

Easy3PL Crossdock User Guide

Line-level crossdock receiving, visibility, and release workflow

Receiving + Inventory

What changed

Easy3PL now supports a crossdock / flow-through state on individual receipt inventory lines. Crossdock lines remain visible on Receiving, Receipts, and Inventory, are excluded from eOrder and channel allocation, and can be added to a manual order to ship out.

Why This Is Better Than A Generic SKU

Receiving everything as a generic "Crossdock Pallet" SKU is easy, but it hides operational intent. A proper WMS crossdock workflow should identify the physical handling unit, show that it is not regular inventory, and preserve enough notes for staging or outbound routing.

- The inventory line keeps its real receipt, pallet/storage unit, client, warehouse, photo, and audit trail.
- The blue Crossdock badge tells users the stock is physically present but staged for flow-through handling.
- eOrder and channel allocation exclude crossdock rows so shopping demand does not accidentally consume staged freight.
- The crossdock state follows the row when it is duplicated or moved, preserving the operational status.

How It Operates

Operator workflow

- Create or open the warehouse receipt.
- Enter the pallet/storage unit and item details.
- Check Crossdock / Flow-through before saving, or use the truck icon after receiving.
- Add a short note such as dock lane, outbound order, carrier, or appointment.
- Release the line if the freight will be put away as regular inventory.

System behavior

- Adds a blue Crossdock badge in Receiving, Receipts, and Inventory.
- Keeps the line visible for audit and warehouse tracking.
- Excludes the line from eOrder/channel allocation and available-stock searches.
- Can be added to a manual order and retires when the shipped line is depleted.
- Carries the crossdock flag during duplicate and inventory move operations.
- Records history when a line is marked or released.

Receive: mark a line for crossdock

EasyWFS

Dashboard

Company Calendar

Warehouse

Appointments

Inbound Orders

Warehouse Receipts

Orders

LTL Freight

eOrders

Clients

Inventory

Item / SKUs

Warehouse

Accounting

Administration

Reports

Help Center

Receiving WR#10463

3PL Miami Warehousing

Welcome, Administrator

EN

Part Number

SKU

Serial Numbers

UPC

Lot #

PO

Expiration

Inventory Notes / Description

☐ **✚ Crossdock / Flow-through**

Mark this line as staged for outbound transfer instead of normal sellable inventory.

☐ **Receive as master cases**

How Are Your Items Packaged

Counted Item UOM

Qty Boxes

Pieces per Box

Total Pieces

Warehouse Area

Location Type

Aisle

Bay

Shelve

Slot

Stack

Received Inventory Details

SKU: Filter by SKU

MC: Scan master case

Delete

Duplicate

Download Template

Import CSV

Import Shipping

Export CSV

Purple rows = Original inventory received

☐ Show inventory with movements

Show Movements

Actions

Storage Unit #

Crossdock

Storage Unit

Received Standard Pallet #3

Received Standard Pallet #2

Received Standard Pallet #1

Total Storage Units: 3 | Total Line Items: 3 | Total Retired: 0

Receive: toggle a received line

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Receiving WR#10463

3PL Miami Warehousing

Welcome, Administrator

EN

Receipt ID

Client Name

Warehouse Name

Receive Date

☐ Hold Receipt

Pallet #

Warehouse Storage Unit Type

Storage Unit Dimensions

Part Number

SKU

Serial Numbers

UPC

Lot #

PO

Expiration

Received Inventory Details

SKU: Filter by SKU

MC: Scan master case

Delete

Duplicate

Download Template

Import CSV

Import Shipping

Export CSV

Purple rows = Original inventory received

☐ Show inventory with movements

Show Movements

Actions

Storage Unit #

Crossdock

Storage Unit

Received Standard Pallet #3

Received Standard Pallet #2

Received Standard Pallet #1

Total Storage Units: 3 | Total Line Items: 3 | Total Retired: 0

Receipts: visible in the receipt inventory pane

EasyWPS

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Receipts (1 found)

3PL Miami Warehousing

Welcome, Administrator

EN

Search WR# / PO / Entry / Notes...

Client name

SKU contains

All statuses

Custom...

