

WMS Shipping Verification Checklist

Order Details Confirmation

Verify order information against WMS records.

Line Item Count Enter a number Customer ID Customer A Customer B Customer C Order Date Enter date	Order Number	
Customer ID Customer A Customer B Customer C Order Date Enter date Special Instructions (if any)	Enter a number	
Customer ID Customer A Customer B Customer C Order Date Enter date Special Instructions (if any)	Line Item Count	
Customer A Customer B Customer C Order Date Enter date Special Instructions (if any)	Enter a number	
Customer B Customer C Order Date Enter date Special Instructions (if any)	Customer ID	
Customer C Order Date Enter date Special Instructions (if any)	Customer A	
Order Date Enter date Special Instructions (if any)		
Enter date Special Instructions (if any)	Customer C	
Special Instructions (if any)	Order Date	
	Enter date	
Write something	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	
uantity Validation	
nsure accurate quantity of each product is being shipped.	
Ordered Quantity (Item 1)	
Enter a number	
Shinned Quantity (Item 1)	
Shipped Quantity (Item 1)	
Enter a number)
Ordered Quantity (Item 2)	
Ordered 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	

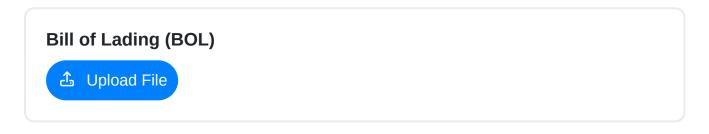
Write something	
Label Errors Detecte	d
Missing Information	
Incorrect Information	
Damaged Label	
Misaligned Label	
Label Image (for rev	ew)
	mensions
eight and D	and dimensions match records for accurate carrier billi
eight and Di	and dimensions match records for accurate carrier billi
eight and Didate shipment weight Declared Weight (lbs	and dimensions match records for accurate carrier billi
eight and Didate shipment weight Declared Weight (Ibs Enter a number	and dimensions match records for accurate carrier billi
eight and Didate shipment weight Declared Weight (lbs Enter a number Actual Weight (lbs/k	and dimensions match records for accurate carrier billing (kg)

Enter a number	
Declared Height (inches/cm)	
Enter a number	
Unit of Measure (Weight)	
☐ lbs ☐ kg	
Unit of Measure (Dimension) inches cm	
arrier Information nfirm correct carrier and tracking number are entered in WMS.	
· ·	
Carrier Selection	
Carrier Selection	
_	
UPS	

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.





Commercial Invoice Status	
Generated	
Attached	
■ Not Required	
Document Generation Date	
Enter date	
Shipper Signature	
	\supset
MMC Undata Confirmation	
WMS Update Confirmation	
Verify shipment status is accurately updated in the WMS.	
Verify shipment status is accurately updated in the WMS.	
Verify shipment status is accurately updated in the WMS. Shipment Status Code	
Shipment Status Code	
Shipment Status Code	
Shipment Status Code	
Shipment Status Code Enter a number Confirmation Method (API/Manual)	
Shipment Status Code Enter a number Confirmation Method (API/Manual) API Integration	
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Shipment Status Code Enter a number Confirmation Method (API/Manual) API Integration	
Shipment Status Code Enter a number Confirmation Method (API/Manual) API Integration Manual Confirmation	
Shipment Status Code Enter a number Confirmation Method (API/Manual) API Integration Manual Confirmation Confirmation Timestamp	

Confirmation Notes	(if any)		
Write something			
Update Success?			
Yes			
No			