

DISTRIBUTION CENTER OPTIMIZATION PLAYBOOK





Distribution Center Optimization Playbook

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1 Introduction

1.1 Purpose of the playbook

For the past 10 years, Syncontext has been on a mission to help distribution and supply chain leaders make a positive impact on their organization's operations, teams, and customers by improving efficiency, safety, and agility. We've accomplished this by providing expert advice to companies ranging from mid-size businesses to Fortune 500 corporations, and through the deployment of our industry-leading warehouse optimization tool, SKUstream.

As part of our ongoing commitment to this mission, we also provide resources to the industry such as productivity benchmarking studies, thought leadership at leading conferences, and educational materials like this playbook.



This Distribution Center Optimization Playbook has been created to serve as a comprehensive guide for logistics and operations professionals who aim to achieve excellence in their distribution centers.

Whether you're designing a new facility or optimizing an existing one, this playbook provides actionable insights and proven strategies to help you increase efficiency, reduce costs, improve safety, and enhance customer satisfaction.

Through detailed guidance on layout design, technology integration, material handling systems, and continuous improvement practices, this playbook delivers the expertise needed to optimize distribution center operations at every level. It's designed to be practical, focusing on real-world applications and case studies, while offering a framework for continuous improvement.

We encourage you to explore more helpful resources through our LinkedIn page, YouTube channel, Substack, and our blog at syncontext.com and skustream.com. Your feedback is invaluable to us, and we welcome any further questions or comments.

Please don't hesitate to contact us at **info@syncontext.com** or call us at **1 (833) 420-2020** for more information.

By utilizing this playbook, we hope to empower you to take your distribution center operations to new heights.

1.2 The importance of distribution center optimization

Distribution center optimization is a critical lever for driving not only operational efficiency but also long-term profitability and organizational success. As companies strive to meet increasing customer demands for faster delivery and seamless service, the role of the distribution center has evolved into a core component of the supply chain. Optimizing distribution center operations can generate a broad range of benefits, positively impacting operations, teams, and customer satisfaction.

Operational benefits: efficiency & profitability

At its heart, distribution center optimization is about efficiency. Streamlining fulfillment maximizing of goods, operations, optimizing the flow and implementing technologies such as warehouse optimization systems (WOS) and automation solutions can significantly reduce bottlenecks, lower operational costs, and improve throughput. This translates directly into enhanced profitability, as organizations are able to handle more orders, reduce operating costs, and minimize costly errors or delays.

By reducing inefficiencies, companies can improve order fulfillment speed, ensuring faster deliveries to customers while also cutting down on the costs associated with overtime labor or rushed shipping. In today's competitive market, where customer expectations are higher than ever, an optimized distribution center is a key differentiator.

Team benefits: safety, ergonomics & well-being

A well-optimized distribution center not only boosts efficiency but also fosters a safer and more ergonomic work environment for teams. When operations are optimized, the flow of people and products within the facility is smoother and more structured. This reduces the likelihood of accidents, injuries, or product damage, as team members are less exposed to cluttered pathways, congested workspaces, or unorganized storage areas.

Incorporating ergonomic practices into the design—such as reducing repetitive motions, ensuring proper weights and heights for picking locations, and providing enhanced controls—also helps to prevent strain and fatigue among employees. This, in turn, boosts morale, reduces absenteeism, and leads to a healthier, more productive workforce.









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Customer benefits: improved service & reduced errors

An optimized distribution center directly enhances customer service. With streamlined operations, fewer errors occur during picking, and shipping processes, reducing the chances of sending incorrect or damaged products. Faster turnaround times allow customers to receive their orders more quickly, which builds trust and encourages repeat business.

In an era where customer loyalty is often linked to their experience with your supply chain, eliminating inefficiencies, reducing lead times, and ensuring product quality are critical competitive advantages.

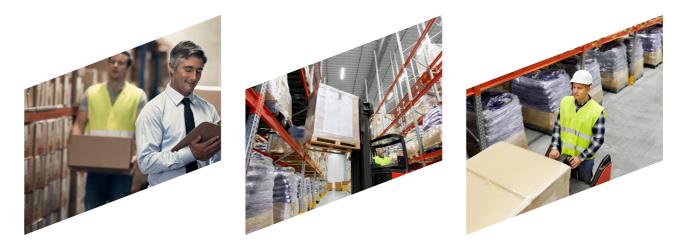
Cultural impact: continuous improvement & data-driven decision making

Optimization goes beyond simply improving the day-to-day flow of operations—it also helps establish a culture of continuous improvement within the distribution center. When optimization becomes the standard, the mindset shifts toward constantly finding new ways to eliminate waste, increase safety, and improve performance.

Data and evidence become the foundation for decision-making, allowing for informed choices that are based on actual performance metrics rather than assumptions or guesswork. Teams are encouraged to be proactive, analyzing where bottlenecks occur, identifying opportunities for improvement, and driving innovations in process, technology, and strategy.

By focusing on continuous improvement, organizations create a culture where safety, productivity, and efficiency are ongoing priorities. This not only elevates the performance of the distribution center but also empowers employees at all levels to contribute to long-term success.

In summary, distribution center optimization isn't just about improving the bottom line. It transforms the way a facility operates, enhances the working conditions for teams, and strengthens the customer experience, all while fostering a culture of continuous improvement. Through systematic data-driven decisions, optimized operations, and a focus on safety and ergonomics, organizations can ensure their distribution centers are prepared to meet the challenges of today's fast-paced market.





1.3 Who should use this playbook

This Distribution Center Optimization Playbook is designed for a range of professionals involved in logistics and distribution operations, from high-level decision-makers to hands-on operational leaders. Whether you're focused on long-term strategy or daily performance improvements, this playbook will serve as a vital resource in optimizing your distribution center's capabilities.

Distribution executives



Executives who oversee distribution networks will find this playbook indispensable as they seek to transform their operations. If you're tasked with scaling your distribution network or enhancing your organization's capabilities, this playbook will aid you in planning infrastructure investments, budgeting, and making strategic decisions for the future of your distribution center. You'll gain insights into how to optimize your existing facilities and identify key areas where new technologies and layouts can drive long-term growth and efficiency.

Distribution center leaders



For distribution center managers and operational leaders, this playbook offers practical solutions to boost performance, in some cases without needing disruptive, large-scale retrofits. You'll learn how to leverage technology, automation, and optimization. The focus is on gradual, scalable improvements that enhance day-to-day operations, reduce errors, improve worker safety, and increase overall throughput. By implementing the recommendations within, you can continuously improve your facility's performance, reduce downtime, and enhance customer service levels—all while keeping costs in check.

Logistics analysts



Logistics analysts play a critical role in evaluating the operational impact of changes, and this playbook is designed to support those efforts. Analysts will find valuable frameworks for assessing various material handling technologies, creating operational models, and conducting performance audits. If you're responsible for analyzing key metrics, modeling the outcomes of different optimization strategies, or recommending technological upgrades, this playbook will provide tips to make informed decisions.

Whether you're planning future infrastructure, seeking incremental improvements, or analyzing the effectiveness of operational changes, this playbook will provide actionable insights and expert guidance for optimizing your distribution center.

2 Foundations of distribution center design

2.1 Key principles of efficient distribution centers

The efficiency of a distribution center (DC) is built on a foundation of three key principles: safety, productivity, and agility. These principles ensure that the facility operates smoothly while delivering maximum value to the organization, its employees, and its customers. Let's dive into how each principle plays a vital role and explore the key elements that contribute to the overall efficiency of a distribution center.

Safety

Safety is paramount in any distribution center. A welldesigned facility prioritizes the safe movement of people, products, and equipment, minimizing the risk of injury and product damage.

Agility

Maximizing productivity within a distribution center means achieving the highest output with the least amount of waste.

Productivity

Agility is the ability of a distribution center to adapt quickly to changing conditions, whether it be shifts in order volume, new product lines, or evolving customer expectations.

Several key elements contribute to safety, boosting productivity & agility, including:

Footprint & layout

A distribution center's physical footprint should be designed with clear, unobstructed pathways for both equipment and employees. Properly designated storage, staging, and loading/unloading areas reduce accidents and improve workflow with appropriate signage and labels.

Material handling equipment (MHE)

The choice and use of MHE (forklifts, conveyors, automated systems, etc.) must be aligned with safety protocols to minimize human interaction and lower the risk of accidents. Ergonomic tools and automated equipment can also help reduce strain on workers.

Turnover of staging areas

Efficient management of the turnover of staging areas ensures products are processed without unnecessary delays, improving overall flow and reducing bottlenecks in critical zones.

Storage capacity & throughput

Optimizing storage capacity is key to ensuring products are accessible and efficiently stored. A well-planned storage layout, including proper slotting, can reduce picking times and improve overall throughput—the volume of products that move through the facility.

Practices & errors

Standardized operating procedures (SOPs) should be put in place to ensure consistency in operations. Minimizing errors in picking, packing, and shipping processes not only improves accuracy but also saves time and resources, preventing returns and rework.

Cycle times

Reducing cycle times, which measure how quickly orders are processed from receiving to shipping, is a critical productivity driver. Faster cycle times allow the distribution center to handle more orders in less time, improving overall performance and customer satisfaction.

Data collection & analysis

Continuous data collection is crucial for identifying patterns, inefficiencies, and opportunities for improvement. Distribution centers that regularly analyze performance data are better equipped to make informed decisions on how to adjust operations, improve cycle times, and allocate resources effectively.

Flow of information

Seamless information flow across the entire supply chain is essential for agility. Distribution centers that invest in integrated software solutions—such as Warehouse Management (WMS) and Warehouse Optimization Systems (WOS).

The key principles of safety, productivity, and agility form the backbone of efficient distribution centers. A facility that operates safely minimizes risks and errors, promoting a smooth flow of products and people.

Productivity is driven by maximizing storage, throughput, and minimizing cycle times, while agility allows a distribution center to remain flexible and adaptable to changing conditions.

By aligning these principles with elements like optimal footprint design, the strategic use of material handling equipment, real-time data collection, and well-organized staging areas, distribution centers can reach peak performance while maintaining a culture of continuous improvement.

2.2 Site selection & layout planning

Effective site selection and layout planning are foundational to the success of any distribution center. The right location and layout not only ensure the efficient handling of current operational needs but also provide flexibility for future growth. Careful consideration must be given to both the optimal facility size and layout, balancing cost with the need for productivity, scalability, and customer service.



Determining the optimal facility size

Before selecting a site, it is critical to determine the optimal facility size to handle all current stock-keeping units (SKUs), outbound volumes, and inventory requirements in the most productive way possible. This involves a thorough analysis of the company's existing product range, the frequency of orders, inventory turnover rates, and customer expectations regarding delivery times.

Balancing the facility's size against operational costs is key. A distribution center that is too small will result in inefficient operations, with bottlenecks in storage and processing areas, while an oversized facility could lead to wasted space and unnecessary overhead costs. Additionally, the facility must be large enough to accommodate peak demand periods without causing strain on resources.

Factoring future growth

Planning for future growth is just as important as addressing current needs. To avoid costly expansions or relocations, it's essential to factor in projections for SKU growth, outbound volume increases, and expected increases in client and order counts. Typically, new facilities are designed with a 10-year outlook, meaning they are sized to meet the organization's anticipated needs a decade into the future.

This forward-looking approach ensures that the facility remains productive as the business grows, eliminating the need for disruptive and expensive adjustments down the line. Projecting growth also allows for strategic investment in infrastructure, ensuring the facility will have the necessary capacity and capabilities as volumes rise.

Layout planning & productivity

Once the optimal size has been determined, layout planning becomes the next critical focus. The layout of a distribution center plays a significant role in its productivity and operational efficiency. A well-thought-out layout minimizes unnecessary movement of goods and people, reduces congestion in key areas, and ensures seamless workflows between receiving, storage, picking, and shipping processes.

Key considerations for layout planning include:

Material handling alternatives



Evaluating different material handling systems is crucial. This includes both fixed equipment (such as conveyors, sortation systems, and racking) and mobile equipment (like forklifts, automated guided vehicles, and mobile robots). Mechanization and automation solutions should also be considered for areas with high throughput, repetitive tasks, or heavy lifting requirements.

Automated solutions, such as goods-toperson systems or robotic palletizing, can greatly enhance productivity in highdemand areas, while manual solutions might be more appropriate in smaller or lower-volume zones. The goal is to strike a balance between mechanization and human labor that enhances efficiency without excessive upfront investment.

Dock doors & staging areas



The layout must include the right quantity and configuration of dock doors to efficiently manage inbound and outbound shipments. The number of dock doors should be sufficient to handle peak load periods without causing delays in unloading and loading trucks.

Sufficient staging space is equally important, as it allows trucks to be unloaded quickly without disrupting operations. Staging areas should be large enough to temporarily store inbound and outbound goods while ensuring easy access for forklifts or conveyors to transport products to and from storage or processing areas.

Storage & picking areas



Proper allocation of space for storage and picking is essential for smooth warehouse operations. Storage areas should be designed to accommodate different types of inventory, including bulk storage for highvolume items and smaller, easily accessible areas for fast-moving SKUs.

Picking zones should be optimized for efficiency, with fast-moving items located in easily accessible areas to minimize the time spent retrieving products. Advanced slotting strategies, which place products based on picking frequency and size, can further enhance picking productivity and reduce order cycle times.



Balancing costs & productivity

While designing the layout, it is important to maintain a balance between investment and productivity. Over-investing in automation without sufficient throughput to justify the cost can lead to wasted resources, whereas under-investing can hinder future scalability and growth. The facility's layout should prioritize flexible solutions that can be scaled or reconfigured over time as the operation evolves.

The right combination of site selection and layout planning provides the foundation for a highly productive, scalable, and cost-effective distribution center. By considering both current and future needs, as well as carefully evaluating material handling alternatives and key operational areas such as docks, staging, storage, and picking, organizations can design distribution centers that perform optimally today and remain flexible for the demands of tomorrow.

2.3 Building for scalability & flexibility

When designing a distribution center, scalability and flexibility are essential factors that allow the facility to adapt to future growth without incurring significant costs or causing major disruptions. While it's important to account for long-term growth projections typically 10 years out—the initial facility is often built for a shorter time horizon, with planned space and infrastructure to accommodate future expansions. This approach ensures that capital is allocated wisely while maintaining the flexibility to scale operations as the business grows.

Planning for future growth

The overall site plan of a distribution center must be designed with future growth in mind. While the facility may initially be constructed to meet current and near-term needs, the site should have sufficient space to allow for future expansions without compromising the flow of operations. This forward-thinking approach means that the facility footprint, infrastructure, and utilities are planned to support additional square footage or specialized areas that can be developed as demand increases.

Typically, companies design their facilities to handle anticipated growth 10 years into the future. However, instead of overbuilding from the start—which can lead to underutilized space and wasted resources—the facility is often constructed to meet the projected needs of the next 3 to 5 years. The site layout is then engineered with "future-proofing" in mind, leaving room for planned expansions such as additional storage space, office areas, or loading docks, which can be added incrementally as the operation scales.

This approach ensures that the company does not bear the full cost of a larger facility upfront but remains prepared for expansion when business growth necessitates it.

Modular layout & fixed MHE for seamless expansion

Just as the site plan must allow for physical expansion, the interior layout and material handling systems should be designed with modularity in mind.

A scalable distribution center should be able to incorporate future growth seamlessly, minimizing operational disruptions when upgrades or expansions are necessary.

Modular layout design

The facility's internal layout should be designed to allow additional capacity in a phased manner. For example, storage racks, picking zones, and packing stations can be configured in such a way that new areas can be added or reconfigured as volume increases.

