Edgistify
An Integrated Supply Chain Solutions Company

EIC 2025

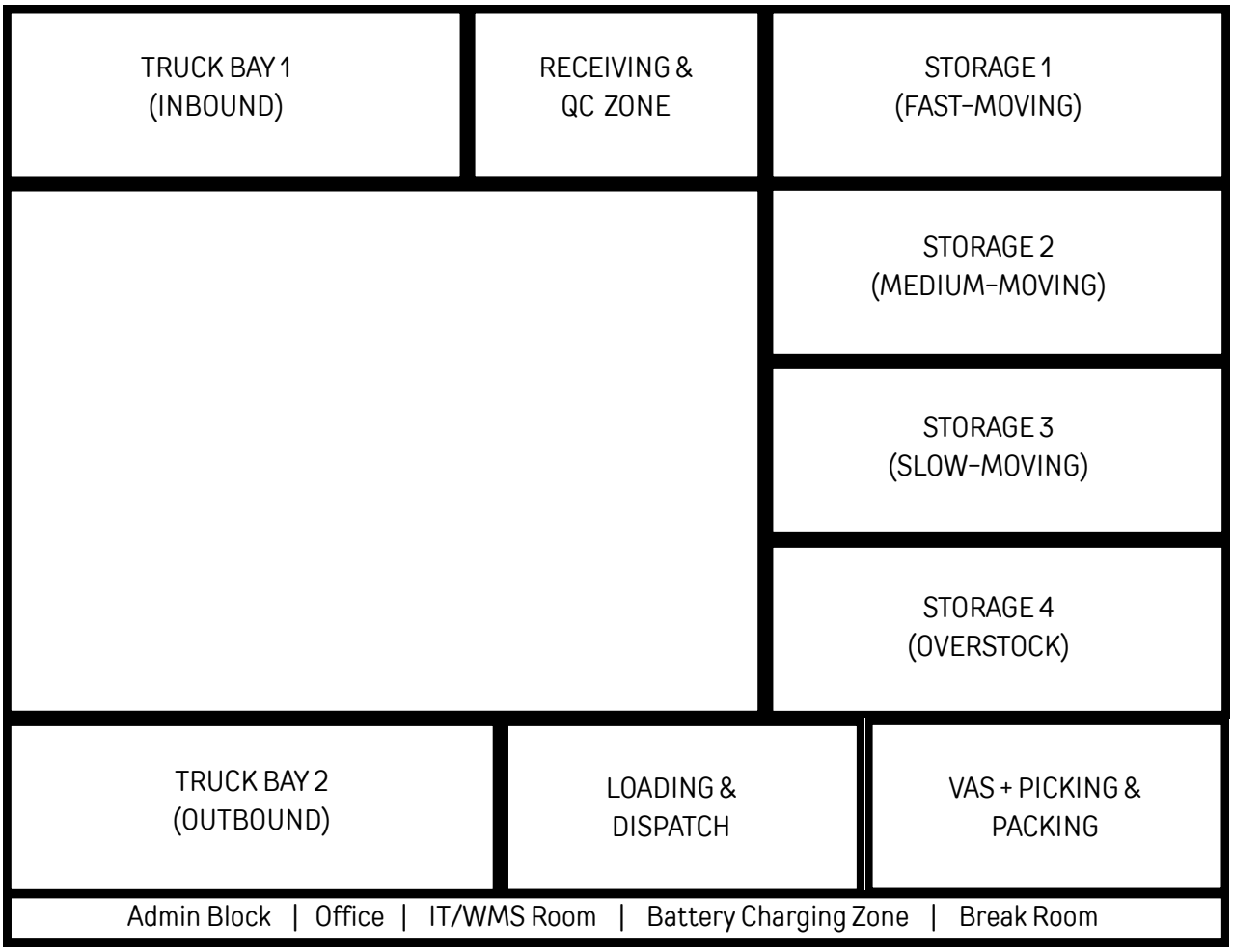
STANDARD OPERATING PROCEDURE (SOP)

Section	Details
Team	Fulfillkaro
Title	Warehouse Fulfillment Process (Inbound to Outbound)
Purpose	To define a clear, step-by-step process for efficiently handling inbound goods, storage, order fulfillment, and outbound dispatch in a warehouse environment.

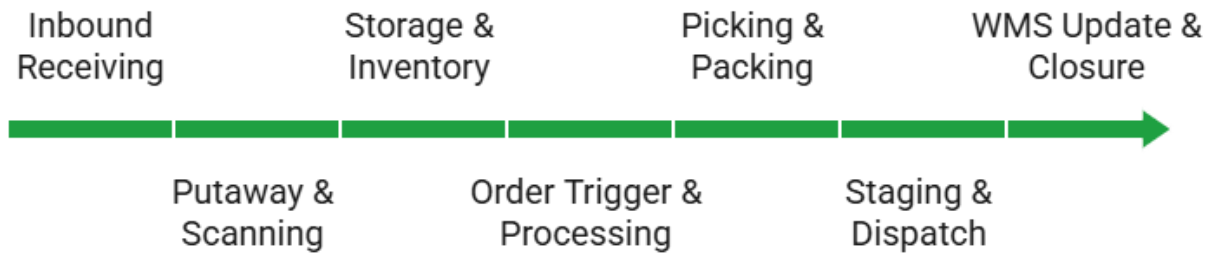
Procedure

Step	Procedure	Description
1	Inbound Receiving	Goods arrive at Dock 1 and are unloaded by handlers. GRN and supplier documents are verified.
2	Putaway & Scanning	Items are scanned and entered into the Warehouse Management System (WMS) and directed to appropriate storage zones based on SKU type (fast, medium, slow).
3	Storage & Inventory	Products are placed in racking systems, inventory is updated in WMS, and replenishment levels are monitored.
4	Order Trigger & Processing	WMS triggers orders based on demand. Pick lists are generated and assigned to pickers by zone.
5	Picking & Packing	Items are picked, scanned, and moved to the packing station for verification, packaging, and labeling.
6	Staging & Dispatch	Packed orders are scanned, routed, and staged for delivery. Orders are loaded via Dock 2 for dispatch.
7	WMS Update & Closure	Inventory and order status are updated in WMS; shipment confirmation is generated and logged.

Mother Warehouse Layout



Efficient Warehouse Operations from Inbound to Dispatch



Manpower Model

Role	average(current)	peak (3x)
picker	93	279
packer	154	462
unloader	46	138
supervisor	12	36

Shift Plan

Shift	TIming (8hrs each)	Description
Shift 1	8 AM – 4 PM	Base capacity
Shift 2	4 PM – 12 AM	Peak support
Shift 3	12 AM – 8 AM	Optional (seasonal surge)

Assumptions

- Productivity: Picker – 500/shift
- Productivity: Packer – 300 orders/shift
- Productivity: Unloader - 1000 orders/shift
- Supervisor Ratio : 1 per 25 workers
- 2 dock stations used via shift-based scheduling
- WMS assumed