно, за власним бажанням; навмисно

unexpectedly – несподівано, непередбачувано; раптово

ull-time – повний робочий тиждень / день; штатний (про працівника)

permanent – постійний, незмінний

ad (скор. від advertisement) – реклама; оголошення employment

agency – бюро з працевлаштування quality – якість; властивість, ознака

communication – спілкування, комунікація; інформація; повідомлення (дія)

to communicate – спілкуватися; подавати (на ознайомлення, схвалення); передавати (повідомлення); розсилати (примірники, копії)

persistence – 1) впертість, наполегливість; 2) витривалість, життєздатність; 3) постійність; тривалість

aptitude – здатність, схильність

hands-on experience – безпосередній досвід; практичний досвід

resume – резюме

accomplishment – 1) завершення, виконання; 2) досягнення, реалізація

achievement – 1) досягнення; успіх; здобуток; перемога

reference – 1) рекомендація, характеристика (на особу); посилання (на когось, щось)

strength – сила, міць; сильна риса

to stand out – бути помітним, вирізнятися

to supervise – спостерігати, наглядати, здійснювати нагляд, інспектувати, контролювати

confidential – конфіденційний; секретний, таємний

cover letter – супровідний лист

interview – співбесіда; інтерв'ю; опитування

rule of thumb – практичне правило

response – відповідь; реагування, реакція

request – 1) запит; 2) прохання; 3) запитувати, робити запит
technique – метод, прийом
impression – враження; думка, уявлення
to praise – хвалити, вихваляти
supervisor – інспектор, контролер; наглядач, начальник
letter of recommendation – (письмова) рекомендація, рекомендаційний лист
to oblige – зобов'язувати, зв'язувати зобов'язанням; примушувати
shelf life – строк збереження товарної якості продукції; строк придатності при зберіганні
prospective – майбутній; можливий, ймовірний; потенційний
confidence – 1) впевненість; 2) довіра
to forego – 1) передувати; 2) утримуватися, відмовлятися (від чогось)
on the spot – одразу, негайно ; на місці
title – 1) заголовок, назва; 2) титульна сторінка; 3) титул; звання
superintendent – керівник; управитель; завідувач, директор
congressman – конгресмен, член Конгресу (США)
fine – прекрасний, чудовий
to transcribe – переписувати
to flaunt – виставляти напоказ, хизуватися
glowing – яскравий
credibility – 1) довіра; 2) достовірність, правдивість; надійність

Exercise 5. Read, translate and give the gist of the text.

Text 1. Job Hunting

As you consider the possibility of a job hunt or career change, you need to be aware that most people end up having at least three distinctly different careers in their working lifetimes, and often those careers are different from each other. Yet people usually stumble through each job campaign, unsure of what they should be doing. Whether you find yourself voluntarily or unexpectedly in a job hunt, the direct approach is the job hunting strategy most likely to yield a full-time permanent job. The direct approach is an active, take-the-initiative style of job hunting in which you choose your next employer rather than relying on responding to ads, using employment agencies, or depending on other methods of finding jobs.

“Lack of experience” is often the last reason people are not offered jobs, according to the companies who do the hiring. If you are changing careers, you will be glad to learn that experienced professionals often are selling “potential” rather than experience in a job hunt.

Companies look for personal qualities that they know tend to be present in their most effective professionals, such as communication skills, initiative, persistence, organizational and time management skills, and creativity. Frequently companies are trying to discover “personality type,” “talent,” “ability,” “aptitude,” and “potential” rather than seeking actual hands-on experience, so your resume should

be designed to aggressively present your accomplishments. Attitude, enthusiasm, personality, and a track record of achievements in any type of work are the primary “indicators of success” which employers are seeking.

You need to provide references during a job hunt, but you may not be sure of how and when to use references for maximum advantage. You can use references very creatively during a job hunt to call attention to your strengths and make yourself “stand out.” You should ask from three to five people, including people who have supervised you, if you can use them as a reference during your job hunt. You may not be able to ask your current boss since your job hunt is probably confidential.

A common question in resume preparation is: “Do I need to put my references on my resume?” No, you don’t. Even if you create a references page at the same time you prepare your resume, you don’t need to mail, e-mail, or fax your references page with the resume and cover letter. Usually the potential employer is not interested in references until he meets you, so the earliest you need to have references ready is at the first interview. Obviously there are exceptions to this standard rule of thumb; sometimes an ad will ask you to send references with your first response. Wait until the employer requests references before providing them.