By segmenting the facility into modular areas, operators can add capacity in specific zones such as storage or packing—without needing to disrupt the entire operation.

Modular designs also allow for flexible configurations as product ranges, inventory volumes, and order profiles evolve. If a new product line requires specialized handling or if e-commerce fulfillment grows faster than traditional distribution, modular spaces can be repurposed or expanded to accommodate those specific needs.

Fixed MHE planning

Material handling equipment (MHE) that is fixed —such as racking, conveyor systems, automated sortation, or mezzanines—should be positioned strategically to allow for future expansions. This includes leaving room for additional conveyor lines, robotic systems, or automated picking areas that can be installed with minimal disruption.

The ability to extend MHE in a modular fashion ensures that new equipment can be integrated smoothly as order volumes rise or as the product mix changes. By planning for future connectivity points or reserved space for additional systems, companies can avoid costly and disruptive overhauls of their existing infrastructure.







Minimize disruptions during expansion

Expanding a distribution center can often disrupt normal operations, particularly if the facility is running at or near full capacity. However, by building with scalability and flexibility in mind from the beginning, these disruptions can be minimized.

Phased expansion

By designing the facility for phased expansion, businesses can avoid interrupting key processes during construction. For example, additional storage or dock doors can be added without affecting the flow of goods or the performance of key operations. This is especially important when expanding high-traffic areas such as receiving, picking, or shipping zones.

Seamless integration of new technologies

Scalability should also consider the ability to integrate new technologies over time. As technology advances, businesses may want to upgrade their material handling equipment or incorporate more automation to improve efficiency. A flexible, modular design allows for the seamless integration of these systems, reducing the need for costly downtime during upgrades.

Balancing cost & flexibility

While building for scalability is essential, it's equally important to balance the initial investment with long-term flexibility. Over-investing in a facility that is oversized for immediate needs can result in wasted space, higher operating costs, and inefficient use of capital. Conversely, underbuilding can lead to capacity constraints, bottlenecks, and costly retrofits sooner than anticipated.

The key is to build a facility that is appropriately sized for current needs but designed to scale efficiently as the business grows. By planning for future expansion and incorporating modular elements, businesses can expand their distribution capabilities in a cost-effective and strategic manner, avoiding disruptions and staying agile in a competitive market.

In summary, building for scalability and flexibility ensures that your distribution center can adapt to evolving demands and future growth.

By constructing the facility with a shorter time horizon in mind but leaving room for planned expansions, and by designing a modular layout and infrastructure, organizations can position themselves for long-term success while managing costs effectively.

2.4 Material handling systems overview

Material handling systems are the backbone of a distribution center's operations, facilitating the movement, storage, and retrieval of products throughout the facility. These systems can be divided into two major categories: fixed equipment and mobile equipment. Each type serves a specific purpose, and selecting the right combination is key to optimizing efficiency, productivity, and scalability. Let's explore some of the most common types of material handling systems commonly found in distribution centers.

Fixed material handling equipment

Fixed material handling equipment is stationary and is typically used for the long-term storage, sorting, or movement of goods. It is ideal for high-volume operations where predictable, repeated tasks are performed.

Conventional equipment

• Shelving units

These are basic storage structures used for small items or cases that are picked by hand. Common in low-volume areas or for products with low throughput, shelving units are easy to access and organize but are limited in capacity and scalability.

• Case flow racks

These gravity-fed racks use inclined rails to allow products to flow forward, providing first-in, first-out (FIFO) storage for cases or cartons. Ideal for high-turnover items, case flow racks are often found in pick modules for fast-moving products.

• Handstack racking

A flexible solution for storing small to medium-sized items that are manually loaded and unloaded. Handstack racks are widely used for irregular or slowmoving items that do not require mechanized handling.

• Selective single-deep racking

This is one of the most common forms of pallet racking, offering direct access to every pallet in a single row. It is cost-effective and ideal for facilities with diverse SKU profiles but has limited storage density.

• Different profiles

Depending on the profile of the facility, selective racking can be designed for higher or lower ceiling heights, accommodating both manual and forkliftassisted operations.

• Double-deep racking

This is a higher-density option that allows pallets to be stored two rows deep. While it increases storage capacity, it requires specialized forklifts with extended reach to access the second row, reducing selectivity compared to single-deep racking.

• Pushback trays

Pushback racking allows pallets to be loaded from the front, with subsequent pallets pushing the earlier ones back on inclined rails. It's a last-in, first-out (LIFO) system that maximizes space utilization.

• Pallet flow rollers

Pallet flow racks use gravity-fed rollers to move pallets from the back to the front, providing a FIFO system with increased density, often used for high-turnover products.

Mechanized solutions

• Pick modules

These multi-level systems combine flow racks and conveyor belts to streamline order picking processes. Typically, fast-moving products are stored in flow racks at each level, and conveyors transport picked items to a central packing or shipping area.

• Carousels

Horizontal or vertical carousels are rotating storage systems that bring products directly to pickers. These are used for small parts or high-density picking operations and are often integrated with warehouse management systems (WMS) for improved accuracy.

• Goods-to-person (GTP) modules

These automated systems bring products directly to operators for picking, minimizing the need for workers to walk through the warehouse. GTP systems improve picking speed and accuracy, particularly in e-commerce and high-SKU environments.

Automated solutions

• Multi-shuttle systems

Designed for small-item storage and retrieval, multi-shuttles move bins or trays between storage locations and picking or packing stations. These systems are highly efficient for high-volume, small-pick operations and can significantly reduce picking times.

• Mini-load modules

Mini-load ASRS (Automated Storage and Retrieval Systems) are used to store small loads, such as cartons or totes, in high-density storage environments. These systems are ideal for facilities that handle a large number of small SKUs.

• ASRS (automated storage & retrieval systems)

For larger loads, ASRS solutions are used to automate the retrieval of pallets or cases. These high-bay systems can store goods vertically in dense configurations, significantly increasing storage capacity and reducing manual handling.

Integrated automation solutions

To further reduce labor and improve throughput, distribution centers increasingly deploy solutions that combine various automated technologies.

Palletizers & depalletizers



These systems automate the stacking and unstacking of products, handling goods from high-bay ASRS systems to other storage areas, such as tray storage for decanted products. Palletizers then prepare outbound orders for shipment, enhancing efficiency in high-volume facilities.

Touchpoint minimization



Integrated systems aim to minimize human touches by seamlessly transferring products between automated storage (such as ASRS) and processing stations (such as pick-andpack stations), reducing handling time and error rates.



Mobile material handling equipment

Fixed material handling equipment is stationary and is typically used for the long-term storage, sorting, or movement of goods. It is ideal for high-volume operations where predictable, repeated tasks are performed.

• Pallet jacks

Manual or electric pallet jacks are used for low-lift transport of pallets over short distances. They are simple, cost-effective, and ideal for moving goods within staging areas or loading/unloading trucks.

• Lift trucks

Also known as forklifts, lift trucks are versatile vehicles used for moving and lifting pallets within racking systems. They come in various models, including reach trucks for accessing high storage and counterbalance trucks for general-purpose lifting.

• Order picker trucks

Designed for picking items from high shelves, order picker trucks elevate the operator to the level of the rack. They are commonly used in facilities with high-SKU counts and varying inventory profiles.

• AMRs (autonomous mobile robots)

AMRs navigate distribution centers autonomously, transporting goods between picking areas, storage zones, and shipping docks. They are highly flexible and can be easily reprogrammed to accommodate new workflows, making them ideal for dynamic operations.

• AGVs (automated guided vehicles)

AGVs follow predefined paths within the warehouse, transporting goods between fixed points. While less flexible than AMRs, they are reliable and often used in facilities with consistent, high-volume transport needs.

Balancing investment, operating costs & flexibility

The selection of material handling systems should be guided by a careful analysis of operational requirements and data, balancing upfront investment, operating costs, and flexibility. Conventional solutions may be ideal for simpler, lower-volume operations, while mechanized and automated systems offer significant efficiency gains in high-volume, complex facilities. The optimal solution depends on factors such as SKU profiles, order volumes, product size, handling requirements, and growth projections.

Ultimately, the right combination of fixed and mobile equipment will create a scalable, productive, and cost-effective distribution center that can adapt to future demands and technological advancements.

2.5 Regulatory & compliance considerations

When designing and optimizing a distribution center, regulatory and compliance considerations are critical to ensure the safety of employees, the facility, and the products being handled. Adhering to local, national, and sometimes industry-specific regulations not only protects your business from potential legal and financial liabilities but also promotes a culture of safety and responsibility within your operation.

General regulatory areas

While specific regulations may vary by location and industry, most distribution centers must comply with regulations in the following areas:

• Occupational health & safety (OHS)

Ensuring the safety and well-being of employees is paramount. Regulations typically cover everything from personal protective equipment (PPE) and safe material handling practices to ergonomic workstation design and emergency evacuation procedures. National agencies, such as OSHA in the U.S. or HSE in the U.K., often enforce these standards.

• Constructions standards

New facilities or facility expansions must meet local and national construction codes to ensure structural integrity, proper ventilation, and appropriate electrical and plumbing installations. These codes often encompass everything from loading docks to storage racks and mezzanines.

• Fire suppression & safety systems

Fire safety is a major concern in distribution centers, particularly in facilities that handle flammable materials or where high storage racks can impede fire suppression efforts. Fire suppression systems, such as sprinklers, smoke detectors, and fire exits, must meet specific regulations. Regular inspections and maintenance are also often mandated.

• Environmental regulations

Many distribution centers must comply with environmental regulations, particularly if they handle hazardous materials. These rules may include proper waste disposal, spill containment, and emissions controls. Compliance with environmental regulations helps protect the surrounding community and the environment.

• Insurance requirements

Insurance providers may require compliance with specific regulations to mitigate risk. These can include additional fire safety protocols, proper storage of goods, worker training programs, and regular safety audits. Failure to comply may result in higher premiums or denial of coverage.

National & local regulations

It's important to recognize that regulatory requirements can differ based on geographic location. National and local governments may enforce additional regulations that apply specifically to your region or city.

• Occupational health & safety laws

National bodies like OSHA in the U.S. or EU-OSHA in Europe set guidelines for workplace safety. However, regional and local authorities may have additional rules specific to certain industries or environments. These can include requirements for regular safety audits, specialized training, or the presence of certified safety personnel.

• Building & construction zones

Local building codes often go beyond national regulations and include specific requirements for the design and construction of warehouses. These might involve seismic considerations in earthquake-prone regions, snow-load requirements in colder climates, or stricter electrical and fire standards in urban areas.

• Fire suppression requirements

Fire safety regulations can vary greatly by location. Some localities may require enhanced fire suppression systems in high-density storage areas, special handling for flammable or hazardous materials, or specific layouts for fire exits and emergency evacuation routes.

• Insurance & risk mitigation

Local insurance laws and standards may mandate additional safety measures in distribution centers. These can include enhanced security systems, risk mitigation strategies for natural disasters, or specific protocols for handling hazardous materials.

Industry-specific regulations

In addition to national and local regulations, certain industries may have specialized compliance requirements.

• Food and beverage distribution

Facilities handling perishable or consumable goods must comply with food safety standards such as the Food Safety Modernization Act (FSMA) in the U.S. These regulations cover proper storage temperatures, sanitation, and traceability to prevent contamination.

• Pharmaceutical distribution

Strict regulations govern pharmaceutical distribution centers, including adherence to Good Distribution Practices (GDP) and secure storage of controlled substances.

• E-commerce fulfillment

E-commerce companies often face regulations related to the storage and handling of consumer goods, especially regarding packaging and return handling processes.

Compliance with regulatory standards is a non-negotiable aspect of distribution center design and operations. Companies must ensure they are up to date with national, local, and industry-specific regulations, including those related to occupational health and safety, building construction, fire suppression, and environmental impact.

By proactively addressing these compliance issues, distribution centers can mitigate risk, enhance employee safety, and ensure smooth, uninterrupted operations.

For detailed and up-to-date regulations, it's always advisable to consult with legal experts or local authorities familiar with your industry and region.

3 Layout design & flow optimization

3.1 Layout design strategies

The layout of a distribution center is the foundation of efficient operations. A welldesigned layout balances space utilization, handling requirements, and safety standards, all while optimizing for the specific nature of the operation. The key to developing an optimal layout begins with data analysis.

This data helps in understanding the operational demands and creating a model that reflects the volume, complexity, and handling requirements of the facility. Whether the operation handles high-volume, low-mix full truckloads of a few SKUs or thousands of small, high-mix online orders, the layout must be customized to support its unique needs.

Understanding the operation through data

To create a layout that maximizes efficiency, you must first map out the spectrum of your operation. Consider where your operation falls between high-mix, low-volume and high-volume, low-mix. This affects how products are received, stored, picked, and shipped.

Pharmaceutical distribution



These might involve handling thousands of small online orders or a mix of small and large wholesale orders.

Here, order picking complexity is high, and a variety of material handling strategies need to be in place to accommodate diverse SKU profiles.

High-volume, low-mix operations



These could involve moving full truckloads of full pallets with just a few SKUs.

The operation here emphasizes high throughput, less picking complexity, and a focus on handling larger units.

Once the nature of the operation is understood, it is critical to measure how much space and handling are required for each function in the distribution center.

This requires capturing data points such as:

- Inbound handling
 - How many pallets are unloaded daily?
 - How many cases require manual breakdown or "fingerprinting" upon arrival?

• Storage & replenishment

- How many pallets need to be put away into storage?
- How many pallets are let down from bulk storage to replenish pick slots?
- How many cases are broken down to replenish hand-stacked slots?

• Outbound handling

- How many cases or units are picked daily?
- How many pallets are consolidated on the dock?
- How many pallets are loaded onto outbound trucks?

• Efficiency metrics

- How many miles are traveled per worker daily across the warehouse?
- What are the productivity rates (units per man-hour) for each of these functions?

These metrics are essential for understanding the current operation's workload and determining how space, labor, and material handling systems should be allocated in the facility.

Productivity rates can vary significantly depending on the material handling equipment and operational practices in place, and they play a major role in layout decisions.

Improving Efficiency: Reducing Activity Drivers & Increasing Productivity

To optimize the distribution center's layout, the two primary levers are:



Reducing activity drivers

This refers to reducing the amount of handling and movement required in the operation.

For example, decreasing the number of pallet letdowns from bulk storage to picking areas can reduce labor and equipment use.

Strategies such as bulk storage close to picking zones or multi-depth storage systems can minimize unnecessary handling.



Increasing productivity

This is achieved by improving the rate at which activities are performed.

By employing advanced material handling equipment, such as autonomous mobile robots (AMRs) for picking or automated storage and retrieval systems (ASRS) for replenishment, productivity rates can be significantly improved.

It's essential to evaluate these alternatives based on the investment required, while maintaining nonnegotiable safety standards.



Layout strategies

There are several strategies for dividing a distribution center layout to improve flow and efficiency. Some commonly used ones include:

• Activity-based zones

These zones separate the layout by the nature and volume of outbound orders. High-volume, fast-moving SKUs might be stored closer to the shipping docks, while slower-moving items are placed further back in the facility. This helps optimize travel time and picking paths.

• Attribute-based zones

Product attributes like crushability, weight, or hazard class are used to separate different areas of the warehouse. This ensures that heavy or hazardous items are stored safely, away from fragile goods, and that handling procedures are customized for different product types.

• Handling-based zones

In this layout, products are separated based on how they are handled (full pallets, layers, cases, or individual units). This minimizes congestion and allows for specialized equipment in each zone. For example, a full-pallet area might utilize forklifts, while a case-picking zone could use pick-to-light systems.

