

# Streamlining Warehouses

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# Guidelines



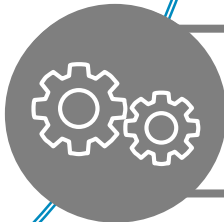
Work with your vendors (and other supply chain members)



Keep the warehouse staff engaged



Define KPIs



Use the right equipment



# Case study

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## Question:

How do you plan receipt of goods into the work place?



## Solution:

- Revisions for Authorized Orders form
- Vendor portal



# Case study



**Question:**  
How much time is lost by entering data incorrectly?



**Solution:**  
Adopt labelling procedures and scan barcodes



# Case study



## Question:

How do your staff decide where to place stock in the warehouses?



## Solution:

- Define a storage method and put fast moving products closer to the shipping area
- Plan the walking routes



# Case study

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Question:

When do you do your stocktake and how is it affecting the warehouse?



Solution:

Practice ongoing cycle counting



# Streamlining Warehouses summary



Establish advanced receiving notification



Adopt comprehensive labelling procedures



Use barcode and scanner



Know where you are placing items on your shelves



Put fast moving products closer to the shipping area



Pre-plan put away & picking



Practice ongoing cycle counting

