How to Set Up
AN EFFICIENT RECEIVING AREA LAYOUT!

Just as a warehouse must be designed to optimize efficiency, so must all of the areas within. Setting the standards for efficiency begins when a product first arrives in the receiving department. Failure to build an effective flow can hamper operations downstream.

Receiving Area Points

5 Principles of a Successful Material Receiving Area

1. Minimize the number of times an item is touched and the distance it travels.
2. Ensure that the intended path of each product avoids cross-traffic and bottlenecks.
3. Establish standard procedures to determine who does what, where, and in what order.
4. Automate processes whenever possible.
5. Use appropriate equipment for your space and materials.

Deep Dive into the Receiving Area Points

1

Scheduling deliveries

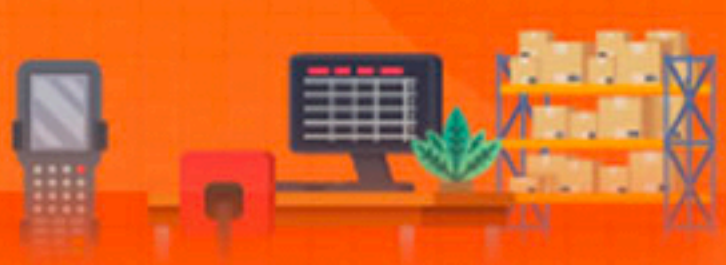
Right material handling equipment

2

Tight procedures in Matching documentation

Spot-checking & Discarding items

3



Proper cataloging/Warehouse management systems (WMS)

"There must be ample room for unloading a shipment and holding items for inspection, sorting, and storage."