An excellent attention-getting technique is to take to the first interview not just a page of references (giving names, addresses, and telephone numbers) but an actual letter of reference written by someone who knows you well and who preferably has supervised or employed you. A professional way to close the first interview is to thank the interviewer, shake his or her hand, and then say you’d like to give him or her a copy of a letter of reference from a previous employer. Hopefully you already made a good impression during the interview, but you’ll “close the sale” in a dynamic fashion if you leave a letter praising you and your accomplishments. For that reason, it’s a good idea to ask supervisors during your final weeks in a job if they will provide you with a written letter of recommendation which you can use in future job hunts. Most employers will oblige, and you will have a letter that has a useful “shelf life” of many years. Such a letter often gives the prospective employer enough confidence in his opinion of you that he may forego checking out other references and decide to offer you the job on the spot or in the next few days.

Whom should you ask to serve as references? References should be written by people who have known or supervised you in a professional, academic, or work situation. References with big titles, like school superintendent or congressman, are fine, but remind busy people when you get to the interview stage that they may be contacted soon. If you’re asked to provide references on a formal company application, you can simply transcribe names from your references list. In summary, follow this rule in using references: If you’ve got them, flaunt them! Your references probably won’t ever get you a job, but glowing letters of reference can give you credibility and visibility that can make you stand out among candidates with similar credentials and potential.

Exercise 6. Say whether the following statements are true or false.

Correct the false ones.

1. The direct approach is the job hunting strategy in which your prospective employer chooses you using employment agency. 2. "Lack of experience" is often the first reason people are not offered jobs, according to the companies who do the hiring. 3. Companies look for personal qualities to be present in their most effective professionals, such as communication skills, initiative, persistence, organizational and time management skills, and creativity. 4. Your resume should be designed to calmly present your accomplishments. 5. You need to provide references during a job hunt and use them very creatively, for maximum advantage calling attention to your strengths. 6. You should ask your current boss to give you a reference even if your job hunt is confidential. 7. You need to put your references on your resume as the potential employer is interested in references until he meets you. 8. A professional way to close the first interview is to thank the interviewer, shake his or her hand, and say you'd like to give him or her a copy of letter of reference from a previous employer.

Skills & Experience

You will ideally be an experienced ... although the client is willing to extend this opportunity to those who are looking to make this the next step within their Candidates must have excellent ..., both verbal and written. With excellent ..., the successful candidate will be able to demonstrate experience of developing teams within a Logistics environment. To be successful within this role you will need to be highly motivated, energetic, dynamic and confident. Knowledge of Paragon ... will be an advantage.

Exercise 7. Read the job advertisement for a position of Supply Chain & Logistics Coordinator and translate it into Ukrainian..

Job Description

A leading retail business, Hudson, based in London is currently seeking a Supply Chain & Logistics Coordinator to join the business. This is a fantastic opportunity for the right candidate to join a brand name with excellent growth and development opportunities.

The Supply Chain Manager's role will focus on:

- driving logistics efficiencies in the market;
- customer satisfaction concerning shipping quality and distribution services;
- coordination of courier and transport operations;
- increase logistics innovation and competitiveness of UK market;

– define the strategy for parcel distribution within the UK market. The suitable candidate is a person with at least 2 years experience gained working in a Supply Chain role.

Exercise 8. Memorize the basic terminology to text 2.

literal – буквальний, дослівний; точний
academic community – наукова спільнота
curriculum vitae (CV) – біографія, біографічна довідка; анкетні дані; резюме
to accomplish – завершувати, виконувати, досягати
stranger – незнайомиць, стороння особа
to screen out – виявляти (внаслідок перевірки)
concise – стислий, скорочений, сумарний
apparent – явний, видимий; очевидний;
recent – нещодавній, недавній
reverse – зворотний; перевернутий ; протилежний
curiosity – цікавість; допитливість
background – підготовка, кваліфікація
brief – короткий, стислий
hit – 1) удар; 2) бити, ударяти; уражати, влучати в ціль
letter of interest – лист-зацікавлення
to accompany – супроводжувати
to introduce – 1) представляти (когось); знайомити, рекомендувати;
вводити
highlight – 1) основний момент (факт); 2) підкреслювати, виділяти
word processing – текстова обробка
reply – 1) відповідь; 2) відповідати
to lurk – залишатися непоміченим; критися
MBA (Master of Business Administration) – магістр управління бізнесом / діло-
вого адміністрування
requirement – 1) вимога ; необхідна умова; 2) потреба
best fit – максимальна відповідність
to commit (to) – зобов'язувати, зв'язувати зобов'язанням
to lock in – замикати та не випускати, замикати на ключ
to handle – поводитися (з чимось), розглядати (щось)
delighted – приємно вражений
salary history – хронологія заробітної плати habit – 1) звичка; 2) особливість,
характерна риса
tailor-made - 1) зроблений (пошитий) на замовлення;
призначений спеціально для (когось / чогось)
to set up – призначати
approach – підхід, концепція, позиція, принцип
exact – точний, цілком правильний
to forward – відправляти, пересилати, надсилати

