

# The most important Questions for any fulfillment provider

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before you sign on the dotted line.



**Contact Us**

**+602-875-0455**

[www.skudistribution.com](http://www.skudistribution.com)



RELAX  
**We love it.  
Store it.  
Fulfill it.**

## **RECEIVING - ASK WHAT THE PROCESS IS AND IS IT DETAILED?**

- Do you receive product based off our Purchase Order and provide a report with the variances (OS&D – Overage, Shortage, Damaged report)? If so, is that an automated report that gets sent? If it is not, do you have a portal for your clients to access these reports?
- What is the turnaround time from receipt of product to putaway making the product available to start selling and shipping?
- Do you do any quality control during the receiving process? If so, what is that process?



## **LOCATIONS**

- Are your warehouse storage locations single sku locations or mixed/multi sku locations?
- Do you store individual product sku by a specific location in the warehouse? Or do you mix products in the same location?

## **BILLING**

- Can you bill a 3rd party shipping account?

## DIRECT SHIPPING?

- Do you ship only direct to retail or do your capabilities also include direct to consumer?
- Which one of these is your strengths?



## EDI or REST API

- Do you have EDI and REST API capabilities?
- How many marketplaces and platforms do you integrate with? (we integrate with over 100)
- Can you meet major vendor requirements, such as GS1-128 Label? Such as Target, Walmart, Dicks, etc..

## PICKING ORDERS CORRECTLY

- Do you pick orders via a handheld device that requires a barcode/UPC scan for every picking transaction?
- Are there checks and balances inside your technology that guarantees the picker is picking the correct item and quantity?
- Do you have any other checks and balances to ensure order accuracy? Such as at the pack/shipping station?

## RATE SHOPPING

- Do you rate shop each order at the time of shipping?  
Meaning are you shipping the least cost shipping option?
- How many carriers do you integrate with?
- What small parcel carriers your use?
- Can you ship LTL?

## REVERSE LOGISTICS

- Do you offer Reverse Logistics?
- What value added services (VAS) do you offer for reverse logistics?
- Do you have reports that track returns and are those available to review anytime?



## CYCLE COUNTS

- How often do you do Cycle Counts for inventory accuracy?
- Do you sort and locate products by the fastest movers (A) to the slowest movers (C) (A, B, and C movers)?



## REPORTING

- What reports do you provide?
- Are these reports available 24/7 on a web portal?
- Can you customize reports?

## VALUE ADD

- What Value Added Services (VAS) do you offer?
- Are you flexible if we need additional VAS you don't offer?

## KPI TRACKING

- What KPIs do you track?
- Do you track inventory accuracy?
- Do you track order accuracy?
- Reviving accuracy?

## ONBOARDING PROCESS

- What is your onboarding process?
- Will I have a dedicated representative



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