• Customer-commonality zones

In operations where customer orders share common SKUs, organizing storage by customer types can reduce travel time and increase picking efficiency. Products frequently ordered together are placed in close proximity to streamline order fulfillment.

• Hybrid layouts

Many distribution centers use a combination of the above strategies to create a hybrid layout. For example, fast-moving SKUs could be placed in an activitybased zone near the docks, while handling-based zones accommodate full pallets in one area and hand-stacked cases in another.

Balancing Results with Safety & Investment

The evaluation of different layout strategies must always balance operational goals with safety standards and investment constraints. Safety considerations should include:

• Traffic flow

Ensuring that forklifts, order pickers, and pedestrian workers have clear, designated paths to prevent accidents.

• Ergonomics

The layout should minimize the physical strain on workers by reducing bending, lifting, and long travel distances.

• Emergency access

Fire exits, first-aid stations, and clear paths must be integrated into the design.

While larger investments in automation and advanced material handling systems can increase productivity and throughput, the cost must be weighed against the long-term benefits. The most efficient layout is one that aligns with the specific operational needs while maintaining a strong focus on safety and adaptability.

Additional Design Elements: Labeling and Numbering Schemes

One often-overlooked aspect of layout design is the use of clear and consistent labeling and numbering schemes. A well-structured labeling system can make a significant difference in how easily personnel interact with the layout:



Aisle & location labels

Clear, intuitive signage for aisle locations and bin numbers can reduce search time, minimize picking errors, and speed up putaway processes.



Barcode & RFID integration

Using barcode or RFID labels for each location and item can further streamline picking and inventory processes by automating data collection and reducing human error.

The success of a distribution center's layout depends on careful data analysis and understanding the specific nature of the operation.

From there, layout strategies such as activity-based zones, attribute-based zones, and handling-based zones can be employed to optimize flow, safety, and productivity.

Throughout the process, balancing efficiency improvements with safety standards and cost considerations is essential to creating a distribution center that is not only productive but also scalable and sustainable for future growth.

3.2 Slotting optimization techniques

Warehouse slotting optimization is the process of strategically organizing and assigning products to specific locations within a warehouse or distribution center to maximize operational efficiency.

By carefully considering various factors like product attributes, storage requirements, and picking patterns, businesses can streamline their fulfillment processes, reduce operational costs, and enhance productivity.

This optimization helps improve order accuracy, reduce labor costs, and minimize unnecessary travel time within the facility—all of which lead to better service and customer satisfaction.

Why slotting optimization is essential

Slotting optimization holds immense value for distribution centers because it directly impacts critical performance metrics. Proper product placement helps distribution centers achieve the following goals:

Reduce travel time

One of the key aims of slotting optimization is to reduce the distance that order pickers need to travel within the warehouse. By placing highvelocity (frequently picked) items closer to packing stations and consolidating similar SKUs in easily accessible zones, the time spent moving between picks is minimized.

• Minimize stock replenishment efforts

Products that need frequent restocking should be placed in accessible locations to reduce the time and effort required for replenishment.

• Maximize space utilization

Slotting optimization maximizes the use of available space by aligning product storage requirements with the most efficient locations. This could involve utilizing high shelves for slower-moving items or dedicating prime ground-level space to fast-moving SKUs.

• Maximize space utilization

By balancing SKU placements across picking zones based on activity levels, you prevent bottlenecks and overburdening certain zones or employees.









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• Enhance order accuracy

Efficient slotting reduces the chance of picking errors, as products are organized systematically, making them easier to find and identify.

• Improve inventory turnover

Slotting optimization places items in positions that facilitate faster turnover, especially for fastmoving goods, which leads to better stock management.

How Slotting Optimization Improves Efficiency

Warehouse slotting optimization reduces operational inefficiencies by eliminating unnecessary movement within the facility.

This is done by strategically placing items based on their picking velocity, size, and storage requirements. For example, by placing high-velocity SKUs near packing stations, the time required for order picking and fulfillment is shortened.

Additionally, by considering factors such as product compatibility, safety, and handling requirements, slotting optimization can reduce the risk of damage during storage and picking. The benefits extend beyond travel time. Slotting also helps with:



Ergonomics

Items that are picked frequently or are heavy should be stored at waist height to minimize the strain on employees and reduce injury risks.



Reduced product damage

Proper slotting also ensures that fragile or crushable products are stored in locations that minimize their handling, which helps prevent damage.



Balancing inbound & outbound functions

While outbound order fulfillment is a priority for slotting, it is essential to balance it with inbound functions such as receiving, putaway, and replenishment.

Inbound functions impact how much labor is required to handle goods before they are ready for picking. Slotting optimization must consider how to minimize the man-hours required for receiving and putaway while balancing that with outbound efficiency.

For example, products that need frequent replenishment should be slotted in locations that minimize travel time and handling effort for both replenishment and picking.

Moreover, inbound constraints such as dock space, receiving throughput, and replenishment requirements should all align with outbound priorities. An effective slotting strategy will also minimize the handling steps, such as letdowns and rehandling of products, which can accumulate man-hours and increase the risk of damage.

Data required for slotting optimization

To begin the slotting analysis, having accurate and comprehensive data on every SKU in the facility is crucial. This data helps determine the most appropriate slotting for each product, ensuring a balance between inbound handling, storage, and picking.

At a minimum, the following data points are required:

• Item master data

- Item dimensions (length, width, height)
- Pallet configurations (Vendor and Warehouse TI/HI)
- Case weights and pack quantities
- Other relevant product attributes (e.g., temperature control, hazard classification)

• Sales activity data

- Average weekly movement in cases, cubic volume, and order lines
- Seasonal or peak period fluctuations in sales
- Daily peak volumes
- Sales order frequencies and average size
- Customer activity profiles

• Inbound information

- Average weekly receipts (in cases, cubic volume, and purchase order lines)
- Vendor activity profiles
- Purchase order frequencies and average size

• Inventory data

- Average inventory on hand (in cases, cubic volume)
- Pallets on hand

• Productivity data

- Breakdown cases per man hour
- Pallets put away per man hour
- Pallet letdowns per man hour
- Cases replenished per man hour
- Cases picked per man hour
- Miles traveled per man hour
- Rates for any other relevant function

Inventory turns & holding requirements

This data enables each item to be assigned the optimal slot type that minimizes handling while considering trade-offs between tasks such as putaway, letdown, picking travel, and dock consolidation.

One key factor in slot assignment is ensuring the product physically fits in the slot and adheres to policies regarding weeks of supply that must be held in a location.

Slotting optimization techniques

Once the necessary data is gathered, various slotting optimization techniques can be applied to enhance warehouse performance. These include:

• Velocity-based slotting

One of the most common techniques is organizing products based on their order frequency (velocity). Fast-moving items are placed in easily accessible, low-travel locations, while slow-moving items are stored in less accessible areas.

• Family grouping

Items that are frequently ordered together can be stored in proximity to reduce picking time. This method is especially useful for e-commerce or wholesale orders with common SKUs.

• Size & weight-based slotting

Items are slotted based on their size, weight, and handling requirements. Heavy or bulky items are placed on lower shelves, while smaller, lighter items are stored at ergonomic heights to facilitate easier picking.

• ABC slotting

Products are categorized into A, B, and C classes based on their picking frequency, with Class A items being the most frequently picked. Class A items are stored in prime locations for easy access, while B and C class items are placed in secondary storage areas.

• Dynamic slotting

In operations with frequent product mix changes, dynamic slotting is used to continuously reallocate SKUs based on real-time sales and inventory data. This allows for maximum flexibility and ensures that fast-moving items are always in the most accessible locations.

• Seasonal slotting

Seasonal products, such as holiday-specific items or promotional goods, are slotted in high-traffic areas during peak times. Once the season passes, these items can be moved back to secondary storage.

Product compatibility considerations

When slotting, it's essential to ensure that products that shouldn't be stored together (e.g., food and chemicals, or fragile and heavy items) are slotted in different areas. This prevents damage and ensures safety during picking and storage.

Replenishment-focused slotting

Products that require frequent replenishment should be placed in areas that minimize the travel and handling required to restock them. This helps balance the needs of both inbound and outbound functions.

In summary, warehouse slotting optimization is a powerful tool that can greatly enhance the efficiency and productivity of distribution center operations.

By carefully analyzing product attributes, sales data, and inbound/outbound processes, businesses can ensure that their products are placed in the most optimal locations.

This not only improves operational efficiency but also reduces labor costs, enhances safety and ergonomics, and delivers better service to customers.

Although challenges such as limited space, dynamic inventory changes, and seasonal demand fluctuations exist, applying a combination of proven slotting techniques ensures an operation that is responsive, efficient, and scalable.

3.3 Slotting optimization techniques

The efficiency of order fulfillment in a distribution center is heavily influenced by the picking strategy employed.

Picking strategies determine how orders are gathered from the storage areas and directly impact labor costs, order accuracy, and throughput.

The three primary picking strategies commonly used in distribution centers are Batch Picking, Zone Picking, and Wave Picking.

Each strategy has unique advantages, challenges, and operational requirements, and the choice of picking strategy is often based on the nature of the business, order profiles, facility layout, and the type of material handling equipment available.

Batch picking

Batch picking is a method where a picker collects items for multiple orders simultaneously in one picking run. Rather than picking items one order at a time, the picker consolidates the same SKUs from several orders into a batch, reducing travel time by avoiding multiple trips to the same picking location.

Batch picking is ideal for operations with a high volume of small orders that include a few items per order, such as e-commerce, retail replenishment, or direct-to-consumer fulfillment.

It is particularly useful when there are many orders containing common SKUs, allowing pickers to optimize their travel within the facility.

Benefits

• Reduced travel time

Since the picker consolidates multiple orders, they only need to visit each picking location once during the batch. This minimizes the travel distance and time spent moving between locations.

• Improved labor efficiency

Fewer trips per order means more efficient use of labor, leading to higher picking rates.

Increased throughput

By consolidating the picking process for multiple orders, throughput is often higher compared to picking orders individually.





• Challenges

Sorting complexity

After picking, items must be sorted by order, which adds an extra step to the process and can be time-consuming, especially if the batch is large or the items are varied.

• Limited applicability

Batch picking is less effective for operations with large, complex orders or for products that require special handling (e.g., fragile or hazardous items).

• Potential for errors

When multiple orders are picked together, there's a higher risk of mixing up items if the sorting process is not well-managed.

• Best practices

- Use pick-to-light or pick-to-voice technology to ensure accuracy during the picking process.
- Incorporate automated sorting systems to minimize manual handling and ensure items are correctly sorted after picking.
- Limit batch sizes to a manageable number of orders to avoid over-complication.

• Space & equipment requirements

• Space

Requires space for sorting areas near the packing stations to divide items into individual orders after picking.

• Equipment

Manual picking tools, such as carts or totes, are commonly used, but automated sortation systems can greatly improve efficiency.

Zone picking

In zone picking, the warehouse is divided into different physical zones, with each picker assigned to a specific zone.

Orders are broken down so that each picker only collects the items located within their zone. If an order requires items from multiple zones, the order moves from one zone to the next, with each picker adding the necessary items.

Zone picking is commonly used in operations with high-order volumes that contain multiple items, especially where those items are located in different parts of the warehouse.

It is well-suited for large, complex orders or for businesses with a wide variety of SKUs, such as wholesale distribution, automotive parts, or electronics.

• Benefits

• Reduced picker travel

Each picker is confined to a specific area, reducing the travel distance within the facility and improving picker efficiency.

Specialization

By assigning pickers to zones, employees can become more familiar with the products in their zone, increasing picking speed and accuracy.

Scalability

As order volume increases, additional zones or workers can be added to scale the operation without major changes to the process.





• Challenges

• Coordination complexity

Managing the handoff of orders between zones can be complex, especially in larger operations. Delays in one zone can cause bottlenecks in subsequent zones.

• Balancing zones

Uneven distribution of SKUs or order volume across zones can lead to some pickers being overburdened while others are underutilized.

• Requires synchronization

Timing must be carefully managed so that each order moves smoothly from one zone to the next, without unnecessary delays.

• Best practices

- Utilize a Warehouse Management System (WMS) to dynamically allocate pickers based on order volume and SKU activity within each zone.
- Implement conveyor systems or automated guided vehicles (AGVs) to transport orders between zones to reduce the need for manual handling and improve throughput.
- Regularly review zone activity to ensure workloads are balanced across the entire warehouse.

• Space & equipment requirements

• Space

Requires dedicated zones within the warehouse, with consideration for staging areas where orders can be transferred between zones.

Wave picking

Wave picking is a strategy in which orders are grouped into "waves" based on criteria like shipping schedules, customer type, or order priority.

Within a wave, pickers are assigned to collect items for multiple orders in a coordinated, time-based manner. The goal is to optimize the picking process by releasing waves of orders at the right time to meet outbound shipping deadlines.

Wave picking is typically used in large-scale operations with complex orders, where meeting shipping deadlines is critical. It is common in retail, grocery distribution, and large fulfillment centers that handle mixed orders and fluctuating demand.

This strategy is also used when there are specific cut-off times for order fulfillment, such as next-day delivery or same-day shipping.

• Benefits

• Shipping coordination

Wave picking aligns order fulfillment with shipping schedules, ensuring that high-priority or time-sensitive orders are completed on time.

• Optimized resource use

By grouping orders into waves, the warehouse can optimize the use of labor, equipment, and dock space.

Improved throughput

Since waves are released in a coordinated manner, there is less downtime between picking activities, resulting in higher throughput.

• Challenges



• Complex planning

Properly planning and coordinating waves requires accurate forecasting and real-time data to prevent bottlenecks and ensure smooth operations.

• High demand on WMS

Wave picking relies on sophisticated warehouse management systems (WMS) to sequence and synchronize the release of orders. Any breakdown in the system can cause delays.

• Peaks & valleys in workload

Depending on how waves are scheduled, there can be peaks of intense activity followed by periods of low activity, which can be difficult to manage from a labor planning perspective.

• Best practices

- Use advanced WMS software to create waves based on shipping schedules, product availability, and order priority.
- Analyze wave performance regularly to adjust release times and avoid congestion at packing and loading areas.
- Incorporate buffer areas where picked items from waves can be staged before being sent to packing or shipping.

• Space & equipment requirements

• Space

Requires space for staging areas where picked items can be grouped before packing and shipping.

Choosing the right picking strategy

The best picking strategy for a distribution center depends on several factors, including:

• Order volume & complexity

Batch picking works well for high volumes of small orders, zone picking is ideal for complex or large orders, and wave picking is best for facilities with strict shipping deadlines and high throughput requirements.

• Facility size & layout

Smaller facilities with fewer SKUs may prefer batch picking, while larger, more complex warehouses with multiple zones often benefit from zone or wave picking.

• Material handling equipment

Automated systems like conveyors, sortation systems, and AGVs can enhance the efficiency of zone and wave picking but may not be necessary for simpler operations using batch picking.

• Workload & scalability

Zone picking allows for specialization and can be scaled up easily, while wave picking requires more advanced planning and systems to manage workloads effectively.

Each of these strategies has distinct benefits and challenges, but when applied in the right context, they can significantly enhance the productivity and efficiency of a distribution center.

3.4 Optimizing putaway & replenishment processes

Effective putaway and replenishment processes are vital to maximizing the overall efficiency of a distribution center.

These processes, which involve moving inventory from receiving areas to storage and replenishing pick slots, can be resource-intensive and time-consuming.

Optimizing these functions involves not only improving the productivity rates of operators but also reducing the number of tasks they need to perform.

By focusing on both aspects, distribution centers can minimize the labor and equipment required, leading to increased throughput and lower operational costs.

