

Peak Readiness Tips

Holiday peaks put major stress on distribution and fulfillment networks. With massive order volumes, reduced processing times and a scarce labor pool all pressuring operations to do more with less, how can you proactively prepare for the busiest time of year?

PLANNING



Upfront planning helps the entire operation work towards the same goal, with shared expectations. And when an emergency inevitably happens, proactive contingency planning eliminates guess work with established protocols.



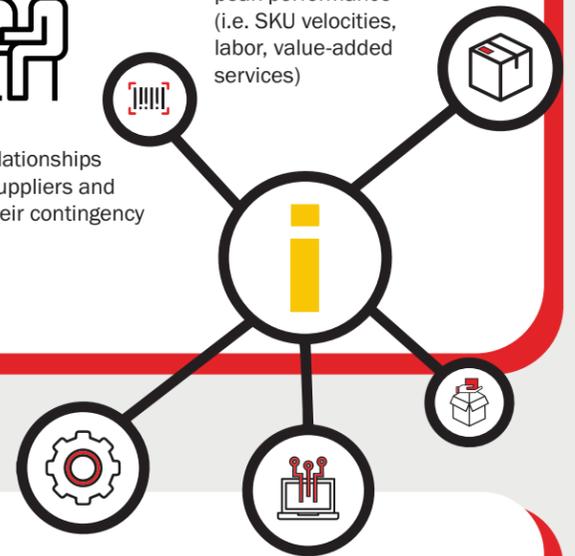
Revisit order projections to help forecast inventory and staffing needs

Create emergency procedures for variety of scenarios and functional areas (i.e. What happens if you lose power? Or your WMS goes down? Or your label printer isn't working?)

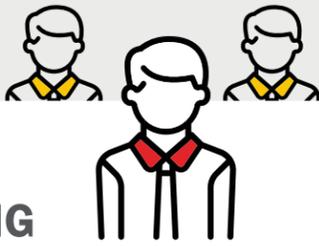


Tighten relationships with key suppliers and discuss their contingency plans

Setup data capture and analysis models to benchmark peak performance (i.e. SKU velocities, labor, value-added services)



STAFFING



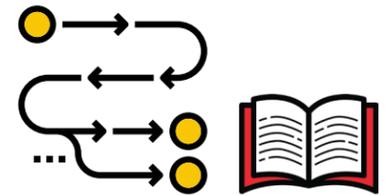
With unemployment at a 50-year low, competition for labor has never been tougher. Companies must ensure existing employees are stable and well-trained, while creating fast, effective onboarding processes for new staff.



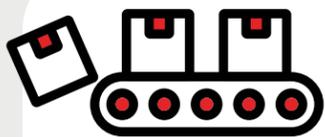
Offer refresher training for maintenance teams
Cross-train warehouse staff in multiple functions

Implement incentive programs to promote workforce stability

Establish streamlined training processes for permanent and seasonal hires



SYSTEM RELIABILITY



Equipment failures can shut down part or all of your operation, a dire situation at any point, but especially catastrophic during peak season, making system reliability a mandatory for a successful peak season.



Conduct a reliability audit on material handling equipment
Complete critical preventive maintenance tasks to avoid peak interruption (i.e. lubricate bearings, update software systems, replace near-failure components)

Review spare parts inventory to ensure adequate stock



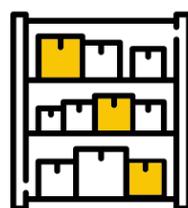
Use on-site or remote technical support with guaranteed response time from automation provider

OPERATION OPTIMIZATION

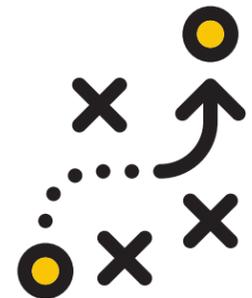


Shaving seconds from DC workflows can add up to significant cost savings. Do a thorough review of your distribution operation to identify small adjustments that can eliminate bottlenecks and increase productivity.

Audit all operational workflows
Do a "practice peak" to identify any issues in a less costly time of year



Evaluate inventory slotting strategies to ensure adequate space and proper SKU placement



Consider setting up fast pick lanes for high-volume movers

Need help checking these items off your list? Contact the MHS Peak Support Team at Peak@mhsglobal.com or 1-888-444-4MHS.