From mm/dd/yyyy

To mm/dd/yyyy

Blind All

Show deleted

New

Email Selected

Download Selected

More

Actions

WR #

Client

Status

Created By

Created On

Warehouse

Carrier

PO #

10463

WARP

Items On-Hand

Marco Navarez

Aug 21, 2026, 11:54 AM

Lilly

CROSSDOCK TRANSFER

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Page 1 of 1

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Rows per page: 50

Inventory

History

Attachments

Labels

Movement Timeline

Close

Inventory for Receipt #10463

Show inventory with movements

Show Unique Storage

SKU: Filter by SKU

Acti...

Storage unit #

Storage Device/T...

Weight (lb)

Recv date/time

SKU...

Receiv...

SKU

Item Description

Location

Warehouse Area

Invent

Standard Pallet #3

Standard Pallet

760

Aug 21, 2026, 12:31 PM

+

090013

New Label Perfect Hydration Water ...

FLOOR

Main

Regular

Standard Pallet #2

Standard Pallet

810

Aug 21, 2026, 12:30 PM

+

CROSSDOCK PALLET

Crossdock pallet - apparel transfer

FLOOR

Dock

Carrier

Standard Pallet #1

Standard Pallet

780

Aug 21, 2026, 12:29 PM

+

CROSSDOCK PALLET

Crossdock pallet - apparel transfer

FLOOR

Dock

Stage a

Inventory: crossdock is visible and not normal available stock

EasyWPS

Dashboard

Company Calendar

Warehouse Appointments

Inbound Orders

Warehouse Receipts

Orders

LTL Freight

eOrders

Clients

Inventory

Item / SKUs

Warehouse

Accounting

Administration

Reports

Help Center

Inventory (3 found)

3PL Miami Warehousing

Welcome, Administrator

EN

Search SKU / Description / Lot / PO / WR#

Client: All

Warehouse: All

Storage Unit: All

Show Unique Storage

Preset: Custom...

From: mm/dd/yyyy

To: mm/dd/yyyy

Search

Reset Columns

Columns

Actions

Client

Image

SKU

Serial

Crossdock

Description

Inventory Notes

Part #

WI

WARP

—

CROSSDOCK PALLET

+

Stage at outbound dock lane 2 for same-day transfer.

Stage at outbound dock lane 2 for same-day transfer.

XO-PLT

WR1

WARP

—

CROSSDOCK PALLET

+

Carrier appointment 4:30 PM.

Carrier appointment 4:30 PM.

XO-PLT

WR1

WARP

—

090013

Regular put-away line, not crossdock.

Regular put-away line, not crossdock.

090013

WR1

Totals (3 found):

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Rows per page: 50

Crossdock Versus Hold

Crossdock and Hold are different controls. Hold means the inventory should not move because it is quarantined, customer-blocked, or pending review. Crossdock means the inventory is intended to flow through the building rather than enter regular put-away stock.

- Use Hold when inventory is blocked from movement or sale.
- Use Crossdock when freight is staged for quick outbound transfer.
- If both apply, Easy3PL shows both states. The line remains blocked from normal availability either way.

Example Scenarios

Same-day transfer

Nine pallets arrive for a client and are scheduled to leave the same afternoon. Receive each pallet normally, check Crossdock / Flow-through, and note the dock lane or outbound appointment. The pallets stay visible in receipt and inventory views without becoming regular sellable inventory.

Ship it on a manual order

Open the order, add the crossdock line from the available-inventory picker (shown with a blue Crossdock badge), then pick and ship normally. When the shipped line depletes the storage unit, Easy3PL retires the inventory row automatically with the ship date. If the order line is cancelled, use Return to Stock to restore the quantity; it returns as crossdock.

Fallback to put-away

If the outbound truck cancels, open the receipt inventory line and click the truck icon again to release the crossdock state. The line becomes regular inventory and can be put away or allocated normally, subject to any separate hold status.

Generic crossdock SKU still allowed

A generic Crossdock Pallet SKU can still be used for freight where item-level detail is unknown. The difference is that the crossdock state now makes the operational purpose explicit instead of relying only on the SKU name.

Current Scope And Next Layer

This release is the foundation: line-level status, visibility, availability exclusion, notes, history, and movement persistence. It is similar to the first operational layer used by mature WMS systems: identify inbound supply as flow-through instead of commingling it with regular stock.

- Next possible layer: crossdock lanes or staging zones tied to outbound orders.
- Next possible layer: demand-directed receiving that suggests crossdock when an open order needs the inbound SKU.
- Next possible layer: a crossdock dashboard showing expected inbound, staged pallets, carrier pickups, and aging.