Enhancing productivity through material handling equipment & layout design

The type and capabilities of material handling equipment (MHE) significantly impact the productivity of putaway and replenishment tasks.

Both mobile and fixed MHE can contribute to higher throughput and more efficient operations:

• Mobile equipment

• Forklifts, reach trucks, pallet jacks, and order picker trucks are commonly used for putaway and replenishment. The speed and lifting capacity of this equipment can directly influence how many units can be handled per hour.

- Automated Guided Vehicles (AGVs) and Autonomous Mobile Robots (AMRs) can streamline these processes by transporting pallets or cases to storage locations with minimal human intervention, freeing up labor for more complex tasks.
- Fully automated solutions like an Automated Storage & Retrieval System (ASRS) can further remove man-hours from the equation, allowing putaway and replenishment to be handled almost entirely by machines. These systems offer both high-speed performance and accuracy, making them a good fit for high-density storage operations.

• Fixed Equipment

- The design of racking impacts how quickly and safely operators can put away or retrieve pallets. For instance, racks with adequate clearance for upper levels improve operator visibility and efficiency, particularly for high-reach operations. Cameras and sensors mounted on forklifts or in storage areas can also enhance operator accuracy by assisting in alignment and pallet positioning.
- Different racking types like drive-in racks and pushback racks play a role in inventory management strategies such as First In, First Out (FIFO) or Last In, First Out (LIFO). For example, pushback racks allow operators to store and retrieve pallets quickly but are more suited to LIFO, while drive-in racks maximize space but can be more time-consuming for FIFO operations.
- For high-velocity SKUs, flow racks may improve replenishment efficiency by reducing the distance traveled and minimizing the need for manual letdowns.

• Layout design

- The physical layout of the warehouse also plays a critical role in putaway and replenishment productivity. Poorly designed layouts can result in unnecessary travel time and additional handling steps, reducing efficiency.
- Items that require frequent replenishment should be stored closer to receiving docks and pick areas to minimize the time spent traveling between locations. An optimized layout reduces travel time for both putaway and replenishment.
- High-turnover products should be placed in easily accessible zones, closer to the pick face. Slower-moving items can be stored further away, where travel time is less of a concern.

Reducing the number of tasks

Another key component of optimization is reducing the number of tasks operators must perform. By minimizing redundant or unnecessary handling steps, distribution centers can achieve significant time and cost savings.

Pallet breakdown

• A major cause of excess tasks in receiving is the need to break down pallets to replenish smaller pick slots. This task adds time and labor costs but can often be minimized through better slotting decisions. For example, selecting larger pick slots for high-volume items can reduce the need for frequent replenishment and breakdown tasks. However, this must be balanced with available storage space and overall operational efficiency.

• Balancing inbound / outbound volumes

• It is crucial to balance the volume of inbound pallets with the outbound picking requirements. For example, pallet configurations (e.g., full pallet, layer, or case) should be optimized to reduce handling during putaway and replenishment. Over-simplifying pallet handling at the expense of efficient order picking can lead to excessive capital expenditure and wasted space.

• Slotting optimization

• Assigning the optimal slot type for each SKU can minimize overall handling. The goal should be to ensure that items fit their designated slots without requiring excessive letdowns or additional replenishment efforts.

By fine-tuning slotting strategies based on SKU velocity, physical dimensions, and movement patterns, facilities can significantly reduce the number of tasks performed during putaway and replenishment.

Improving productivity rates

While reducing the number of tasks is one side of the equation, enhancing productivity rates is the other. To do this, operations must:

• Leverage MHE effectively

Using the right combination of manual and automated material handling equipment can improve the speed and accuracy of both putaway and replenishment activities. For example, automating long-distance pallet moves between receiving and storage or between storage and pick zones can improve throughput without requiring additional manpower.

• Evaluate different equipment types

Equipment such as forklifts with extended reach, AGVs, or high-density storage systems can allow operators to handle more units per hour. Similarly, automated storage and retrieval systems reduce the time spent locating and retrieving items, particularly in large, high-volume operations.



• Analyze data

Ongoing data collection and analysis is crucial. Tracking productivity rates such as units handled per man-hour, travel distances, and task completion times allows managers to identify bottlenecks and continuously refine processes. With accurate data, operations can pinpoint opportunities to eliminate wasted steps and introduce technology where it will have the most impact.

Optimizing putaway and replenishment processes requires balancing equipment, layout design, and the number of tasks performed by operators. Improving productivity rates through automation and better use of MHE can significantly reduce labor costs, while strategic decisions around racking design and layout minimize unnecessary travel and handling.

Ultimately, achieving the right balance between inbound and outbound handling, inventory management, and equipment investment will lead to more efficient and cost-effective operations, allowing distribution centers to handle higher volumes with fewer resources.

3.5 Managing layout changes over time

Distribution center layouts are not static; they must evolve over time to keep up with changing operational needs. Whether it's driven by growth in demand, the introduction of new SKUs, or onboarding new customers, a layout that worked well when first implemented may become inefficient as these variables shift. Effectively managing layout changes over time is crucial to maintaining operational efficiency and staying competitive in a dynamic market.

Adapting to changes in operations

As operations change, the layout must adapt to meet new demands. Common triggers for layout adjustments include:

• Growth in demand

As demand increases, storage capacity, throughput, and pick face accessibility may become constrained. Expanding storage areas or optimizing picking paths may be required to accommodate more volume without sacrificing efficiency.

New SKUs

When new products are introduced, it can disrupt existing slotting strategies and storage configurations. Additional space may be required, or certain areas may need to be restructured to accommodate different product sizes, weights, or handling requirements.

• New customers

New customer profiles may introduce different order patterns or packaging requirements, which may necessitate changes to the layout to optimize picking and packing processes.

To address these changes effectively, it is essential to have the right tools and processes in place to proactively analyze, compare, and implement layout adjustments before inefficiencies take root.

Proactive planning & analysis

Rather than waiting for inefficiencies to become apparent, organizations should anticipate potential layout changes by regularly reviewing operational data and forecasting future needs. Some key considerations for proactive layout planning include:

• Capacity planning

Regularly reassessing storage and throughput requirements allows businesses to stay ahead of growth. Tools like warehouse optimization software can model various layout scenarios and simulate different growth projections to identify the best course of action.

• Scenario modeling

By using data-driven tools, operators can model layout alternatives based on projected changes. Comparing options side-by-side allows for the evaluation of potential costs, benefits, and trade-offs associated with each layout change, ensuring that the best decision is made.

• Continuous improvement

Managing layout changes should not be reactive. Building a culture of continuous improvement—where layout performance is regularly monitored, and potential adjustments are flagged before they are needed—helps maintain high levels of efficiency over time.

Integration of layout logic into daily operations

To ensure that the logic used in layout design continues to deliver benefits over time, it is critical to integrate it into daily decision-making processes, particularly in slotting.

Slotting optimization should not only occur when layouts are initially designed but must be a dynamic and ongoing process that takes into account the following:

• Slotting adjustments

As SKUs and demand patterns shift, daily slotting decisions should be aligned with the overall layout design principles. For example, if the layout was organized to reduce travel time for high-velocity SKUs, those items should consistently remain in the optimal slots to maintain efficiency.

• Order profiling

The type and volume of orders being processed may change over time, and the layout should be adjusted accordingly. Regularly profiling orders and mapping them to the layout helps prevent bottlenecks and maximizes productivity.

Role of WMS and Warehouse Optimization Systems

Warehouse Management Systems (WMS) are critical for managing day-to-day operations, but when it comes to layout optimization and maintaining the effectiveness of those layouts over time, warehouse optimization systems are the gold standard.

These systems provide advanced tools to ensure that layouts remain aligned with operational needs, even as those needs evolve.

• Warehouse Management Systems

A warehouse management system helps track and manage inventory, picking, putaway, and replenishment activities.

While essential for daily operations, they typically lack the advanced planning capabilities needed for continuous layout optimization.

• Warehouse Optimization Systems

These systems go beyond WMS by providing powerful tools for optimizing layouts, slotting, and material handling flows.

By using data to model and compare layout alternatives, warehouse optimization systems help ensure that the layout evolves in step with operational changes.

Moreover, they can continuously monitor warehouse performance, flagging inefficiencies before they affect throughput.





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Role of WMS and Warehouse Optimization Systems

Maintaining an efficient layout over time requires a combination of proactive planning, integration of layout design logic into daily operations, and the use of advanced optimization tools. By taking these steps, distribution centers can ensure that they continue to meet evolving operational requirements without compromising on efficiency or increasing costs.

Ultimately, managing layout changes over time is about anticipating future needs and implementing solutions before they impact productivity. Whether it's expansion, slotting adjustments, or workflow realignments, having the right tools and strategies in place will help operators maintain agility and operational excellence.

4 Leveraging technology & systems for optimization

4.1 The role of warehouse management systems

Warehouse Management Systems (WMS) are a cornerstone of modern distribution center operations. Their primary function is to help businesses manage, track, and execute critical operational tasks such as inventory management, order fulfillment, shipping, receiving, and labor assignments.

While WMS platforms are widely adopted in medium to large distribution centers, they are typically designed to ensure day-to-day operational continuity rather than actively driving optimization.

WMS: a critical tool for data collection

One of the most valuable aspects of a WMS is its ability to collect vast amounts of data across all facets of the operation. This data provides detailed insights into:

- Inventory levels & locations
- Order fulfillment processes
- Inbound & outbound flows
- Labor performance
- Storage utilization
- Cycle times for various tasks

This data is essential for making informed decisions, particularly in areas like replenishment, slotting, labor allocation, and inventory management. However, despite the abundance of data available, many organizations underutilize this information, missing out on opportunities to optimize their distribution center operations.

The gap between data collection & optimization

While a WMS collects a wealth of data, it is often designed primarily to maintain operational control, ensuring the smooth execution of warehouse processes. However, this focus on management and stability means that WMS platforms are often limited when it comes to deeper analysis and optimization.

WMS are built to keep operations running efficiently within the current framework or "status quo." As a result, they focus on:

- Maintaining inventory accuracy
- Ensuring orders are picked, packed, and shipped as expected
- Managing workflows and task assignments for staff

This operational stability is essential, but it assumes that the warehouse's current state is optimal. In many cases, this assumption leads to missed opportunities for process improvement, as the WMS does not inherently challenge the existing layout, slotting strategies, or workflows.

WMS vs. warehouse optimization systems

While a WMS is designed to manage the warehouse, a warehouse optimization system, as its name suggests, is designed to optimize it. These systems are complementary tools, with distinct purposes:

• Warehouse Management Systems

Focuses on day-to-day execution, ensuring orders are processed, inventory is managed, and labor is allocated effectively. It helps manage the current state of the warehouse.

• Warehouse Optimization Systems

Use advanced analytics and algorithms to evaluate and optimize the layout, slotting strategies, labor deployment, and material handling processes. Their goal is to continuously improve the operational framework.

Relying solely on a WMS without the support of an optimization system can leave a distribution center stuck in a less-than-optimal state, missing out on the potential gains in efficiency, productivity, and cost reduction that optimization systems can deliver.

The importance of an optimal status quo

While WMS platforms are effective at maintaining the operational "status quo," it's crucial to ensure that the current state is, in fact, optimal. If a warehouse is not properly optimized—whether due to poor layout, suboptimal slotting, inefficient workflows, or outdated material handling equipment—then the WMS will continue to perpetuate those inefficiencies, rather than improving them.

This is where warehouse optimization systems play a pivotal role. They provide the analytical depth required to challenge the current state and drive improvements. Once optimizations are identified and implemented, the WMS can help sustain these improvements by managing day-to-day execution in line with the new, optimized operational framework.

WMS platforms are indispensable for maintaining operational control in modern distribution centers, ensuring that tasks like inventory management and order fulfillment are executed efficiently. However, to fully unlock the potential of a WMS, organizations must go beyond its standard functions and harness the data it collects for deeper analysis and optimization.

By pairing a WMS with a warehouse optimization system, distribution centers can leverage their data to make informed, data-driven decisions that improve layout, labor efficiency, slotting strategies, and throughput. Ultimately, this combination allows businesses to not only maintain the status quo but to continuously push toward operational excellence.

4.2 Automation: from conveyor systems to robotics

Automation in distribution centers has become a key driver of operational efficiency, productivity, and scalability.

As technology continues to evolve, distribution centers are leveraging various forms of automation, ranging from traditional conveyor systems to advanced robotics.

While automation offers significant advantages, it also presents challenges that need careful consideration in order to maximize its benefits.

Types of automation in distribution centers

Maintaining an efficient layout over time requires a combination of proactive planning, integration of layout design logic into daily operations, and the use of advanced optimization tools. By taking these steps, distribution centers can ensure that they continue to meet evolving operational requirements without compromising on efficiency or increasing costs.

Ultimately, managing layout changes over time is about anticipating future needs and implementing solutions before they impact productivity. Whether it's expansion, slotting adjustments, or workflow realignments, having the right tools and strategies in place will help operators maintain agility and operational excellence.



• Conveyor systems

Description

Conveyor systems are the most widely adopted form of automation in distribution centers. These systems consist of belts, rollers, and other mechanical components that transport items across different areas of the facility, such as from receiving to storage or from storage to packing stations.

Applications

Conveyors are ideal for high-volume, repetitive tasks such as transporting products through different stages of order fulfillment or sorting. They are commonly used in operations with predictable product flows and consistent order patterns.

- Increases efficiency by reducing manual transportation.
- Speeds up sorting and processing
- Can be scaled up with mechanized systems like diverters, sorters, and pick modules.

Challenges

- High initial investment for installation and maintenance.
- Limited flexibility when adjusting to new layouts or changes in order profiles.
- Requires significant planning to ensure smooth integration into existing workflows.



• Automated storage & retrieval systems (ASRS)

Description

ASRS are computer-controlled systems that automatically place and retrieve products from storage racks. They are designed for efficient storage management, minimizing the need for human intervention in high-density storage environments.

Applications

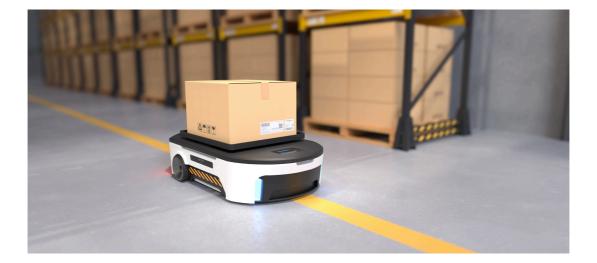
Best suited for large distribution centers handling high volumes of SKUs and inventory. Common in industries like e-commerce, pharmaceuticals, and manufacturing, ASRS is used to optimize vertical space, reduce labor costs, and improve order accuracy.

- Maximizes space utilization by enabling high-density storage.
- Reduces labor costs and improves safety by minimizing manual handling.
- Increases speed and accuracy in storage and retrieval.

Challenges

- Significant upfront capital investment for installation.
- May require system downtime for maintenance and repairs.
- Limited flexibility in adapting to changes in SKU profiles or volumes.

• Automated guided vehicles (AGVs) & autonomous mobile robots (AMRs)



Description

AGVs and AMRs are mobile robots designed to transport materials throughout the distribution center autonomously. AGVs follow pre-defined routes, while AMRs use sensors and artificial intelligence (AI) to navigate dynamic environments.

Applications

AGVs and AMRs are commonly used for transporting pallets, totes, or cartons between different areas, such as from receiving to storage or from storage to picking areas. They are also increasingly employed in goods-to-person (GTP) picking systems.



- Offers flexibility as AMRs can adapt to dynamic layouts.
- Reduces labor requirements and increases operational efficiency.
- Enhances safety by automating repetitive or physically demanding tasks.

