3PL Central

3PL Warehouse Process Checklist

To begin your WMS technology evaluation, start by outlining your current processes and the future processes your warehouse will need to support.

INVENTORY MANAGEMENT

Understanding how your business needs to track inventory levels, orders, sales, and deliveries will help help you determine how to best serve your warehouse customers.

Evaluate your current inventory processes:

- How does your warehouse currently manage inventory? (e.g., manual, point solutions)
- Do your customers have or need to have real time visibility to inventory status?
- What do you like most about your current technology and what do you wish it better?

BILLING CAPTURE

The ability to automatically capture customer-specific billable events can help prevent costly manual errors and prevent losing profit from under-billing.

Take the complexity out of billing and identify where you can increase profits:

- How are you tracking billable activities today by customer?
- How are you capturing charges and invoicing warehouse customers?
- Is there anything that you wish you could bill for today that you are unable to? (e.g., recurring storage charges)

SHIPPING AND RECEIVING

Efficiency is key to any warehouse's success and requires the use of best practice workflows from receiving, picking, packing, and shipping.

Outline your current operations and desired future goals:

- Do you currently use mobile barcode scanning?
- How do you get notified about incoming inventory from your customers?
- How many inbound deliveries do you receive each month?
- How do you receive orders from customers? (e.g., EDI, API, Shopping Carts, Excel)
- What is your monthly shipping volume and how will it grow in the future?
- What types of fulfillment do you offer and are you looking to diversify? (e.g., ecommerce, omnichannel, B2B)

UNIQUE BUSINESS NEEDS

Meeting customer needs is the most important role of any warehouse. What other requirements does your warehouse need?

- What other systems does your WMS need to connect to?
- What other features would further optimize your warehouse? (e.g., dock scheduling, rate shopping, integrations, etc.)
- Are there any special requirements based on your industry or customer profile?