to arrange – влаштувати

at your convenience – як (коли) вам буде зручно

determined – рішучий, сповнений рішучості, твердий

to follow up – 1) доводити до кінця; 2) супроводжувати; підкріплювати

Самостійна робота

Самостійна робота студента є основним способом оволодіння навчальним матеріалом у час, вільний від обов'язкових навчальних занять.

Самостійну роботу студента над засвоєнням навчального матеріалу з конкретної дисципліни можна виконувати у бібліотеці, навчальних кабінетах, комп'ютерних класах (лабораторіях), а також в домашніх умовах.

Основні види самостійної роботи студента:

- вивчення додаткової літератури;
- робота із законодавчими, нормативними та інструктивними матеріалами;
- підготовка до практичних занять;
- підготовка до проміжного й підсумкового контролю.

Завдання з самостійної роботи студентів включає наступну умову: потрібно виконати презентацію на одну з наданих нижче тем.

№ з/п	Назва теми	№ дже-рела
1	Procurement and production logistics	2
2	Lean and six sigma logistics	9, 15
3	Reverse logistics	6
4	Materials handling	5
5	Warehouse logistics	20
6	Transportation logistics	14
7	Transport documentation	12
8	Distributive logistics	16, 17
9	Insurance.	9,10,11
10	Customs regulations: import and export	9,10,11
11	Logistics management	5,6
12	Logistics it	2,12
13	Logistics outsourcing	2,3,4
14	Supply chain management	16
15	Benchmarking	15,17

1. PROCUREMENT AND PRODUCTION LOGISTICS

1. Logistics management
2. Logistics problems
3. Customers service in logistics

2. LEAN AND SIX SIGMA LOGISTICS

1. What Is Logistics Management?
2. Relation to Supply Chain Management

3. REVERSE LOGISTICS

1. Supply Management and Logistics
2. Different Types of Logistics Management
3. Integrated Supply Chain

4. MATERIALS HANDLING

1. Optimization
2. Innovative strategy development in logistics

5. WAREHOUSE LOGISTICS

1. Supply Chain Management In The Service Industry
2. Supply Chain Management in Industrial Production

6. TRANSPORTATION LOGISTICS

1. How Just-in-Time Works?
2. Scheduling for Just-in-Time
3. Example of Just-in-Time

7. TRANSPORT DOCUMENTATION

1. The Cargo Policy
2. Warehousing Management System
3. Warehouse Management Software Systems (WMS)

8. DISTRIBUTIVE LOGISTICS

1. The Distribution Network of Logistics Management
2. Tips for Smart Logistics Management

9. INSURANCE

1. Logistics is from A to B.

2. Global Logistics

10. CUSTOMS REGULATIONS: IMPORT AND EXPORT

1. Transportation and delivery
2. Storage
3. Distribution
4. Information

11. LOGISTICS MANAGEMENT

1. Logistics management
2. Supply Chain Management

12. LOGISTICS IT

1. Technical requirements for storage
2. Storage Process Objective
3. How to Optimize the Storage Process
4. Warehouse Management System

13. LOGISTICS OUTSOURCING

1. Tell-Tale Signs You Need an Order Management System (OMS)
2. Comparison of the Top 5 Order Management Systems
3. Stock Control
4. Inventory management solution

14. SUPPLY CHAIN MANAGEMENT

1. What is the meaning of Inbound Logistics?
2. What is inbound logistics in supply chain management?
3. What is inbound management?

15. BENCHMARKING

1. What is outbound logistics example?
2. What is outbound supply chain?
3. Difference Between Inbound and Outbound Logistics

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Навчальне видання

Професійна термінологія на транспорті
Методичні вказівки
до виконання практичних робіт
та самостійної роботи

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