

Warehouse Mapping & Labeling Guide

How to name, label, and organize your bin locations for WMS compatibility. This guide ensures every storage location in your warehouse is uniquely identifiable and scannable.

Naming Convention

Every location follows the format: ZONE-AISLE-SHELF-BIN. For example, A-03-02-04 means Zone A, Aisle 3, Shelf 2, Bin 4.

- Zones: Use single letters (A, B, C). Reserve R for receiving, S for shipping, Q for quarantine.
- Aisles: Two-digit numbers (01-99). Number from left to right facing the warehouse.
- Shelves: Two-digit numbers (01-99). Number from bottom to top.
- Bins: Two-digit numbers (01-99). Number from left to right.

Labeling Requirements

1. Print barcode labels with human-readable text below. Minimum 2" x 4" size.
2. Place labels at the front-left corner of each bin location, visible from the aisle.
3. Use waterproof/tear-resistant label stock for durability.
4. Include a QR code version for mobile scanning compatibility.
5. Color-code zones: use colored tape strips or label backgrounds per zone.

Zone Planning

- Place highest-velocity SKUs in Zone A, closest to the pack station.
- Reserve lower shelves (01-02) for heavy or bulky items.
- Designate overflow zones for seasonal inventory spikes.
- Keep hazardous or temperature-sensitive items in dedicated zones with signage.

PRO TIP

Walk your warehouse and photograph every aisle before labeling. Create a simple floor plan sketch marking zone boundaries. This takes 30 minutes and saves hours of confusion during the labeling process.

