

Building the Perfect Warehouse Pick and Pack Process

The right picking and packing processes can save you enormous amounts of time and money while increasing accuracy and profitability. Are you using best practices on par with today's standards?

Picking Process Best Practices

- Measure and record travel time to locate SKUs to learn where staff can improve time to pick.
- Increase efficiency with different picking techniques like batch picking or wave picking.
- Store your fastest-moving inventory in pick lines or lower levels to reduce picking time.
- Keep kitted and assembled items near each other for multiple SKU orders.
- Separate by pick type such as batch, pick, or bin to improve speed and accuracy.
- Clearly barcode items with either Pallet License Plates or retail-ready UPC codes
- Establish dedicated replenishment areas for fast-moving inventory.

Packing Process Best Practices

- Formalize procedures for packing stations to optimize workflows.
- Have packers face away from each other to cut down on chatter and distractions.
- Set up packing stations to easily access materials (e.g., tape, boxes, invoices, etc.)
- Develop and implement custom kitting strategies based on warehouse inventory.
- Use pre-printed packing lists and receipts with verified addresses.
- Migrate to paperless processes for 100% scan-based item validation while packing.
- Use mobile barcode scanning to remove manual processes to increase efficiency and accuracy.

Bonus Process Best Practices

- Provide real-time receiving status to warehouse staff.
- Set up automatic notifications for your purchasing team to notify them of inventory changes.
- Define roles for team members with formal job descriptions to help them perform better.
- Hire experienced supervisors who understand how to improve operations on the warehouse floor—and offer them the autonomy to make the necessary changes.