



CHECKLIST · 2026 EDITION

INVENTORY & WAREHOUSE · V5 ULTIMATE

The right lots, on the right pallet, on the right truck.

A checklist for the outbound team: check the pick list, build and label the pallet, and load against the plan with the paperwork ready.

PICK CHECK

PALLET BUILD

LABELS

LOAD & PAPERWORK

Pick-list check

Tick each line before the pick is closed.

CHECK	WHAT TO CONFIRM	OK?
Order	Pick list matches the sales order: item, quantity, ship date	☐
Lot rotation	Lots picked in FEFO or FIFO order, as your rules require	☐
Status	Only lots whose status allows shipping are picked	☐
Quantity	Picked quantity confirmed by scan, in the order's unit	☐
Shorts	Any short pick recorded and the order owner told	☐

Pallet build record

One row per pallet, so anyone can see what is on it.

PALLET	CASES	LAYERS × PER LAYER	LOTS ON PALLET	CHECKED BY

ILLUSTRATIVE EXAMPLE · INVENTED NAMES AND VALUES

SO-0142 is 500 units of Product A for Customer A, packed 25 units per case: $500 \div 25 = 20$ cases.
Built as 4 layers × 5 cases = 20 cases on one pallet, given a GS1-128 pallet label, scanned onto the trailer and listed on the bill of lading.

Labels, loading and paperwork

What must be true before the doors close.

- ☐ Pallet label (GS1-128, with an SSCC if your label setup and trading partners require one) printed and applied
- ☐ Case labels match the pallet's contents
- ☐ Load order agreed before loading starts
- ☐ Each pallet scanned as it goes onto the trailer
- ☐ Bill of lading and shipping documents match what was loaded
- ☐ Advance ship notice sent where the customer requires one

WHERE V5 FITS

- Pick and count inventory; warehouse and pack/load workflows coordinated before dispatch.
- Lots, traceability and GS1-128 labels; printable pick lists and bills of lading.
- Limit: device, carrier and EDI connections require their own configuration.

Walk through your outbound flow

Tell us how you pick, pack and load today and we will show you how it runs in V5.

TALK TO US →

Opens the contact form on
v5ultimate.com

A planning aid, not a specification, offer or quote. Examples are illustrative, not customer data or results. Which V5 capabilities are on your plan, and how they are configured, is confirmed with you. © 2026 SG Systems Global.