✅ ChecklistGuro

WMS Shipping Verification Checklist

Order Details Confirmation

Verify order information against WMS records.

Order Number

Enter a number...

Line Item Count

Enter a number...

Customer ID

☐ Customer A
☐ Customer B
☐ Customer C

Order Date

Enter date...

Special Instructions (if any)

Write something...

Shipping Method

☐ Standard

☐ Express

☐ Overnight

Product Verification

Confirm correct products are being shipped based on order and WMS data.

Product Code Verification

☐ Matches WMS

☐ Mismatch Found

Product Quantity (Shipped)

Enter a number...

Product Quantity (WMS)

Enter a number...

Condition of Goods

☐ Excellent

☐ Good

☐ Fair

☐ Damaged

Damage Description (if applicable)

Write something...

Photo of Product (if damaged)

⬆ Upload File

Quantity Validation

Ensure accurate quantity of each product is being shipped.

Ordered Quantity (Item 1)

Enter a number...

Shipped Quantity (Item 1)

Enter a number...

Ordered Quantity (Item 2)

Enter a number...

Shipped Quantity (Item 2)

Enter a number...

Quantity Discrepancy?

☐ Yes

☐ No

Discrepancy Notes (If Applicable)

Write something...

Packaging and Labeling

Check packaging integrity and accurate shipping labels are applied.

Packaging Type

☐ Cardboard Box

☐ Pallet Wrap

☐ Custom Packaging

Box Size (inches)

Write something...

Label Quality

☐ Excellent

☐ Good

☐ Fair

☐ Poor

Label Barcode Verification Result

Write something...

Label Errors Detected

☐ Missing Information

☐ Incorrect Information

☐ Damaged Label

☐ Misaligned Label

Label Image (for review)

⬆ Upload File

Weight and Dimensions

Validate shipment weight and dimensions match records for accurate carrier billing.

Declared Weight (lbs/kg)

Enter a number...

Actual Weight (lbs/kg)

Enter a number...

Declared Length (inches/cm)

Enter a number...

Declared Width (inches/cm)

Enter a number...

Declared Height (inches/cm)

Enter a number...

Unit of Measure (Weight)

☐ lbs

☐ kg

Unit of Measure (Dimension)

☐ inches

☐ cm

Carrier Information

Confirm correct carrier and tracking number are entered in WMS.

Carrier Selection

☐ UPS

☐ FedEx

☐ USPS

☐ DHL

☐ Other

Tracking Number

Write something...

BOL Number (Bill of Lading)

Write something...

Shipping Method

☐ Ground

☐ Express

☐ Next Day Air

☐ Other

Carrier Account Number

Write something...

Shipping Documentation

Ensure all necessary shipping documents are generated and included.

Bill of Lading (BOL)

⬆ Upload File

Packing List

⬆ Upload File

Commercial Invoice Status

☐ Generated

☐ Attached

☐ Not Required

Document Generation Date

Enter date...

Shipper Signature

WMS Update Confirmation

Verify shipment status is accurately updated in the WMS.

Shipment Status Code

Enter a number...

Confirmation Method (API/Manual)

☐ API Integration

☐ Manual Confirmation

Confirmation Timestamp

Enter date...

Confirmation Notes (if any)

Write something...

Update Success?

☐ Yes
☐ No