

Fold each printed sheet in half lengthwise. The left side of the document will list the term and the right side will list the definition. Tape or staple the open edges of your flashcards. Cut out your flashcards on the solid lines indicated and fold them on the dotted lines.

**Module 4**

*Section B: Formulate Warehouse Processes and Order Flow*

**Term**  
Break-bulk

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1) Dividing truckloads, railcars, or containers of homogeneous items into smaller, more appropriate quantities for use. 2) A distribution center that specializes in [these types of] activities. 3) Unitized cargo in bales, boxes, or crates that is placed directly in a ship's holds rather than in containers.

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*Section B: Formulate Warehouse Processes and Order Flow*

**Term**  
Consolidation

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The grouping of shipments to obtain reduced costs or improved utilization of the transportation function. Consolidation can occur by market area grouping, grouping according to scheduled deliveries, or using third-party pooling services such as public warehouses and freight forwarders. Syn.: freight consolidation. See: milk run.

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**Term**  
First expiry first out (FEFO)

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A picking methodology assuring that the usage shelf life of items is optimized. Years ago, first in, first out (FIFO) was satisfactory as the shelf-life days for items often didn't vary and FIFO often coincided with the expiry dates. However, re-testing is frequently done to extend shelf-life dates on some lots or batches, while other lots may have typical shelf-life dates shortened because of quality or processes. Thus, FEFO was introduced by software vendors to provide this picking methodology for use with shelf-life controlled items.

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**Term**  
Fixed-location storage

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A method of storage in which a relatively permanent location is assigned for the storage of each item in a storeroom or warehouse. Although more space is needed to store parts than in a random-location storage system, fixed locations become familiar, and therefore a locator file may not be needed. See: random-location storage.

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**Term**

Part-to-picker system

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A materials handling approach for order picking where the pick location is brought to the order picker (e.g., carousels).

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**Term**

Pick slots

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Areas on shelves in a warehouse where products are stored.

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**Term**

Picker-to-part system

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A materials handling approach for order picking in which the picker goes to the product location (e.g., forklifts, order picking trucks).

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**Term**

Picking list

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A document that lists the material to be picked for manufacturing or shipping orders. Syn.: disbursement list, material list, stores issue order, stores requisition.

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**Term**

Random-location storage

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A storage technique in which parts are placed in any space that is empty when they arrive at the storeroom. Although this random method requires the use of a locator file to identify part locations, it often requires less storage space than a fixed-location storage method. Syn.: floating inventory location system, floating storage location. See: fixed-location storage.

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**Term**

Replenishment

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Relocating material from a bulk storage area to an order pick storage area and documenting this relocation.

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**Term**

Slip sheet

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Thin sheets of fiberboard or plastic on which product is stacked, used as an alternative to wood pallets because they take up little space in warehouses or shipping containers.

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**Term**

Sorting

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The function of physically separating a homogeneous subgroup from a heterogeneous population of items.

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**Term**  
Unit load

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A shipping unit made up of a number of items; bulky material arranged or constrained so the mass can be picked up or moved as a single unit. Reduces material handling costs. Often shrink-packed on a pallet before shipment.

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**Term**  
Warehouse receiving

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A key process in warehouse operation that ensures the correct product has been received, in the right quantity, in the right condition, and at the right time.

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**Term**  
Warehouse storage

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Using a building or other structure as a planned space for storing goods and materials.