

**April 2015**

# Cross-Docking:

## Preparation Checklist



Before your organization begins to develop a plan to implement cross docking within your facility, please take a few moments to consider the factors that may affect the success of the implementation.

## **Facility Set-Up/ Current Physical Assets**

- ☐ Do you have the appropriate number of dock doors?\*
- ☐ Are staging areas large enough to accommodate cross docking needs?\*
- ☐ Does your facility have enough space available in the yard to manage trailer movement?
- ☐ Are there any additional automated tools such as conveyors that will assist in optimizing the inventory flow throughout your facility?

\* The number of dock doors and space needed for staging will vary depending on product assortment.

## **Business Processes/ Expectations**

- ☐ Have you defined what products/ customers would benefit most from cross-docking? Consider metrics such as:
  - ☐ Demand
  - ☐ Lead time
  - ☐ Shipping frequency
- ☐ Has your team considered new replenishment plans that may be needed for products included in cross-docking? You may need to:
  - Increase safety stock
  - Adjust frequency of order fulfillment
- ☐ Are all stores located near a distribution center within your network?

- ☐ Ensure teams within your facility are aware of upcoming changes and educate them as to how this will affect their current duties.

## **Current Software/ Technology**

- ☐ Does your WMS have the functionality to schedule and track shipments or is it integrated with your shipping management software?
- ☐ Can your WMS provide you with historical data to select the best candidates for cross-docking?
- ☐ Can your WMS quickly and easily adapt to changes?
- ☐ Is inventory data viewable across the supply chain to assist in more efficient cross-docking execution?
- ☐ Can your software and facility handle the processing and tracking of a higher number of smaller orders?
- ☐ Does your technology integrate with automated tools (i.e. conveyors) utilized in the cross docking process?

## About Datex

Datex provides flexible, reliable supply chain technology solutions to help make businesses more profitable, including supply chain software, mobility solutions, professional services and mobile device management. In business for over 35 years, Datex has a wealth of experience in helping companies across the world meet these critical business challenges.

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