Challenges

- Integration with existing systems and workflows can be complex.
- Initial investment and ongoing maintenance costs.
- May face difficulties navigating in congested or highly variable environments.

• Robotic picking systems



Description

Robotic picking systems use advanced robotics, AI, and vision systems to identify, grasp, and handle individual items for order picking. These robots can operate in conjunction with ASRS, conveyor systems, or GTP systems.

Applications

Robotic picking systems are ideal for distribution centers with high SKU variety and order volumes, particularly in industries like e-commerce, retail, and food distribution.



- Improves picking accuracy and reduces picking errors.
- Increases throughput by handling tasks faster than manual pickers.
- Operates continuously without fatigue, improving productivity.

Challenges

- High initial cost for implementation and ongoing technology upgrades.
- Limited ability to handle diverse shapes, sizes, or textures of products.
- Requires a significant amount of data for training and optimization.

• Palletizing & depalletizing robots

Description

These robots are designed to stack (palletize) or unstack (depalletize) products onto or from pallets. They use robotic arms and Al-driven controls to handle tasks traditionally done by human labor.

Applications

Widely used in industries where products are handled in bulk, such as food, beverage, and manufacturing industries. These robots are especially useful in high-volume, fast-moving operations.

- Reduces labor costs and the risk of injury associated with heavy lifting.
- Increases speed and consistency in palletizing or depalletizing tasks.
- Can work continuously without breaks, leading to higher throughput.

Challenges

- Limited flexibility in handling a wide variety of product types.
- High initial capital investment.
- Requires integration with upstream and downstream processes.

When to use automation: recommended applications

• High-volume, repetitive tasks

Automation is most effective in operations where tasks are repetitive and predictable, such as large-scale e-commerce fulfillment or high-volume manufacturing.

• Labor-intensive processes

Distribution centers facing labor shortages or high turnover rates benefit from automation, as it reduces the need for manual labor and increases operational continuity.

• Complex picking operations

For businesses handling a large number of SKUs or frequent order changes, automation, especially robotic systems, can improve accuracy, efficiency, and speed.

• Heavy or dangerous tasks

Automation excels in tasks involving heavy lifting, hazardous materials, or physically demanding activities, improving safety and ergonomics for workers.



• Increased productivity & efficiency

Automation allows for continuous operations, reducing downtime and manual labor bottlenecks. It can significantly improve throughput and ensure consistent, high-quality output.

• Improved accuracy & reduced errors

Automated systems, particularly in picking and sorting, reduce the margin of human error, enhancing accuracy in order fulfillment and minimizing costly mistakes.

• Labor cost reduction

With automated systems taking on repetitive or labor-intensive tasks, companies can reduce the number of manual workers required, resulting in lower labor costs over time.

• Enhanced safety

Automation reduces the physical strain on workers by handling heavy or repetitive tasks, thereby minimizing the risk of injury and improving overall workplace safety.

• Scalability

Automated systems can be scaled to match growing demand without the need for significant manual labor increases. This makes automation ideal for companies anticipating rapid growth.

Challenges of automation in distribution centers

• High initial investment

The upfront capital costs for automation systems can be substantial, particularly for advanced robotics and ASRS. Small to mid-sized businesses may find it challenging to justify this investment.

• Maintenance & downtime

Automated systems require regular maintenance and may experience downtime, which can disrupt operations if not properly managed. Distribution centers need skilled technicians to manage these systems.

• Integration complexity

Integrating automated systems into existing workflows, WMS, and ERP systems can be complex and time-consuming, requiring careful planning and potentially customized solutions.

• Flexibility limitations

Some forms of automation, particularly conveyor systems and AGVs, may lack the flexibility to quickly adapt to changes in layout, SKU profiles, or order volumes without significant reconfiguration.

Automation in distribution centers offers a wealth of advantages, from improving productivity and accuracy to reducing labor costs and enhancing scalability. However, each facility must carefully evaluate its unique operational requirements, budget, and long-term goals to select the right mix of automated solutions.

Whether opting for conveyor systems, robotics, or a combination of both, the right automation strategy can transform a distribution center into a highly efficient, scalable, and adaptable operation.

4.3 Warehouse optimization systems & data analytics

Warehouse optimization systems represent the cutting edge of technology in distribution center management, marking the next step in the evolution of warehouse software.

While traditional Warehouse Management Systems (WMS) are crucial for running daily operations, warehouse optimization systems take it a step further by focusing on continuous improvement and challenging the status quo.

Best-in-class operators are already leveraging these tools, and in the future, they will become as ubiquitous as WMS is today.



Defining warehouse optimization systems

Warehouse optimization systems are purpose-built to maximize efficiency in distribution centers. Unlike WMS, which is designed to maintain the status quo by managing daily tasks like inventory tracking and order fulfillment, optimization systems aim to enhance those operations.

They continuously evaluate current activities, layouts, and workflows, applying advanced analytics and algorithms to recommend improvements. The primary goal is to eliminate wasted time, space, and resources, ultimately boosting throughput and reducing costs.



Eliminating waste in the warehouse

A core feature of warehouse optimization systems is their ability to address and eliminate the eight types of waste commonly found in warehouse operations.

By continuously analyzing the warehouse's activities, optimization systems provide real-time recommendations to tackle these inefficiencies.

This includes suggestions for adjusting layouts, slotting configurations, or even operational practices to ensure that the facility is performing at its maximum potential.

Harnessing data analytics for informed decision-making

Warehouse optimization systems are powered by advanced data analytics, enabling them to continuously learn from the operations they manage. The wealth of data generated in a distribution center—such as movement of products, order volumes, pick paths, and equipment utilization—can often go underutilized.

These systems take raw operational data and apply optimization algorithms to reveal actionable insights.

For example, by analyzing the frequency and volume of SKUs, optimization systems can recommend more efficient slotting arrangements that reduce travel time for pickers and replenishers.

Similarly, data on equipment usage can help identify bottlenecks and inform decisions about where to invest in automation or additional resources.

This level of insight is invaluable for driving continuous improvement. Managers can compare different scenarios, such as changes in layout or processes, and assess the impact in terms of cost, efficiency, and space utilization.

This enables smarter, data-driven decisions that align with the long-term strategic goals of the business.

Designing future-proof facilities

Warehouse optimization systems are not only useful for improving existing operations but also for designing new facilities.

When planning for future growth, these systems can model various scenarios to help companies anticipate future demands and design flexible layouts that can accommodate them.

This allows operators to compare different configurations in terms of:

• Cost

What are the short- and long-term costs associated with different design choices?

• Space utilization

Which layout maximizes space efficiency without overburdening operations?

• Ease of operations

How do different designs affect workflows and the overall smoothness of daily tasks?

By simulating different operational scenarios, these systems allow for more strategic planning and long-term flexibility.

Why warehouse optimization systems are the future

Just as WMS became a must-have tool in medium-to-large distribution centers, warehouse optimization systems are on track to become ubiquitous.

Operators who implement these systems today will be ahead of the curve, operating with higher efficiency, agility, and adaptability than their competitors.

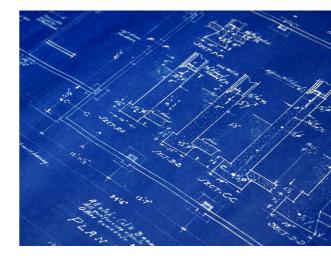
As industry demands increase and complexity in distribution centers grows, optimization will no longer be a luxury but a necessity.

Challenging the status quo

In the rapidly evolving world of distribution and supply chain management, warehouse optimization systems are the logical next step for organizations that aim to stay competitive.

By continuously analyzing operations, recommending improvements, and eliminating waste, these systems challenge the status quo and push operations to new levels of efficiency.

For any distribution center striving to maximize its potential, adopting warehouse optimization technology is no longer a question of "if" but "when."



4.4 Data analysis, benchmarking & audits

In the fast-paced world of distribution center (DC) operations, optimization is not a onetime effort but a continuous journey of improvement.

Data analysis, benchmarking, and regular audits are critical tools in this journey, enabling companies to assess current performance, identify areas of improvement, and implement industry best practices.



Leveraging industry data and experienced advisors not only enhances the decisionmaking process but also provides a "second pair of eyes" to ensure the operation is on the right path.

The role of data analysis in distribution center optimization

Data analysis is the foundation of any optimization effort. DCs generate vast amounts of data every day—on everything from order volumes, SKU movement, and pick times to equipment utilization and labor productivity.

This data, when properly analyzed, reveals invaluable insights into the efficiency of each aspect of operations.

• Product slotting

Understanding SKU movement and velocity to optimize placement, reduce travel time for pickers, and minimize replenishment efforts.

• Labor productivity

Measuring units handled per man-hour across various tasks (putaway, replenishment, picking) to identify inefficiencies or opportunities for improvement.

• Throughput & capacity

Analyzing throughput to ensure that the facility can handle current and projected volumes without bottlenecks or overburdening critical processes.

• Error reduction

Using data to identify patterns in picking or shipping errors and adjusting processes to minimize these costly mistakes.

Without comprehensive data analysis, decisions are often based on intuition or incomplete information, which can lead to inefficiencies or missed opportunities for improvement.







Benchmarking: setting standards & tracking progress

Benchmarking is the process of comparing your DC's performance against industry standards or best-in-class operations.

This provides a clear picture of where your operation stands in terms of efficiency, productivity, and cost-effectiveness. It also sets a baseline against which future improvements can be measured.

There are several key performance indicators (KPIs) that are commonly benchmarked in distribution centers:

• Units per man-hour

A measure of labor efficiency in picking, packing, and replenishment processes.

• Cycle times

The time it takes to fulfill an order from receipt to shipping.

• Inventory accuracy

The percentage of inventory that is accurately recorded in the system.

• Order accuracy

The percentage of orders that are shipped without errors.

• Turnaround times

How quickly inbound shipments are processed and put away, as well as how fast outbound orders are packed and shipped.

By comparing these KPIs against industry averages or leaders, DC managers can identify areas where their operations fall short and set realistic, measurable goals for improvement.







The importance of audits: a second pair of eyes

Regular operational audits provide an external perspective on the DC's performance and are essential to the optimization process.

While internal teams may have an intimate understanding of daily operations, they can also develop blind spots or become accustomed to inefficiencies over time.

Having an experienced advisor or external consultant conduct a detailed audit offers a fresh perspective and unbiased assessment.

An audit typically involves:

• Process reviews

A detailed look at current workflows, including receiving, putaway, picking, packing, and shipping processes, to identify any inefficiencies or areas for streamlining.

• Layout & slotting assessment

Evaluating whether the current layout is optimized for productivity and if the most frequently picked items are in the most accessible locations.

• Equipment & technology assessment

Reviewing the use of material handling equipment, automation, and technology solutions to determine if they are being fully leveraged.

• Safety & compliance

Ensuring that operational practices align with regulatory requirements and that safety protocols are being followed.

An external audit, backed by industry expertise, not only uncovers areas for improvement but also validates what is working well. This dual benefit helps ensure the operation is both efficient and aligned with industry best practices.

Leveraging industry data to kickstart the optimization journey

While every distribution center is unique, using industry data as a starting point for optimization can help ensure that efforts are aligned with proven best practices.

Industry data provides insights into how similar operations perform, what KPIs are achievable, and what technologies or process improvements have yielded the best results.

This data-driven approach offers a structured, measurable way to begin the optimization journey.

Industry benchmarks, along with historical performance data, can be used to:

• Set realistic goals

Identify which areas of the operation should be prioritized for improvement and what performance standards can reasonably be achieved.

• Justify investments

Make a compelling case for investment in new technology, automation, or layout changes by showing the potential return on investment (ROI) through industry comparisons.

• Track progress

As improvements are implemented, continually measure performance against industry standards to ensure that the DC is progressing in the right direction.

Partnering with experienced advisors

Bringing in experienced advisors or consultants can accelerate the optimization process and avoid costly mistakes.

These experts have likely seen numerous DCs with similar challenges and can provide tailored recommendations based on proven strategies.

Key benefits of working with an experienced advisor include:

• Objective assessment

They can provide an impartial review of operations and identify inefficiencies that may be overlooked by internal teams.

• Industry insights

With their knowledge of the latest trends and innovations, advisors can recommend the most appropriate solutions for a particular operation.

• Risk mitigation

Experienced advisors help navigate complex decisions, ensuring that changes do not disrupt current operations or create unforeseen bottlenecks.

Change management

Implementing optimization strategies can be challenging, but seasoned advisors can help manage the change process, ensuring smooth adoption and minimal disruption.





A data-driven approach to continuous improvement

Optimizing distribution center operations is an ongoing effort that requires a combination of data analysis, benchmarking, and regular audits.

By leveraging industry data and bringing in experienced advisors, companies can ensure they are on the right track to continuous improvement.

The key to success is staying proactive—anticipating changes in demand, technology, and customer requirements—and using data-driven insights to maintain peak operational efficiency over time.

5 Performance, process & people management

5.1 Lean principles in distribution centers

Lean principles, originally developed for manufacturing, have become increasingly relevant in optimizing distribution center (DC) operations.

At their core, lean principles focus on minimizing waste while maximizing value to the customer.

Applying lean methodologies to distribution centers allows organizations to improve operational efficiency, reduce costs, and deliver better service, all while fostering a culture of continuous improvement.

The 8 forms of waste in distribution centers

Lean thinking emphasizes the elimination of waste—defined as any activity that does not add value from the customer's perspective.

In a distribution center, this waste can manifest in several ways, often referred to as the **8 forms of waste**:





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Motion

Unnecessary physical movement by employees, such reaching, bending, as or walking longer distances than needed to complete tasks.



Overproduction

Processing more goods than required, leading to increased inventory and waste.



Defects

Errors in orders, picking, or packing that lead to rework or returns, negatively affecting and customer productivity satisfaction.

Underutilization of employees' skills and abilities, particularly when repetitive, non-valueadded tasks occupy their time.



By addressing these types of waste, distribution centers can significantly improve their operational efficiency, streamline workflows, and enhance overall customer satisfaction.

Unused talent

Applying lean principles to distribution center operations

Lean principles help identify and eliminate waste while promoting a culture of continuous improvement.

Here's how they can be applied across various areas of a distribution center:

Value stream mapping

The first step in applying lean principles is to map out the value stream-the series of activities that add value to the final customer. In a DC, this involves charting the flow of materials and information from receiving to shipping.



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A

Waiting

equipment.

Overprocessing

to

6

checks.

8

Downtime between processes,

such as waiting for instructions,

equipment, or materials, leading

underutilized labor

Performing more work or using

more resources than necessary,

conducting redundant quality

such as over-packing

and

or

The goal is to identify bottlenecks, redundancies, and non-value-added activities that create delays or increase costs.

By visually mapping the flow, it becomes easier to see where improvements can be made and how to reconfigure workflows for greater efficiency.

• Standardized work

Standardizing processes is critical for reducing variability and ensuring that best practices are consistently followed. In a distribution center, standardized work might include:

- Establishing clear picking routes and workflows.
- Defining proper procedures for material handling and equipment usage.
- Training employees to follow consistent processes in order picking, packing, and putaway.
- Standardized processes lead to predictable outcomes, helping to minimize errors, improve speed, and increase safety.

• Just-in-time (JIT)

Just-in-time principles focus on delivering the right products, at the right time, in the right quantities. In a DC environment, this means aligning inventory levels closely with demand to reduce overstocking and minimize excess handling. JIT principles can be applied to:

- **Inventory management:** keeping just enough stock to meet customer demand without excessive safety stock.
- **Replenishment:** using demand signals to trigger the restocking of pick areas, rather than doing so based on fixed schedules.

