

# 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.