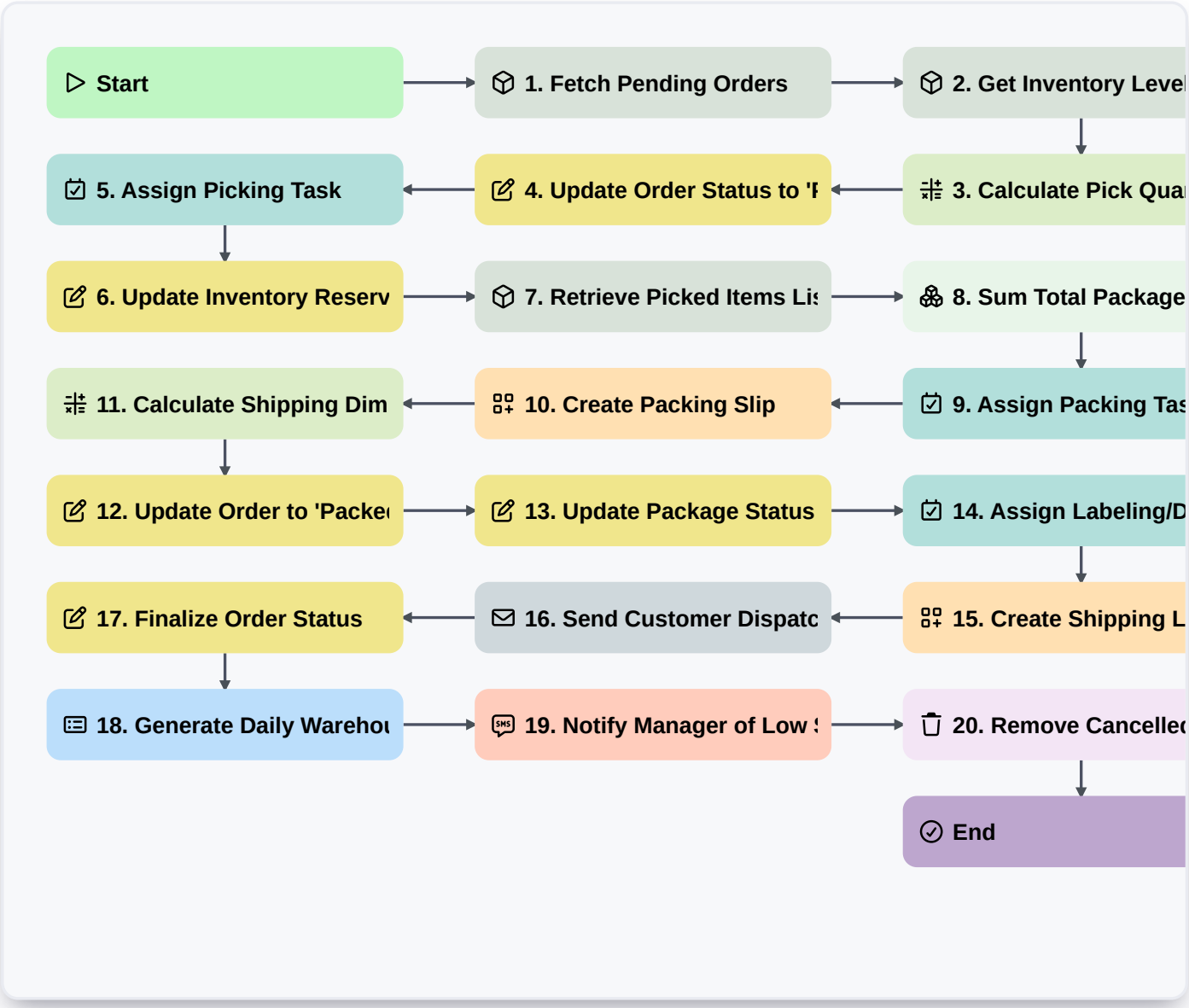
ChecklistGuro

Warehouse Picking And Packing Workflow



Start
Start of the Workflow/Process.

1. Fetch Pending Orders
Retrieve all orders from the Order Data Model that are in 'Ready to Pick' status.

2. Get Inventory Levels
Check current stock levels in the Inventory Data Model for the items listed in the order.

3. Calculate Pick Quantity
Compare requested order quantity against available inventory to determine if the full order can be fulfilled.

4. Update Order Status to 'Picking'
Change the status of the selected order entries to 'Picking' to prevent duplicate picking.

5. Assign Picking Task
Create a new task assigned to the Warehouse Picker containing the pick list details.

6. Update Inventory Reservation
Reduce the 'Available Stock' property in the Inventory Data Model for the items being picked.

7. Retrieve Picked Items List
Fetch the list of items and quantities marked as 'scanned' by the picker.

8. Sum Total Package Weight
Aggregate the weight property of all items in the current pick to determine packaging requirements.

9. Assign Packing Task
Create a task for the Packing Station operator once picking is confirmed complete.

10. Create Packing Slip
Generate a new entry in the Packing Slips Data Model containing order details and itemized lists.

11. Calculate Shipping Dimensions
Calculate the total volume/dimensions of the box based on the aggregated item sizes.

12. Update Order to 'Packed'
Update the Order Data Model status to 'Packed' and link the Packing Slip ID.

13. Update Package Status
Update the specific package entry to reflect it is ready for labeling.

14. Assign Labeling/Dispatch Task
Create a task to print shipping labels and move the package to the dispatch area.

15. Create Shipping Label Data
Create an entry in the Logistics Data Model containing tracking numbers and carrier info.

16. Send Customer Dispatch Notification
Send an automated email to the customer with their tracking number and order summary.

17. Finalize Order Status
Update the Order Data Model status to 'Shipped' and close the workflow loop.

18. Generate Daily Warehouse Throughput Report
Create a summary report of all orders picked and packed during the current shift.

19. Notify Manager of Low Stock
Send an SMS alert to the Warehouse Manager if an item quantity falls below the safety threshold.

20. Remove Cancelled Order from Queue
Delete the entry from the 'Active Picking Queue' if an order is cancelled by the customer.

End
End of the Workflow/Process.