JIT practices help reduce inventory holding costs, improve space utilization, and decrease the likelihood of product obsolescence or damage.

• Kaizen (continuous improvement)

Lean emphasizes a culture of continuous improvement, where employees are encouraged to identify inefficiencies and propose solutions.

In a distribution center, Kaizen can take the form of regular improvement events or "Kaizen blitzes" that focus on solving specific operational problems, such as reducing picking times or optimizing receiving processes.

By involving employees in the continuous improvement process, lean principles foster a sense of ownership and accountability, leading to ongoing operational refinements.

• Pull systems

A pull system aligns operations with actual demand rather than forecasts, reducing the risk of overproduction. In distribution centers, pull systems can be implemented in several ways:

- Picking processes that are triggered by real-time orders.
- Replenishment systems that respond to stock levels rather than arbitrary timelines.

Pull systems create a more responsive and flexible operation, reducing excess handling and minimizing inventory levels.

• 5S (sort, set in order, shine, standardize, sustain)

The 5S methodology is focused on creating and maintaining an organized, clean, and efficient workspace. In distribution centers, 5S is often applied to:

- Warehouse organization: ensuring that tools, equipment, and materials are easy to find and accessible.
- **Safety:** reducing hazards by keeping pathways clear and maintaining organized workstations.
- Efficiency: reducing time spent searching for items or correcting errors due to disorganization.

A well-organized warehouse minimizes unnecessary motion and waiting, while also improving safety and productivity.

Challenges & considerations in implementing lean

While lean principles offer many advantages, implementing them in a distribution center can present certain challenges:

• Cultural resistance

Lean requires a shift in mindset, where all employees are engaged in continuous improvement and waste elimination. This can be difficult if the organization has a history of maintaining the status quo.

• Space constraints

JIT and lean practices often require precise inventory management. If space is limited, achieving lean inventory levels without causing stockouts or operational inefficiencies can be difficult.



• Complexity of operations

High-mix, low-volume operations or facilities with fluctuating demand might struggle to implement lean processes that rely on consistent workflows. Custom solutions and tailored lean practices may be necessary.

Benefits of lean in distribution centers

By applying lean principles, distribution centers can realize several key benefits:

• Improved efficiency

Lean eliminates non-value-added activities, allowing operations to flow more smoothly and quickly.

• Cost reduction

Reducing waste—whether in terms of labor, time, or materials—results in lower operating costs.

• Enhanced customer satisfaction

Faster, more accurate order fulfillment leads to higher service levels and customer satisfaction.

• Employee engagement

Lean encourages employees to be active participants in process improvement, leading to increased engagement and morale.

• Sustainability

Lean's focus on waste reduction and efficiency also aligns with sustainability goals, minimizing the environmental impact of operations.

Lean as a framework for optimization

Lean principles provide a structured framework for identifying inefficiencies and eliminating waste in distribution centers.

By focusing on value, streamlining processes, and fostering a culture of continuous improvement, lean helps DCs achieve higher levels of productivity, lower costs, and improved customer service.

Applying lean thinking to daily operations is not just about optimization today, but about creating a sustainable, efficient operation that can adapt and improve over time.





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5.2 Ergonomics & safety best practices

Optimizing a distribution center isn't just about improving efficiency and throughput—it's equally important to ensure that the operation prioritizes ergonomics and safety.

With the increasing speed and complexity of modern warehouses, ensuring that employees work in safe and comfortable conditions is essential for long-term productivity, reduced injury rates, and improved job satisfaction.

Ergonomics, the science of designing tasks, equipment, and workplaces to fit the worker, plays a key role in achieving this.

Here are some of the best practices for ensuring ergonomics and safety are embedded into every aspect of a distribution center's operations:

Rack profiles & accessibility

One of the most critical components of warehouse ergonomics is the design and layout of racking systems.

Properly designed racks can reduce strain, improve accessibility, and minimize the risk of injuries caused by awkward postures or overexertion.

• Easily accessible rack profiles

Racking systems should be designed with the worker in mind, ensuring that items stored are easily reachable without excessive bending, stretching, or lifting.

For frequently picked items, racks should be positioned at heights that match workers' natural range of motion—roughly between shoulder and knee height.

• Adjustable racks

For flexibility in operations, adjustable rack profiles allow facilities to tailor shelving heights to the specific needs of their workforce and product profile, ensuring that ergonomically optimal storage conditions are maintained over time.

Slotting optimization for ergonomics

Slotting optimization plays a key role in reducing the physical strain on workers. Slotting is the strategic placement of products within a warehouse to improve picking efficiency and safety.

By placing high-activity items in easily accessible locations, distribution centers can improve safety and reduce worker fatigue.

• Golden zone placement

High-frequency SKUs should be placed in the "golden zone"—the area between a worker's shoulders and knees, which allows for picking without excessive bending or reaching. This zone ensures that employees can pick items quickly and safely, minimizing the risk of repetitive strain injuries.

• Heavy items in lower zones

Heavy or bulky items should be placed in lower rack positions to prevent employees from having to lift them from overhead. This reduces the risk of back strain, a common cause of workplace injury in warehouses. Items with infrequent activity or lighter weights can be stored higher up to maximize space without compromising safety.

• Product characteristics

Slotting should also account for the size, weight, and handling requirements of products. For instance, fragile items should be placed in easily accessible areas to minimize handling risks, while hazardous materials should be stored in compliance with safety regulations to protect both workers and products.

Reducing overexertion & repetitive strain

Manual handling, repetitive motions, and overexertion are some of the most common causes of injury in distribution centers.

Implementing strategies to minimize these risks is crucial for maintaining a safe working environment.

• Lift-assist devices

Where possible, using lift-assist devices such as vacuum lifts, pallet jacks, or forklifts can significantly reduce the strain associated with heavy lifting. Training workers to use these tools effectively is just as important to ensure they are used correctly.

• Minimizing repetitive tasks

Repetitive tasks, such as picking or packing, should be assessed to reduce the strain on workers. This can be done by rotating tasks throughout shifts, giving employees the chance to change their posture and use different muscle groups.

• Reducing manual handling

Using conveyors, palletizers, or automated storage and retrieval systems (AS/RS) can help reduce the need for manual handling. Automation helps decrease the frequency with which workers lift, carry, and bend, reducing wear and tear on their bodies.

Equipment & layout considerations

The equipment used in a distribution center plays a significant role in both productivity and safety.

Ergonomically designed equipment and well-planned layouts can help prevent injuries and boost overall worker comfort.

• Ergonomically designed equipment

Equipment such as hand trucks, lift trucks, and pick carts should be designed with ergonomics in mind. Handles should be at a comfortable height, grips should be easy to hold, and equipment should be lightweight enough to minimize worker strain.

• Clear pathways & organized workspaces

Keeping aisles and work areas free of obstacles reduces trip hazards and allows workers to move freely and efficiently. Clearly marked pathways and organized workspaces also help workers navigate the warehouse safely, reducing accidents caused by cluttered or poorly organized environments.

• Break areas & recovery time

Ensuring workers have adequate rest breaks and access to well-designed break areas can help reduce fatigue and prevent injuries caused by physical overexertion.

Training & education

Even with the best ergonomic design and equipment, it's essential to train employees on safe lifting techniques, proper use of equipment, and ergonomically sound practices.

Regular training sessions, along with refresher courses, ensure that workers are aware of potential risks and know how to avoid injury.

• Safe lifting practices

Workers should be trained on how to lift with their legs rather than their backs, avoid twisting motions while carrying heavy loads, and ask for assistance when dealing with oversized or heavy items.

• Use of assistive devices

Training on the proper use of ergonomic tools and equipment is critical. Employees should be familiar with all safety features and the correct way to operate any assistive devices in the facility.

• Use of assistive devices

Workers should be trained in responding to emergencies such as spills, equipment failures, or accidents. Having clear protocols in place, as well as regular safety drills, can mitigate the risks associated with workplace incidents.

Monitoring & continual improvement

Ensuring ergonomics and safety best practices is an ongoing process that requires continuous monitoring and adjustments as necessary.

By regularly auditing workspaces and conducting employee feedback surveys, distribution centers can identify potential risks before they lead to injuries.

• Ergonomic assessments

Regular ergonomic assessments of the workplace help ensure that the design of the warehouse, equipment, and workflows are meeting safety standards. These assessments can uncover potential problem areas where workers may be at risk of injury due to poor posture, repetitive motions, or excessive physical strain.

• Employee feedback

Engaging employees in the safety and ergonomics conversation is crucial. Workers who perform the tasks every day are best positioned to identify areas for improvement or inefficiencies that may not be obvious to managers or engineers.

A holistic approach to ergonomics & safety

Incorporating ergonomic principles and safety best practices into distribution center operations not only protects the health and well-being of workers but also enhances productivity, reduces absenteeism, and minimizes costly injuries.

By focusing on accessible rack designs, optimal slotting, reducing manual handling, and investing in ergonomic equipment and training, distribution centers can achieve a safer, more efficient workplace.

A well-optimized facility considers both the physical demands placed on workers and the potential for improvement through layout design, material handling equipment, and processes.

When workers feel safe and comfortable, their productivity increases, ultimately benefiting the entire organization.

5.3 Productivity metrics & key performance indicators (KPIs)

In a distribution center, key performance indicators (KPIs) and productivity metrics are essential tools for measuring operational efficiency, identifying areas for improvement, and driving continuous optimization.

These metrics provide a clear, data-driven understanding of how well different functions are performing and offer actionable insights to boost productivity, reduce costs, and enhance service levels.

Below are some of the most critical KPIs and productivity metrics that distribution centers should track to drive optimization.

Order throughput

Order throughput refers to the total number of orders processed within a given period.

It measures how effectively a distribution center fulfills customer demand and helps identify any bottlenecks in the fulfillment process.

• Why it matters

Higher throughput indicates that the distribution center is operating efficiently and meeting customer expectations. Tracking throughput helps identify slowdowns in receiving, picking, packing, or shipping processes.

• How to improve

Optimize layout design, streamline picking strategies (batch, zone, wave), and adopt automation technologies to improve order throughput.

Pick rate (lines / hour)

Pick rate measures the number of order lines picked per labor hour.

This KPI is crucial for assessing the productivity of the picking process, one of the most labor-intensive functions in a distribution center.

• Why it matters

A higher pick rate means increased productivity and faster order fulfillment. It directly impacts labor costs and order cycle times.

• How to improve

Implement better slotting optimization, reduce travel time between pick locations, and use technology such as pick-to-light, voice picking, or automated picking solutions to increase pick rates.

Pick rate (lines / hour)

Units per hour measures the total number of items handled (picked, packed, or shipped) by an employee per hour. It provides insight into the overall productivity of workers and the efficiency of the equipment and layout used.

• Why it matters

UPH reflects how efficiently workers perform their tasks. A low UPH may indicate inefficient processes, poor layout, or a need for better training or equipment.

• How to improve

Redesign the layout to reduce walking distance, optimize slotting to reduce touches, and improve worker training to enhance efficiency.

Dock-to-stock cycle time

This metric measures the time it takes to move products from receiving (dock) to the storage area (stock). It is a critical KPI for inbound logistics and inventory management.

• Why it matters

Shorter dock-to-stock cycle times improve inventory visibility and product availability for order fulfillment. Delays in this process can lead to stockouts and lost sales.

• How to improve

Streamline receiving processes, automate putaway tasks using AS/RS or AGVs, and ensure real-time data capture through WMS.

Order cycle time

Order cycle time tracks the total time taken to complete an order from the time it is placed to when it is shipped. This includes picking, packing, and shipping operations.

• Why it matters

Shorter order cycle times lead to faster order fulfillment, better customer satisfaction, and more efficient use of resources.

• How to improve

Implement automation in picking and packing, optimize inventory placement, and improve labor scheduling to reduce cycle times.

Inventory accuracy

Inventory accuracy measures how closely the inventory levels in the system match the actual inventory in the distribution center. It is typically expressed as a percentage.

• Why it matters

High inventory accuracy reduces the risk of stockouts, overstocks, and order errors. Inaccurate inventory can lead to delays, customer dissatisfaction, and increased operating costs.

• How to improve

Conduct regular cycle counts, improve receiving accuracy, and leverage real-time tracking through RFID or barcode scanning technology.

On-time shipments

This KPI measures the percentage of orders shipped on or before the promised ship date. It is critical for ensuring customer satisfaction and meeting service-level agreements.

• Why it matters

Late shipments result in unhappy customers and can lead to lost business. Maintaining a high on-time shipment rate is crucial for retaining customers and improving operational efficiency.

• How to improve

Implement effective scheduling, reduce order cycle times, and ensure optimal inventory levels to avoid delays.

Cost per order

Cost per order calculates the total cost involved in fulfilling an order, including labor, packaging, and shipping costs. It is a vital KPI for understanding the profitability of the distribution operation.

• Why it matters

A high CPO indicates inefficiencies in processes, staffing, or resource allocation. Reducing this cost while maintaining service levels is key to driving profitability.

• How to improve

Implement process automation, reduce manual handling, optimize staffing levels, and ensure packaging efficiency.

Fill rate

The fill rate measures the percentage of customer orders that are fulfilled completely on the first shipment. It's an indicator of inventory availability and order fulfillment effectiveness.

• Why it matters

A low fill rate means incomplete orders, backorders, or stockouts, which can damage customer relationships and lead to lost sales.

• How to improve

Improve demand forecasting, ensure accurate inventory management, and enhance supplier relationships to prevent stockouts.

Labor utilization rate

Labor utilization rate measures the percentage of time that workers spend on productive tasks compared to non-productive tasks such as walking or searching for inventory.

• Why it matters

Low labor utilization means that workers are spending too much time on non-valueadding activities, which can inflate labor costs and reduce overall efficiency.

• How to improve

Redesign workflows to minimize travel time, use technology to assist with locating products, and streamline picking and replenishment processes.

Damage rate

The damage rate measures the percentage of products damaged during handling, storage, or transport within the warehouse.

• Why it matters

A high damage rate results in lost inventory, increased costs, and potentially dissatisfied customers due to damaged goods.

• How to improve

Train employees on proper handling techniques, improve packaging processes, and use protective equipment for fragile items.

Replenishment rate

Replenishment rate measures how efficiently inventory is replenished from reserve storage to pick locations. This metric is crucial for ensuring that pickers always have products available to fulfill orders.

• Why it matters

Efficient replenishment minimizes stockouts in pick slots, reducing delays in order picking and improving overall throughput.

• How to improve

Use predictive analytics to automate replenishment triggers based on demand patterns, and optimize the location of replenishment stock.

Return rate

The return rate tracks the percentage of orders returned due to errors, defects, or customer dissatisfaction. It's a key metric for understanding the quality of order fulfillment and product handling.

• Why it matters

High return rates can indicate problems with order accuracy, product quality, or packaging, which lead to increased costs and lower customer satisfaction.

• How to improve

Enhance quality control processes, implement accurate order picking systems, and review customer feedback to identify common issues.

First pass yield

First pass yield measures the percentage of orders that are picked, packed, and shipped correctly without needing rework or additional handling.

• Why it matters

A high FPY indicates a well-functioning, efficient operation with minimal errors, reducing rework and increasing throughput.

• How to improve

Invest in training, technology (such as barcode scanning or automated picking), and improved quality control processes.

Replenishment rate

Replenishment rate measures how efficiently inventory is replenished from reserve storage to pick locations. This metric is crucial for ensuring that pickers always have products available to fulfill orders.

• Why it matters

Efficient replenishment minimizes stockouts in pick slots, reducing delays in order picking and improving overall throughput.

