

Helping SMEs save time, cut admin and work smarter with AI.

Warehouse Picking & Delivery Confirmation

End-to-end automation from pick creation to proof of delivery

The Problem (Manual):

Warehouse and delivery processes can rely heavily on emails, manual paperwork and people remembering to update others, which can lead to:

- Time wasted creating and communicating warehouse pick requests
- Information being manually entered or re-entered at different stages
- Pick requests being missed, delayed or containing incorrect information
- Limited visibility of where an order is within the warehouse process
- Difficulty tracking whether goods have been picked, dispatched or delivered
- Delivery confirmation not being consistently captured
- Staff spending time chasing colleagues for updates
- Increased risk of human error and inconsistent processes

The Solution (Automation):



Forms



Outlook



Power Automate



SharePoint

A Microsoft 365 automated warehouse workflow that manages the process from pick creation through warehouse activity to delivery confirmation.

Using Microsoft Forms, Outlook, Power Automate and SharePoint Lists, information is captured in a structured way and passed through each stage of the process.

This provides a central record of the order and its progress, while automation handles appropriate notifications and updates as the order moves from:



Key Benefits:

- ✓ **Saves Time**
Reduces manual administration, repetitive data entry and internal chasing.
- ✓ **Reduces Human Error**
Structured data capture and automated processing reduce reliance on information being manually copied between systems or emails.
- ✓ **Improves Visibility**
Provides a central SharePoint record so the business can see the status and progress of warehouse activity.
- ✓ **Creates a Consistent Process**
Every warehouse request follows the same defined workflow rather than depending on individual working practices.
- ✓ **Improves Communication**
Automated notifications keep the appropriate people informed as the order progresses.
- ✓ **Closes the Loop on Delivery**
Delivery confirmation becomes part of the process rather than an isolated final step.
- ✓ **Creates an Audit Trail**
Key warehouse and delivery activity can be recorded against the transaction, providing greater traceability.
- ✓ **Makes Better Use of Microsoft 365**
For businesses already using Microsoft 365, the solution builds on familiar tools such as Outlook, Forms, SharePoint and Power Automate rather than introducing another standalone workflow application.

Get in Touch: