

• CHECKLIST •

ALL THE FUNCTIONS A WMS
NEEDS TO HAVE



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The final consumer cannot imagine how many movements and **processes** a single product goes through before it reaches them. **Warehouses are essential parts** of this whole supply chain process and a competitive factor nowadays.

Warehouse Management System, or better known as **WMS**, is a **system that integrates and controls the various warehouse operations**, including the arrival of products and the output of goods. It optimizes the storage routine and improves decision making.

Management of warehouses had its origins in ancient Egypt when people recorded their harvest on papyrus. As the world and societies developed, warehouse management became essential systems for registration and control. The WMS as we know it today emerged in the 1970s and is becoming more advanced day by day.

Today, the **supply chain can hardly function without a good WMS**. A survey by Deloitte revealed that 75% of industry leaders see the WMS as essential. To choose the best one for your warehouse from the many options on the market, you must understand the **basic functionalities** you need and the functionalities that will **add value** to your business.



CHECKLIST

To facilitate this challenge, we have compiled a checklist with all the functionalities needed to manage the complexities of a warehouse routine:

- | | |
|---|---|
| <input type="checkbox"/> Login and password | <input type="checkbox"/> GSI Standard |
| <input type="checkbox"/> Storage places | <input type="checkbox"/> Label printing |
| <input type="checkbox"/> Warehouse map | <input type="checkbox"/> Gates management |
| <input type="checkbox"/> Multi-locations management | <input type="checkbox"/> Inspection and quality control |
| <input type="checkbox"/> Complete inventory | <input type="checkbox"/> Reports |
| <input type="checkbox"/> Stock checking | <input type="checkbox"/> Multi-languages |
| <input type="checkbox"/> History of actions taken | <input type="checkbox"/> Invoice creation |
| <input type="checkbox"/> Product characteristics | <input type="checkbox"/> Multi currencies |
| <input type="checkbox"/> Tasks to be done | <input type="checkbox"/> Organized |
| <input type="checkbox"/> Real-time monitoring | <input type="checkbox"/> Intuitive |
| <input type="checkbox"/> Customer access | <input type="checkbox"/> Business process-oriented |
| <input type="checkbox"/> E-mail notification | <input type="checkbox"/> Constant updated |
| <input type="checkbox"/> Customer urgent messaging | <input type="checkbox"/> Fast to implement |
| <input type="checkbox"/> Flexible filters | <input type="checkbox"/> On the cloud |
| <input type="checkbox"/> Barcode verification and labelling | <input type="checkbox"/> Safe and secure |

Login and password

When you access a WMS, it must be protected by login and password. Therefore, the system needs to support customized access for the different people involved in a supply chain system. Your system needs to have [advanced configurations for authentication and unlocking access](#) to the system.

Storage places

Which street, shelf, zone, aisle, row or floor is that specific product? The WMS can specify [where to find all products accurately](#), as long as you register them when the system allows you to do it.

Warehouse map

The WMS can provide a [graphical representation of the physical installation](#) of your warehouse. It can be helpful to you and your staff by providing new insights into space utilization and routing. It also benefits your customers, who can better understand how operations work.

Multi-locations management

A WMS must integrate the management in a single system when the warehouse has more than one location. Think about solutions that allow you to [optimize administration](#) and make it [easy to transfer goods](#) between facilities.

Complete inventory

The warehouse is much easier to handle if you have [all your inventory detailed in one single place](#). As a result, the control and accuracy reach a high level. Similarly, product returns, which are becoming increasingly common nowadays, are also facilitated.

Stock checking

Counting products in stock is one of the most important parts of a warehouse. It is possible to know precisely how many products and pallets are in stock with an efficient WMS. All this is done with [intelligent counting systems and historical records](#) that allow you to avoid discrepancies or long sheets.

History of actions taken

The WMS must **record every movement taken** on that product inside the warehouse. It creates good's traceability and facilitates the charging and definition of value for services performed. It also increases transparency and avoids rework.

Product characteristics

Also in order to have a complete inventory, product characteristics should be added to the WMS. **Enter what is pertinent to your routines**, such as weight, dimensions or photos.

Tasks to be done

Determining tasks via WMS **centralizes everything** in one place. This task management helps the administrator to understand where he/she needs more or less labour. The warehouse client may also **determine which tasks must be performed**.