• How to improve

Use predictive analytics to automate replenishment triggers based on demand patterns, and optimize the location of replenishment stock.

Usage metrics to drive optimization

The success of any distribution center depends on continuous monitoring and improvement. Productivity metrics and KPIs provide valuable insights into where inefficiencies lie and offer actionable data to drive decision-making.

By focusing on key KPIs such as order throughput, pick rate, cycle times, and inventory accuracy, distribution centers can identify areas for improvement, optimize workflows, reduce costs, and enhance overall performance.

Combining these metrics with technology solutions, such as Warehouse Management Systems (WMS) and warehouse optimization tools, allows operators to maintain an optimal state while continuously seeking new ways to improve efficiency and productivity.

5.4 Leading & lagging performance indicators

When optimizing distribution center operations, understanding the difference between leading and lagging performance indicators is crucial.

Both types of indicators provide valuable insights into the health and efficiency of the operation, but they serve different purposes and influence decision-making in distinct ways.

Lagging indicators

Lagging indicators measure the results or outcomes of decisions and actions that have already been taken.

They reflect past performance and provide a retrospective look at how well the operation is performing based on key metrics like productivity, profitability, and customer satisfaction.

The performance metrics and KPI's discussed in the previous section are good examples of lagging indicators.

• Why they matter

Lagging indicators are essential for understanding the end results of your operation and for benchmarking success against industry standards or internal goals.

For instance, a high on-time shipment rate reflects strong order fulfillment performance, while a low damage rate indicates effective handling and storage processes.

However, these metrics are reactive—they tell you what has already happened and don't provide the means to make proactive changes.

• Challenges

Since lagging indicators reflect outcomes, they don't allow for real-time intervention. By the time a problem is reflected in lagging metrics, it might have already had a significant negative impact.

For example, if order throughput drops significantly, the underlying causes—whether inefficiencies in picking, equipment malfunctions, or bottlenecks—have already occurred.

By focusing on key KPIs such as order throughput, pick rate, cycle times, and inventory accuracy, distribution centers can identify areas for improvement, optimize workflows, reduce costs, and enhance overall performance.

Combining these metrics with technology solutions, such as Warehouse Management Systems (WMS) and warehouse optimization tools, allows operators to maintain an optimal state while continuously seeking new ways to improve efficiency and productivity.

Leading indicators

Leading indicators, on the other hand, measure the activity drivers and trends that precede and influence the outcomes seen in lagging indicators.

These metrics allow distribution center managers to identify trends, track operational behaviors, and make proactive adjustments before they result in undesirable outcomes.

Examples of leading indicators:

- Cases fingerprinted
- Pallets put away
- Pallets let down
- Cases replenished
- Cases picked
- Miles traveled by employees or machinery
- Partial pallets picked
- Cases consolidated
- Pick front utilization
- Storage capacity utilization
- Percentage of optimized SKUs
- Number of items in non-ergonomic conditions
- Number of items outside their crushability zone

• Why they matter

Leading indicators provide real-time visibility into the operations and processes driving productivity, efficiency, and safety.

These metrics can be more directly influenced by day-to-day management decisions, allowing leaders to identify operational trends and take corrective action before issues escalate into larger problems that would later show up in lagging indicators.

For example, tracking the number of pallets put away and cases replenished can help identify inefficiencies in the inbound process, while monitoring miles traveled by pickers can highlight layout inefficiencies that increase travel time and lower productivity. The ability to act on these insights quickly ensures that operations remain efficient and effective.

The importance of tracking both leading & lagging indicators

While lagging indicators provide essential feedback on the overall performance of the distribution center, relying on them exclusively can be risky.

Lagging indicators only reveal problems after they have already occurred, meaning that by the time the data is available, it might be too late to make meaningful improvements without major disruptions.

Leading indicators, on the other hand, provide an opportunity for continuous improvement. Since they reflect ongoing activities, managers can directly influence these metrics through operational adjustments and resource allocation. This proactive approach leads to better control over key outcomes and helps ensure that performance goals are consistently met.

Using leading indicators to drive efficiency & good results

By focusing on leading indicators, distribution center managers can detect and address inefficiencies before they manifest in lagging metrics like lower productivity or higher costs.

Here are some key ways in which leading indicators can be used to drive operational improvements:

• Reducing travel time

Monitoring the miles traveled by employees or machinery can help optimize warehouse layout and picking paths, reducing unnecessary travel and increasing throughput.

• Optimizing slotting

Tracking metrics such as pick front utilization and storage capacity utilization helps optimize the placement of SKUs within the warehouse, minimizing handling and travel time for high-frequency items.

• Improving ergonomics

The number of items stored in non-ergonomic locations or outside their crushability zones can be tracked to ensure better slotting and storage decisions that reduce strain on employees and minimize product damage.

• Balancing workloads

By monitoring cases fingerprinted, pallets let down, and cases replenished, managers can ensure that workloads are evenly distributed across teams, preventing bottlenecks and improving labor utilization.

• Safety management

Leading indicators like the number of items stored in unsafe conditions or items outside their designated hazard zones can provide early warning signs of potential safety risks, allowing management to take preventative action.

The power of leading indicators

While lagging indicators are essential for understanding the end results of your operations, leading indicators offer the power to influence those outcomes in real time.

By tracking key activity drivers such as cases picked, miles traveled, and pick front utilization, distribution center managers can make proactive decisions that enhance efficiency, reduce costs, and improve overall performance.

Leading indicators allow managers to anticipate issues, address them early, and create a culture of continuous improvement—ensuring that the operation remains optimized over time and responsive to changing demands.

5.5 Change management & implementation strategies

Implementing change in a distribution center is a complex process that requires careful planning, execution, and management to ensure success.

Whether it involves a large-scale transformation such as a mass retrofit or a more gradual optimization approach that integrates with daily operations, change management plays a critical role in realizing sustained improvements and operational efficiencies.

Understanding the advantages and challenges of different implementation strategies and effectively managing the people side of change are key to achieving long-term success.

Mass retrofits: rapid results but higher disruption

Mass retrofits involve comprehensive overhauls of infrastructure, layout, and technology in a distribution center, often carried out over a short period of time.

The goal is to implement widespread improvements quickly, driving rapid efficiency gains, cost savings, and increased productivity.

Advantages

• Quick improvement

A mass retrofit can produce rapid gains in efficiency, throughput, and cost savings by introducing new technologies, equipment, or process changes in one comprehensive push.

• Modernization

It allows for a more holistic update of the facility, often modernizing infrastructure, material handling systems, and warehouse management software in a way that is aligned with the future state of operations.

• Competitive edge

A mass retrofit can provide a competitive advantage by immediately positioning the distribution center with advanced capabilities, such as automation or robotics, that support higher volumes and faster service.

Challenges

• Disruption to operations

Large-scale changes can disrupt ongoing operations, causing temporary slowdowns or shutdowns that affect throughput and customer service.

• High stress for teams

These rapid changes can be overwhelming for teams, as they must quickly adapt to new workflows, equipment, and technology. Without proper training and communication, employee resistance may arise.

• Upfront costs

The financial investment in a mass retrofit can be substantial, which may strain budgets, particularly if the return on investment takes time to materialize.

Integrated, gradual optimization: sustainable & less disruptive

An alternative to mass retrofits is a more gradual, integrated optimization approach that uses technology to incrementally improve operations.

This approach leverages data-driven insights, process adjustments, and incremental technology adoption to achieve sustained improvements over time.

Advantages

• Minimal disruption

Gradual optimization strategies are less disruptive to daily operations. By integrating improvements incrementally, the distribution center can continue to function while simultaneously driving progress.



• Compounded results

Over time, incremental optimizations compound, leading to significant long-term improvements in efficiency, cost savings, and productivity. This can result in a steady stream of gains without the need for sudden operational upheaval.

• Adapts to changing needs

This approach allows for continuous adaptation as business conditions, customer requirements, and product mixes evolve.

Challenges

• Slower realization of benefits

While this approach is less disruptive, it may take longer to see the full benefits of the improvements compared to a mass retrofit. The immediate, high-impact gains of a full overhaul may be sacrificed for a more measured pace.

• Requires commitment

A gradual optimization process requires long-term commitment to continuous improvement. Without strong leadership and sustained focus, it's possible for momentum to stall, leading to suboptimal results

Balancing retrofit & integrated approaches

In many cases, a hybrid approach that combines elements of both strategies can be the most effective. Even if a mass retrofit is performed, it's critical to have an integrated system in place to maintain and build on the benefits over time.

This can be achieved through technology solutions such as Warehouse Optimization Systems, which continuously assess and recommend improvements in layout, slotting, and workflows.

Sustained improvement and savings come not just from an initial burst of optimization but from a systematic approach to maintaining and enhancing those changes.

Automation, data analytics, and optimization technologies can be embedded into dayto-day operations, ensuring that the center remains agile and efficient in response to new challenges and opportunities.

Change management: achieving buy-in and reducing resistance

Change management is just as important as the physical and technological changes when optimizing a distribution center.

The most well-designed improvements can fail if the team does not embrace the new processes, tools, and systems.

Successfully implementing change requires a strong focus on employee engagement, education, and ongoing support.



Onboarding the operations team

To secure buy-in, employees need to understand that changes are not about replacing their jobs or undermining their judgment.

Instead, new practices and technologies are there to help them work more effectively and to achieve collective goals as a team.

People are central to the success of any optimization effort—no technological solution or retrofit can succeed without them.

Communicating the benefits

• Empowering team members

Emphasize how changes will empower team members by providing better tools and data that support their work. Clear communication about the benefits for them—such as reduced manual labor, better ergonomics, and less repetitive tasks —can increase acceptance.

• Career advancement

More data and metrics offer an opportunity for individual contributions to be more visible, helping employees advance in their careers through demonstrated performance improvements.

• Learning opportunities

Introducing new technology and practices provides employees with a chance to learn and grow, which can be framed as an investment in their future.

• Navigating challenges together

While change can be daunting, communicating that challenges will arise—but can be overcome with the right mindset—will foster resilience.

Supporting employees through challenges with proper training, resources, and continuous feedback will help ensure a smooth transition and long-term success.

Sustained improvement

Regardless of the chosen strategy—mass retrofit, integrated optimization, or a hybrid approach—the key to sustained improvement is ongoing attention to the systems, processes, and people involved in the distribution center's operations.







Having a long-term plan in place, supported by technology and strong change management, will ensure that improvements stick and continue to evolve with the organization's needs.

By involving employees early in the process, continuously tracking data, and using analytics to guide future changes, the organization can maintain momentum and ensure that its distribution center remains at peak performance.

6 Conclusion

6.1 Key takeaways & best practices

Optimizing a distribution center (DC) is a continuous process that requires careful planning, the right tools, and effective change management.

The journey toward a more efficient, productive, and scalable DC involves a series of strategic decisions, from layout design to technology adoption, but it is the integration of these choices with data-driven insights and employee engagement that leads to long-term success.

Data-driven decision making is crucial

Every aspect of your distribution center's operations should be informed by accurate, upto-date data. From slotting optimization to layout design, material handling systems, and labor management, utilizing data analytics allows you to make informed decisions that maximize efficiency, safety, and throughput.

Regularly audit your operations, benchmark against industry standards, and continuously track leading and lagging performance indicators to stay ahead of inefficiencies and operational bottlenecks.

• Best practice

Implement Warehouse Optimization Systems to continuously assess and improve performance.

Ensure that your WMS (Warehouse Management System) is fully leveraged to capture and analyze operational data for optimization purposes, rather than simply maintaining the status quo.

Safety & ergonomics drive long-term productivity

Optimizing safety and ergonomics is not only important for compliance and employee well-being but also critical to maintaining high levels of productivity.

By designing rack profiles that are easily accessible, placing high-activity SKUs in the "golden zone," and ensuring that heavy items are stored at lower levels, you can significantly reduce the risk of injury and improve operational flow.

• Best practice

Regularly review slotting and layout configurations to ensure optimal ergonomics. Incorporate feedback from employees on the ground who interact with the physical space and equipment.

Balance short-term gains with long-term scalability

While it's tempting to pursue quick gains, it's important to design your facility and processes with an eye toward the future.

Whether through phased retrofits or fully automated systems, your DC should be built to handle growth in volume, SKUs, and customers.

At the same time, ensure that your infrastructure remains flexible enough to adapt to future demands.

• Best practice

Plan for expansion with modular designs that allow for easy integration of new systems and processes over time.

Ensure that the footprint, storage capacity, and material handling equipment are aligned with both current and future needs.

Choose the right picking & material handling strategies

Different picking strategies—batch, zone, and wave picking—each have their strengths depending on your operation's size, order mix, and customer requirements.

Similarly, material handling systems must be selected based on the throughput, space, and equipment needs of the DC.

• Best practice

Evaluate your picking strategy and material handling systems based on real-time data, considering factors like order volume, SKU variety, and storage requirements.

Optimize material handling solutions with a combination of fixed and mobile equipment, including automation when necessary, to minimize touches and increase efficiency.

Lean principles & waste elimination

Embracing lean principles in your DC operations is essential for reducing waste and maximizing resources.

From minimizing overproduction and reducing inventory to eliminating unnecessary travel time and processing delays, lean practices help ensure that your DC operates efficiently while maintaining high service levels.

• Best practice

Focus on identifying the 8 forms of waste in your distribution processes: overproduction, excess inventory, unnecessary transportation, waiting, overprocessing, motion, defects, and underutilized talent. Implement continuous improvement initiatives to eliminate these inefficiencies.

Integrated change management for successful implementation

Whether you choose a mass retrofit or a gradual, technology-driven optimization strategy, change management is key to success.

Engaging your workforce, providing proper training, and ensuring transparent communication are critical to ensuring buy-in and reducing resistance to change. Remember, optimization is not about replacing people but about helping them work smarter and achieve shared goals.

• Best practice

Invest in training and clear communication to ensure employees understand how new technologies and processes will benefit them and the organization.

Keep people at the center of the change process, and foster a culture of continuous improvement by making data and metrics available for employee engagement and performance tracking.

Technology is a key enabler

The adoption of technology in DCs, from Warehouse Management Systems to advanced automation like AMRs, ASRS, and robotics, is crucial for optimizing efficiency and throughput. However, technology should not be adopted for its own sake.

The right solutions depend on your operational needs, growth trajectory, and budget.

• Best practice

Begin with a clear understanding of your operational requirements before adopting new technologies.

Evaluate ROI not just on the upfront cost of technology, but also on the long-term savings in labor, space, and productivity improvements.



Continuous optimization is the goal

Optimization doesn't stop after a retrofit or system upgrade. Maintaining an optimal distribution center requires ongoing evaluation and improvement, using tools like Warehouse Optimization Systems and data analytics.

By regularly reassessing your layout, slotting, and workflows, you can adapt to changing conditions and stay competitive in the long term.

• Best practice

Implement regular audits and performance reviews to ensure your DC is operating at peak efficiency. Use data analytics to identify emerging trends and areas for improvement before they become bottlenecks.

In summary, optimizing your distribution center is an ongoing process that involves balancing immediate operational needs with long-term scalability, safety, and efficiency.

By leveraging data, technology, and lean principles, and by engaging your team in the change process, you can build a high-performing DC that adapts to new challenges and continues to drive business success.

6.2 **Resources for further learning**

At Syncontext, we are committed to providing tools, insights, and knowledge to help distribution and supply chain professionals achieve operational excellence. To support this mission, we have compiled a wide array of resources to continue your learning journey and explore best practices in warehouse optimization.

Below, you'll find links to our various platforms where we share the latest thought leadership, industry insights, case studies, and practical guides.

