WEIDA FREIGHT SYSTEM

WFS Warehouse Questionnaire

Company: _____

Company Address: _____

Contact/Title: _____

Phone# & email: _____

Location (City & Country) of Current

Distribution Center Operation: _____

Website: _____

Services Requirements

1.0) What is your Expected Project Go-Live Date (MM/DD/YYYY): _____

1.1) What Types of Services are required:

Distribution Management	Value-Added Services
☐ Inventory Management (e.g. cycle count)	☐ Quality inspection
☐ Order Fulfillment	☐ Barcode scanning
☐ Pick / Pack	☐ Kitting / Assembly
☐ Cross Dock	☐ Labelling
☐ VMI (vendor management system)	☐ Repackaging
	☐ Returns management
	☐ Others, please specify _____

1.2) What are you desired Distribution Center operating hours requirement:

Monday to Friday _____ to _____

Saturday _____ to _____

7x24 operation support required? _____

Others, please specify: _____

Inventory Profile

2.0) What specifically are the Commodities to be handled?

2.1) Please advise your average inventory in U.S. $:

☐ Under $50K   ☐ $50K - $100K   ☐ $100K – $500K

☐ $500K-$1 Million ☐ Over $ 1 Million, please specify _____

2.2) What are the Handling Unit(s) – check all that are applicable:
☐Pieces ☐Cartons ☐Pallets ☐Drums ☐Rolls ☐Bags ☐Other, please specify_____

2.3) What is the total number of Stock Keeping Units (SKU)?
a) Number of total SKU _____   b) Number of active SKU _____

2.4) Is any Material hazardous or dangerous goods?
☐YES   If yes, please provide complete Material Safety Data Sheets (MSDS) _____ ☐NO

Inbound Shipment Profile

3.0) Please specify the volume throughput per Month_____
For Ocean Freight: _____ # of containers   ____ 20' ____ 40' ____ 45'
For Surface Transportation: _____shipments_____LTL _____FTL
For Air Freight: _____ lbs. / kg _____cartons or pieces (please indicate unit of measure)

3.1) How does Product arrive (check all applicable)?
☐Floor / Deck Loaded   % Total Inbound Volume:_____
☐Pallet   % Total Inbound Volume:_____

3.2) Palletized Cargo – percentage of single or multiple SKUs (part number) per pallet
_____% of total Volume for Single SKU pallet
_____% of total Volume for Multiple SKU pallet

3.3) Inbound information:
Please specify Normal Volume Months: _____
Please specify Peak Volume Months: _____

	Average	Peak
Number of SKUs per Inbound	_____	_____
Number of Cartons per Inbound	_____	_____
Number of Pallets per Inbound	_____	_____
Number of Cartons per Pallet	_____	_____

Will be separating by : ☐SKU   ☐SKU & PO   ☐SKU, PO & color, size etc.
Specifics: _____

3.4) Is Inbound Barcode Scanning required?   ☐YES   ☐NO
3.5) If Scanning is required for Inbound, please explain – (Serial#, Lot#)
_____

WEIDA FREIGHT SYSTEM

Distribution Space & Storage Requirements

4.0) What are your current Storage requirements?

☐Floor Stacking   Stackability: ☐2 high   ☐3 high   ☐4 high   ☐5 high

☐Pallet Storage

☐How many cartons in stock: _____ & how many pallets in stock on first of month:

☐Average sq. ft. requirements: _____

4.1) Average pallet dimensions & quantity being stored?

Example 1: Length_____inches / Width_____Inches / Height_____Inches / Weight_____lbs

Storage quantity _____Pallets

4.2) Average carton dimensions & quantity being stored?

Example 2: Length_____inches / Width_____Inches / Height_____Inches / Weight_____lbs

Storage quantity _____Cartons   Number of Cartons per pallet_____Cartons

4.3) Please specify (rolls, drums, etc.):

Type   Size   Quantity

_____   _____   _____

4.4) What is the expected storage time & turns per year? _____

4.5) Please specify inventory Cycle Count requirement?   _____

4.6) Is Bonded Warehouse required?   ☐NO   ☐YES   if YES, please specify _____

4.7) Security, Fire Protection & Climate setup

☐High Value Goods – Fencing Area   ☐Security Guard 24/7   ☐Temp/Humidity   ☐Others, specify _____

Outbound Shipment Profile

5.0) The standard order shipping time is 24 hours from time of order of order receipt. Is this acceptable?

☐YES   ☐NO   If NO, please define in 5.1

5.1) Shipping Time Urgency:

☐2 to 4 Hours   ☐Same Day   ☐48 Hours

5.2) How is product picked:

☐Unit (Pick/Pack)   ☐Carton (Master Carton Pick)   ☐Pallet (Full Pallet Pick)

5.3) Will opening of Cartons & repacking be required for Outbound?

☐NO   ☐YES, please specify in details: _____

5.4) Outbound Information:

Please specify Peak Volume Months: _____

	Average
Number of Orders per Day or Week or Month	_____
Number of SKUs / Lines per Order	_____

![WEIDA Freight System logo] **WEIDA FREIGHT SYSTEM**

Number of Cartons per Line _____

Number of Units per Line _____

Number of Pallets per Order _____

Number of Cartons per Pallet _____

5.5) Is Outbound Barcode Scanning required?   ☐YES   ☐NO

5.6) Is Labelling and/or Special Packing required:

☐Customer Labels   ☐Packaging List   ☐Bill of Lading   ☐Special Pallet

☐Corner Pads   ☐Shrink Wrap

 Specify: _____

Documentation & Information System

6.0) Inbound Advance Notice (Warehouse Stock Transfer Shipment Advice)

☐Email   ☐Fax   ☐EDI_____   ☐Courier   ☐Other, please specify _____

6.1) Outbound Shipping Notice will require the following options:

☐Email   ☐Fax   ☐EDI_____   ☐Courier   ☐Other, please specify _____

6.2) Do you require any other EDI/Flat File documents from WFS system?

Please specify _____