

STANDARD OPERATING PROCEDURE

Easy3PL Order Line Item Status and Shipping Procedure

Easy3PL

Required warehouse execution rules for outbound order line items inside Easy3PL.

STEP 1

Requested

Inventory is allocated to the order.

STEP 2

Picked

Physical pick is completed and confirmed.

STEP 3

Shipping Pallet

Outbound pallet number is assigned to the line.

STEP 4

Shipped

Line is ready for final outbound completion.

Why This Procedure Exists

This process protects inventory accuracy, shipping traceability, supervisor visibility, and customer confidence. It prevents paper completion from getting ahead of physical warehouse work.

Non-Negotiable Rule

No order line may move from Requested to Shipped directly. A picked line must also have a Shipping Pallet # before shipment completion.

Version date: March 31,
2026

Application:
Easy3PL

Audience: Warehouse, shipping, leads,
supervisors

Easy3PL Required Outbound
Procedure

Requested -> Picked -> Shipping
Pallet Assigned -> Shipped

Follow each step in order for every
order line item

Table of Contents

Purpose

Mandatory Status Sequence

Required Behavior By Step

Step 1. Requested

Step 2. Picked

Step 3. Shipping Pallet Assigned

Step 4. Shipped

System-Enforced Rules

Why Every User Must Follow This Procedure

- 1. Inventory accuracy
 - 2. Shipping traceability
 - 3. Accountability
 - 4. Error prevention
 - 5. Cleaner audit history
-

User Responsibilities

Supervisor Expectations

Quick Reference

Final Rule Easy3PL Required Outbound
Procedure

Requested -> Picked -> Shipping
Pallet Assigned -> Shipped

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Purpose

This document defines the required outbound fulfillment sequence for standard order line items inside Easy3PL. It exists to protect inventory accuracy, preserve shipping traceability, and make sure every outbound line follows the same operational workflow.

The workflow is now enforced inside the system. Users must follow the process in sequence. Skipping steps is no longer allowed.

Mandatory Status Sequence

Every standard order line item must move through the following sequence:

1. Requested
2. Picked
3. Shipping Pallet Assigned
4. Shipped

This means:

- inventory added to an order starts as Requested
- a line item must be picked before it can move beyond Requested
- once picked, the line item becomes Picked
- while in Picked, a shipping pallet number must be assigned
- only after a shipping pallet is assigned may the line item be marked Shipped

Required Behavior By Step

Step 1. Requested

Requested means the inventory has been allocated to the order, but the warehouse has not yet confirmed physical picking.

Users must:

- confirm the correct inventory was added to the order
- review the requested boxes, units, and pieces
- verify that the line is ready for warehouse picking

Easy3PL Required Outbound

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Users must not:

- mark a requested line as shipped
- bypass picking because the item is "known ready"
- assign final shipping completion before physical pick confirmation

Step 2. Picked

Picked means the warehouse has physically picked the inventory for that order line.

Users must:

- complete the physical pick first
- confirm picked quantities are accurate
- update the line item to **Picked**

Operational meaning:

- the line is no longer just planned work
- the line is now prepared for final outbound staging
- the order can move closer to shipping only after actual warehouse handling is complete

Step 3. Shipping Pallet Assigned

After a line is picked, a shipping pallet number must be assigned before the line can be marked shipped.

Users must:

- assign a valid shipping pallet number to each picked line item
- make sure the pallet assignment matches the physical outbound handling
- keep pallet assignments consistent with BOL, staging, and carrier preparation

Why this matters:

- it creates a direct link between the order line and the outbound pallet
- it supports shipping traceability and investigation if a shipment issue occurs
- it prevents "paper shipped" activity when freight has not actually been staged correctly

Step 4. Shipped

Shipped means the line has completed outbound processing and is ready to be treated as shipped by Easy3PL. Easy3PL Procedure Full cycle: Picked -> Shipping Pallet Assigned -> Shipped Full cycle: Picked -> Shipping Pallet Assigned -> Shipped order line item

A line may only be marked **Shipped** when all of the following are true:

- the line was previously **Picked**
- a shipping pallet number is already assigned
- all normal shipping requirements for the order are satisfied

System-Enforced Rules

Easy3PL now enforces the following:

- a line item cannot move directly from **Requested** to **Shipped**
- a line item cannot move from **Requested** to any later fulfillment step except **Picked**
- a line item cannot be marked **Shipped** unless it is already **Picked**
- a line item cannot be marked **Shipped** unless it has a shipping pallet number assigned

Users should expect the system to reject invalid transitions with an error message.

Why Every User Must Follow This Procedure

This procedure is required for operational control, not just system consistency.

1. Inventory accuracy

If users mark items shipped before they are actually picked, the system records outbound completion before warehouse activity is complete. That creates mismatches between on-hand inventory, staged inventory, and shipped inventory.

2. Shipping traceability

Shipping pallet assignment is part of the physical audit trail. Without it, the operation loses the direct connection between line items, pallets, carrier preparation, and final outbound handling.

3. Accountability

The sequence separates planning from execution:

- **Requested** means planned
- **Picked** means physically handled
- **Shipped** means completed outbound

When users collapse those steps together, supervisors cannot tell where work actually stands.—

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4. Error prevention

Skipping from Requested to Shipped makes it easier to hide missed picks, quantity issues, staging problems, and labeling problems until after the shipment has already been processed.

5. Cleaner audit history

Following the required sequence makes order history easier to review and trust. That improves training, issue investigation, customer communication, and internal accountability.

User Responsibilities

All users working with order fulfillment are responsible for the following:

- do not skip the picking step
- do not mark a line shipped unless it is already picked
- do not mark a line shipped unless a shipping pallet is assigned
- keep pallet assignments aligned with physical outbound activity
- correct issues at the step where they are discovered instead of forcing the next step

Supervisor Expectations

Supervisors and leads should verify that teams are following this sequence consistently.

Supervisors should:

- train users on the required sequence during onboarding
- reinforce that Picked is a physical confirmation step
- confirm shipping pallet assignment is completed before shipment completion
- review exceptions and error messages instead of asking users to work around them

Quick Reference

Use this sequence every time:

1. Add inventory to order
2. Line status becomes Requested
3. Physically pick the line
4. Change line to Picked
5. Assign Shipping Pallet #
Procedure
6. Change line to Shipped

Requested -> Picked -> Shipping
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Final Rule

If a line item is not yet picked, it is not ready to move forward.

If a picked line item does not yet have a shipping pallet number, it is not ready to be marked shipped.

The correct process is:

Requested -> Picked -> Shipping Pallet Assigned -> Shipped