• Our blog

Stay up to date with industry trends, expert commentary, and actionable advice on how to improve distribution center performance. We regularly publish content on layout optimization, automation technologies, data analytics, and much more. Visit our blog at <u>Syncontext Blog</u>.

• Our website

Our Website: Explore our full range of services and solutions tailored to meet the needs of distribution centers across different industries. From consulting services to technological solutions like SKUstream, you'll find a wealth of information to help your business thrive. Visit our website at <u>Syncontext Website</u>.

• SKUstream optimization system

Learn more about our cutting-edge warehouse optimization system, SKUstream, which is designed to challenge the status quo and optimize every aspect of your warehouse operations. SKUstream's analytics engine provides real-time optimization suggestions for layout, slotting, and labor allocation to eliminate inefficiencies. Visit our SKUstream website at <u>SKUstream Optimization</u>.

• Our Linkedin page

Follow us on LinkedIn for regular updates, industry news, and behind-the-scenes insights. We also share case studies and client success stories that demonstrate real-world applications of our optimization strategies. Connect with us at <u>Syncontext</u> <u>LinkedIn</u>.

Substack

Subscribe to our Substack newsletter for in-depth analysis, exclusive content, and industry reports delivered directly to your inbox. We delve into topics like advanced material handling solutions, emerging technologies in warehousing, and long-term supply chain trends.

• YouTube Channel

Visual learners can explore our YouTube channel, where we share webinars, tutorials, and case studies related to warehouse optimization. Get tips and strategies from our experts and watch real-life applications of optimization techniques. Check it out at <u>Syncontext YouTube</u>.

• Productivity benchmarking study

We partnered with the Food Industry Association to conduct a comprehensive productivity benchmarking study across 250 facilities in North America.

This study covers a broad range of operations, from conventional to fully automated facilities, providing valuable insights into best practices and key performance metrics.

This report is an excellent resource for any organization looking to benchmark its performance and identify opportunities for improvement. You can find it <u>here</u>.

By engaging with these resources, you'll be well-equipped to lead your distribution center toward greater efficiency, productivity, and long-term success.

We encourage you to explore these platforms and make the most of the insights and data available. If you have any questions or need personalized advice, feel free to reach out to us via email or phone—we're here to help.



6.3 Final thoughts & next steps

Optimizing a distribution center is not a one-time task but an ongoing journey. This playbook has equipped you with the knowledge and strategies needed to enhance efficiency, improve safety, and create a culture of continuous improvement within your operation.

Whether your focus is on optimizing layout, slotting, or integrating advanced material handling technologies, the key takeaway is that thoughtful, data-driven decision-making leads to sustained long-term success.

One of the biggest challenges organizations face is understanding where to start and how to prioritize optimization efforts.

That's where leveraging data becomes essential. While this playbook provides the tools and strategies, a detailed understanding of your specific operation's opportunities and limitations will drive the greatest returns.

Next steps: conducting a strategic opportunity assessment (SOA)

To gain a clearer picture of how to move forward, we recommend conducting a Strategic Opportunity Assessment (SOA).

An SOA is a comprehensive, data-driven approach designed to identify untapped optimization opportunities and quantify exactly how much your organization can improve and save.

By conducting an SOA, you will:

• Gain insights into potential improvements

Understand the specific areas within your distribution center operations that present the highest potential for efficiency gains.

• Develop a tailored action plan

Know exactly which strategies and technologies will deliver the greatest returns, including measurable savings in time, labor, and capital investment.

• Quantify the impact

With data in hand, you'll have a clear, evidence-based roadmap to justify investments and changes, presenting solid figures on ROI, cost savings, and improved throughput.

• Reduce uncertainty

Data analysis minimizes guesswork, ensuring that every change made is both necessary and impactful.

Moving forward

Embarking on a strategic optimization effort requires careful planning and the right tools. Our team at Syncontext is here to guide you through that journey.

Whether you decide to perform a full-scale retrofit, implement incremental improvements over time, or simply want an expert's second opinion, we're ready to help you achieve sustained operational excellence.

We encourage you to reach out to us to discuss how a Strategic Opportunity Assessment can provide a detailed roadmap tailored to your unique operation. Let data, expert analysis, and smart decision-making lead the way to a more efficient, agile, and profitable distribution center.

Thank you for taking the time to engage with this playbook. We hope you've found the insights useful, and we look forward to partnering with you to drive real, measurable improvements in your operations.

For more information on how to conduct an SOA or for personalized guidance, don't hesitate to contact us via our website, LinkedIn, or any of the other platforms listed in our resources section.

You can also contact us at: info@syncontext.com or at (833) 420.2020

Together, we can unlock the full potential of your distribution center.



7 Appendices

7.1 Glossary of key terms

ABC analysis

A method of classifying inventory into three categories (A, B, and C) based on importance, typically in terms of sales volume or frequency. "A" items are high-value or high-frequency, "B" items are moderate, and "C" items are lower value or frequency.

Activity drivers

The key operational metrics that drive resource allocation and effort in a distribution center, such as the number of pallets moved, cases picked, miles traveled by staff, and replenishment tasks performed.

AGV (Automated guided vehicle)

A mobile robot used to transport materials without manual intervention, guided by markers, wires, or sensors embedded in the facility's floor or environment.

AMR (Autonomous mobile robot)

Robots capable of navigating independently within a distribution center using sensors and software to map and move through a dynamic environment, often used for order picking or material transport.

ASRS (Automated storage & retrieval system)

A mechanized or automated system that stores and retrieves goods in a warehouse with minimal human intervention, typically used to improve storage density and picking efficiency.

Batch picking

A picking strategy in which multiple orders are picked simultaneously in batches, reducing travel time by allowing pickers to gather items for several orders in a single trip.

Benchmarking

The process of comparing an organization's performance metrics to industry standards or best practices to identify opportunities for improvement.

Cycle time

The total time it takes to complete a specific task or process in a distribution center, from initiation to completion, such as order picking or replenishment.

Cross-docking

A process in which products received at a warehouse or distribution center are immediately transferred to outbound trucks without being stored. This minimizes handling and storage costs and accelerates delivery times.



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Cycle count

An inventory management technique where a small subset of inventory is counted on a regular basis, rather than performing a full inventory count, to ensure accuracy and prevent stock discrepancies.

Dead stock

Inventory that has not been sold or used for an extended period, often leading to unnecessary storage costs and potential obsolescence.

Ergonomics

Designing a workplace that maximizes employee comfort, efficiency, and safety by minimizing strain or injury through layout optimization, equipment use, and task management.

FIFO (First in, first out)

An inventory management method where the first items received are the first items dispatched, used to manage product freshness and avoid obsolescence.

Flow rack

A type of racking system that uses gravity-fed rollers or conveyors to move products forward, allowing for efficient picking, especially for high-volume, high-turnover SKUs.

Footprint

The amount of physical space that a distribution center occupies or that a specific operational process takes up within the warehouse, often a factor in planning for expansion or optimization.

Golden zone

The optimal ergonomic area for product placement in a warehouse, typically at waist-toshoulder height, to minimize employee bending or reaching and improve picking efficiency.

Inventory turnover

A metric used to measure how often inventory is sold and replaced over a specific period. High turnover indicates effective inventory management, while low turnover may indicate overstocking or inefficiencies.

Just in time (JIT)

A supply chain strategy where materials are received just as they are needed in the production process or for order fulfillment, reducing the need for excess inventory and minimizing storage costs.



Kaizen

A Japanese term meaning "continuous improvement." It refers to a business philosophy that involves making small, incremental changes to processes, focusing on efficiency and waste reduction.

KPI (Key performance indicator)

A measurable value that indicates how effectively a company or individual is achieving key operational objectives, such as order accuracy, throughput, or labor productivity.

LIFO (Last in, first out)

An inventory management method where the last items received are the first items dispatched, often used in systems like pushback racking.

Labor management system (LMS)

A software tool used to monitor, track, and optimize labor productivity and resource allocation within a distribution center. It often integrates with WMS to streamline labor scheduling and performance tracking.

Load balancing

A technique used to distribute workloads evenly across different zones, picking areas, or employees within a warehouse to prevent bottlenecks and maximize productivity.

Material handling equipment (MHE)

Any mechanical or automated systems used to move, store, control, or protect goods throughout the distribution process, including conveyors, lift trucks, and robotics.

DC optimization

The process of improving distribution center operations by minimizing waste, reducing unnecessary tasks, and improving efficiency, safety, and productivity through datadriven decisions and best practices.

Pallet flow rack

A gravity-based racking system where pallets are loaded from one end and slide on rollers or wheels to the picking side, often used for FIFO inventory management.

Pallet jack

A manual or powered device used to lift and move pallets within a warehouse, often used in smaller or less automated facilities.

Pick path

The route a picker takes within a warehouse to collect items for an order. Optimized pick paths can significantly reduce travel time and increase picking efficiency.

Pick rate

A measure of productivity in order picking, typically expressed as the number of picks or units picked per hour.

Pick slot

A designated location in the warehouse from which products are picked for customer orders, typically optimized for access and replenishment frequency.

Pick-to-light

A warehouse picking technology that uses light displays to guide employees to the correct pick location, improving speed and accuracy.

Putaway

A warehouse picking technology that uses light displays to guide employees to the correct pick location, improving speed and accuracy.

Replenishment

The process of moving goods from storage or reserve areas to pick slots to ensure they remain stocked and available for order fulfillment.

Re-slotting

The process of rearranging products in the warehouse based on updated data, such as changes in demand or product velocity, to maintain operational efficiency.

Reverse logistics

The process of handling returned goods in a warehouse or distribution center, which can include refurbishing, recycling, or restocking items.

Safety stock

A buffer of extra inventory kept on hand to prevent stockouts in case of demand surges or supply chain disruptions. Balancing safety stock is essential for maintaining high service levels without excessive storage costs.

SKU (Stock keeping unit)

A unique identifier for a product or item stored in a warehouse, used for tracking inventory and managing fulfillment processes.

Space utilization

The percentage of a warehouse's available space that is actively used for storing and moving goods, a critical factor in assessing warehouse efficiency.

Slotting

The strategic placement of products within a warehouse based on factors like demand, size, weight, and picking frequency to optimize efficiency and minimize labor.

Strategic opportunity assessment (SOA)

A comprehensive evaluation of a distribution center's operations, identifying specific opportunities for improvement and cost savings based on data analysis.

Throughput

The total amount of goods processed or moved through a distribution center in a given time frame, often measured in units per hour.

Turnover rate

The frequency with which items are moved in and out of storage locations. High turnover rates indicate frequent replenishment and retrieval, while low turnover may suggest overstocking or inefficiency.

Velocity (Product velocity)

The rate at which products move through the warehouse, typically categorized as fast, medium, or slow movers. High-velocity items are picked more frequently and should be placed in easily accessible locations.

Voice picking

A technology-enabled picking method where workers use voice instructions through a headset to locate and pick items, allowing hands-free operation and improving speed and accuracy.

Warehouse management system (WMS)

A software platform used to manage and track warehouse operations, inventory levels, and the movement of goods within a distribution center.

Zone picking

A picking strategy where the warehouse is divided into zones, and workers are assigned to pick items only within their designated area to improve order accuracy and reduce travel time.

Wave picking

A method of picking in which multiple orders are picked during a designated time window, grouping orders to minimize the number of trips pickers need to make through the warehouse.

This glossary provides definitions for key terms that are essential for understanding and applying the principles and strategies discussed in the playbook. It will serve as a quick reference for those working to optimize their distribution center operations.

7.2 Tools & software for distribution center optimization

In today's fast-paced and complex supply chain environment, optimizing distribution center operations requires more than just manual methods or conventional warehouse management systems (WMS).

While WMS platforms are essential for managing daily operations, they are typically designed to maintain the status quo rather than drive improvement. To truly optimize a distribution center and continuously evolve its efficiency, software solutions like SKUstream are the next step.

SKUstream is an advanced warehouse optimization system that helps facilities achieve peak operational performance by focusing on data-driven insights and continuous improvement.

Unlike traditional systems that primarily track inventory or workflow processes, SKUstream actively analyzes operational data, identifies inefficiencies, and provides actionable recommendations that optimize space utilization, reduce labor costs, and improve overall throughput.

Key features & benefits of SKUstream

• Data-driven optimization

SKUstream leverages powerful analytics and algorithms to assess every aspect of your distribution center's operations. By analyzing historical data, SKUstream uncovers patterns and trends that would otherwise go unnoticed.

This insight allows facilities to optimize layouts, streamline slotting, and reduce unnecessary handling of products. The result is improved efficiency, lower operational costs, and better use of space.

• Dynamic slotting optimization

One of the most impactful areas SKUstream addresses is product slotting. By continuously analyzing SKU velocity, size, and order patterns, SKUstream ensures that items are always stored in the most optimal locations.

High-velocity SKUs are positioned in easily accessible areas to minimize picker travel time, while low-velocity SKUs are stored in less accessible zones, freeing up valuable space. This constant re-evaluation keeps operations agile and reduces picking times, boosting productivity.

• Scenario planning & simulation

SKUstream allows you to model and simulate different layout designs, workflow changes, and even future growth scenarios. This feature enables distribution center leaders to assess the potential impacts of changes before they're implemented, reducing risk and ensuring the best decisions are made.

Facilities can experiment with new equipment, layouts, or workflows in a virtual environment, optimizing performance without disrupting current operations.

• Integration with WMS

While SKUstream works in tandem with your WMS, its purpose is distinct. The WMS is focused on managing day-to-day operations, such as inventory levels and order fulfillment. SKUstream, however, is designed to challenge and improve the status quo.

By integrating with your WMS, SKUstream can access critical operational data and apply its optimization algorithms, ensuring that the decisions you make are always based on accurate, up-to-date information.

• Insights & continuous improvement

SKUstream provides dashboards and reporting, enabling facility managers to monitor key performance indicators (KPIs) and operational health at a glance. Beyond monitoring, SKUstream actively recommends optimizations, driving a culture of continuous improvement.

As your operations change, SKUstream evolves alongside them, ensuring that your distribution center remains efficient and adaptable to market demands.

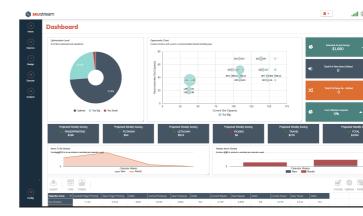
How SKUstream drives distribution center performance

• Improved labor efficiency

By reducing unnecessary travel time, SKUstream minimizes labor costs and increases pick rates, leading to faster order fulfillment.

• Enhanced space utilization

SKUstream helps distribution centers maximize their storage footprint by identifying underutilized areas and suggesting more efficient layouts.



• Reduction in errors

Optimized slotting and clear, data-backed workflows help reduce picking and replenishment errors, improving order accuracy and customer satisfaction.

• Scalable growth

SKUstream's predictive capabilities allow distribution centers to plan for future expansion, ensuring that space, labor, and equipment needs are met as business grows.

Why SKUstream is critical for long-term success

With the increasing complexity of supply chains and the growing demand for rapid fulfillment, distribution centers can no longer rely solely on WMS for optimization.

SKUstream offers a forward-thinking, data-driven approach that doesn't just maintain operations but continuously seeks ways to improve them. Facilities that leverage SKUstream are not only more efficient but also more agile and prepared for future changes.

SKUstream is an essential tool for any distribution center aiming to achieve operational excellence. It bridges the gap between managing current processes and pushing for long-term, sustainable improvement.

By integrating SKUstream into your operations, your distribution center will be able to navigate the complexities of modern supply chains while maintaining efficiency, costeffectiveness, and scalability.