Real-time monitoring

Knowing the **status of inventory, invoice, product, or product history in real-time** will make your and your customer's routine easier. A WMS in the cloud allows information available in the system to be accessed remotely.



Customer access

You should consider **giving your customers access to the WMS**. This way, they will have admission to a unique version where they can view orders, determine tasks, see order status in real-time and access invoice details.

E-mail notification

Notify managers or customers in case you need some approval or about something important. Using the WMS you can **do this automatically without opening another platform** or software.

Customer urgent messaging

The customer can **send an urgent message via WMS** to notify the warehouse about any unexpected event or any urgent information. Thus there is no risk of warehouse operators not seeing the message.

Flexible filters

In the WMS you can [select only the information you want to see](#). You won't be overwhelmed with too much data, and you can organize your dashboards and pages. Filtering the fields is not confusing, but rather easy.

Barcode verification

Entering a label manually into the system is a real headache because it leads to errors and wasted time. The WMS should [be able to scan and decode the barcodes into the system](#) reliably. The decoder should also follow international standards.



GSI Standard

It is a standard that the WMS must conform to. It sets a [standard for barcodes and all product information in one place](#). Your WMS must be able to create GSI labels. It must also be able to read and decode this standard in the system.

Label printing

[Print your own label and paste it](#) on the pallet using the integration between printers and WMS. Thus, the main information to identify the items will be better organized and seen in your warehouse.

Gates management

[Control the arrival and departures of trucks](#) in your WMS. Your routine is more organized when you control which gate they should come at. You can also save the vehicle information in the inventory, such as the number plate.

Inspection and quality control

As soon as the pallets and products arrive, you perform quality control. When you use a suitable WMS, you can [report damage and add photos](#) as proof of possible quality inconsistencies.

Reports

Make **performance reports quickly and in real-time**. It's easier to make decisions when data and results are available. WMS also allows you to customize reports with the most important KPIs at the time. Real-time reports help you collect numbers that are real, not days old.

Multi-languages

A good WMS has the option of being accessed in different languages. **Each worker or client who logs into the WMS selects which language** they want to have the system. It also enables new business with companies in different countries.

Invoice creation

The WMS should **create the invoices and offer them to the customer**, who can receive them by email or access the system and download or print them. The invoice should be detailed with each charge made in that period. Therefore, your client understands the billing and reduces payment errors or claims.

Multi currencies

It is important to **include other currencies in the invoice creation** in case your customers are from other countries. The WMS can offer this conversion automatically.



Organized

There is nothing better than working in an organized environment, and the same goes for WMS! **All information must be correctly identified and distributed on the pages.** Dashboards should be easy to read and scan, and the pages should be easy to navigate. Having a tidy design improves the experience for warehouse workers and customers.

Intuitive

What does intuitive navigation mean? It means that **all the functions of the WMS are distributed logically, with priority criteria and accessibility.** It makes the experience more effective and smooth. Training is made faster and easier by adopting these user-friendly measures.

Business process-oriented

An efficient WMS must be **customized according to the different roles within a warehouse** (operator, administrator, client). WMS must also be flexible to customer demands as long as the core functions and benefits of the software are maintained.

Constant updated

Updates serve to **improve the software.** They result in the evolution of the WMS as it keeps up with the market and new demands. Possible errors are also corrected as soon as they are identified.

Fast to implement

Implementations do not have to be long and tough. The entire **installation and adaptation process can be completed in a short time** with a correct and coherent implementation schedule. It saves training and adaptation costs.

On the cloud

Internet connection is all your WMS needs to operate if it is cloud-based. It brings numerous possibilities such as scalability, remote access, security and cost reduction since you don't need a high investment in buying servers, hiring IT staff or high electricity costs.

Safe and secure

A single WMS contains so much stored data that just thinking about losing it all gives you a headache. But there's no need to worry if **security is a keystone of your software.** Make sure your WMS has technologies that protect you from possible attacks and losses.

CONCLUSION

Having the right tools is the key to success for a warehouse. You only need to synchronise real-world activities with intelligent software. [We suggest you print out this checklist to help you make that decision.](#) Best of luck.

ABOUT AVILDA

We are Avilda, a software solutions development and implementation company for supply chain management based in Lithuania. We have been providing our customers with the best technology for process optimization since 1993. We are one of the leaders in supply chain information technology! Please visit our website by [clicking here](#).

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