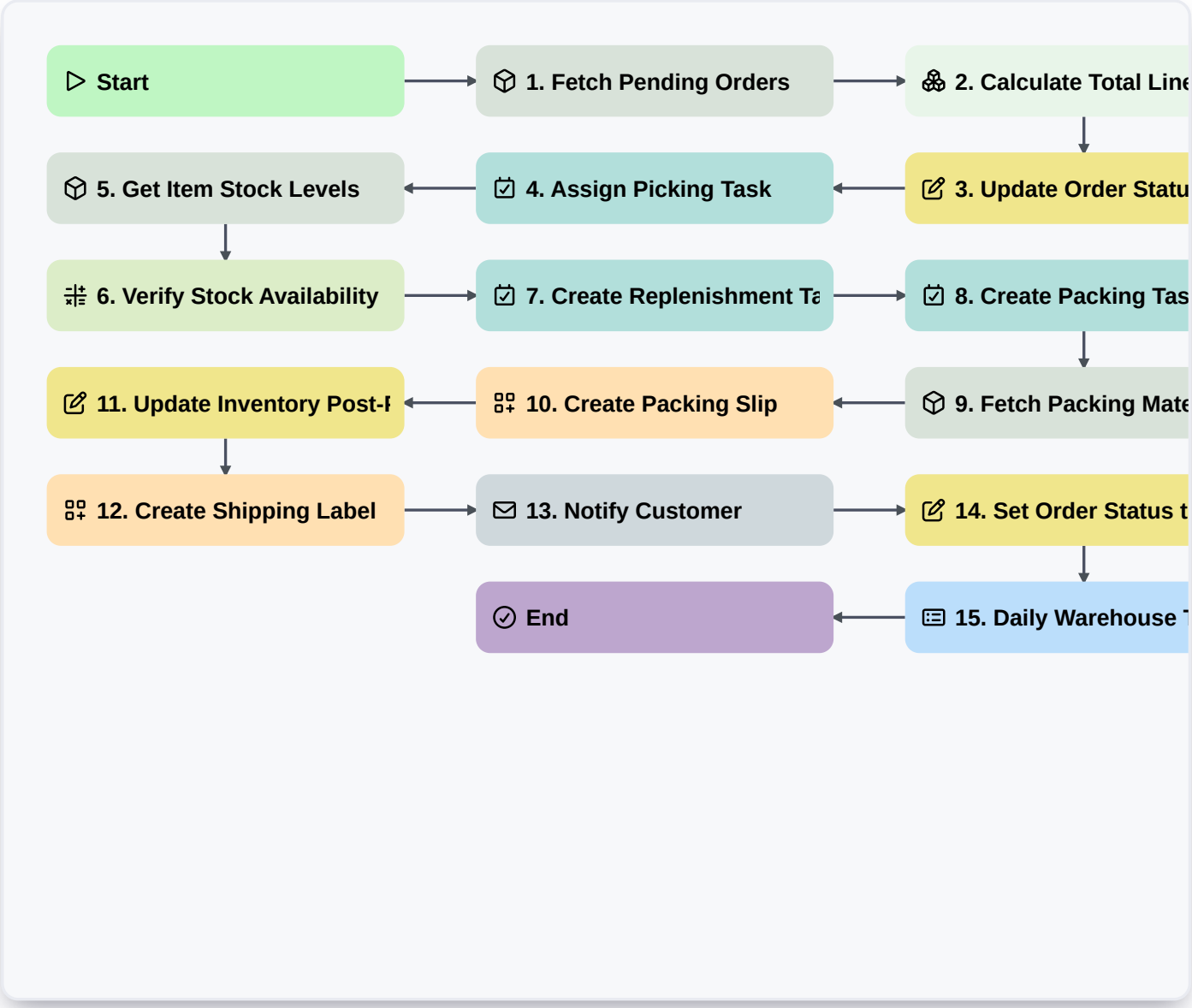
ChecklistGuro

Warehouse Picking & Packing Optimization Workflow



Start
Start of the Workflow/Process.

1. Fetch Pending Orders
Retrieve all orders from the Order Data Model with status 'Pending Picking'.

2. Calculate Total Line Items
Sum the total number of individual items across all retrieved pending orders to determine workload scale.

3. Update Order Status to 'Picking In Progress'
Update the status of the selected orders to signal to the warehouse team that picking has started.

4. Assign Picking Task
Create a task for the Warehouse Picker containing the list of items and bin locations.

5. Get Item Stock Levels
Fetch current inventory levels from the Inventory Data Model for the items in the active task.

6. Verify Stock Availability
Compare requested quantity vs. available quantity to identify any shortfalls.

7. Create Replenishment Task
If stock is insufficient, create a task for the Inventory Manager to restock the specific bins.

8. Create Packing Task
Once picking is marked complete, create a task for the Packing Station staff.

9. Fetch Packing Materials
Retrieve required box sizes and dunnage requirements based on the order dimensions.

10. Create Packing Slip
Generate a new entry in the Packing Slips Data Model linked to the specific order.

11. Update Inventory Post-Packing
Decrement the stock levels in the Inventory Data Model by the quantity packed.

12. Create Shipping Label
Generate a shipping record and label data for the carrier.

13. Notify Customer
Send an automated email to the customer stating their order has been packed and is ready for dispatch.

14. Set Order Status to 'Ready for Dispatch'
Update the Order Data Model status to trigger the final logistics step.

15. Daily Warehouse Throughput Report
Generate a report summarizing total orders picked, packed, and shipped during the shift.

End
End of the Workflow/Process.