

Read the text describing warehouse areas and label the areas with words from the list.

sortation • marshalling and dispatch • receiving • collation and value-added services
• back-up storage • order picking

First of all, there is the _____¹ area. That's where all incoming goods arrive and documentation is checked and recorded. Goods are often unpacked or repacked here to make their format more suitable for warehouse handling.

The _____² area holds most of our warehouse inventory.

In the _____³ area the goods are selected in the right quantities, that means the quantities required by the customer. Here we also break bulk. That means, for example, after receiving goods in large quantities (e.g. pallets), we need to pack them in smaller separate units for the customer.

In the _____⁴ area we deal with smaller order sizes. Sometimes several orders have been batched together to simplify the picking process and now need to be sorted down to individual orders.

Warehousing and storage

After picking, the goods are consolidated and made ready for dispatch. Depending on the customer's requirements the goods may be packed into cartons or cases or they are wrapped (i.e. stretch-wrapping or shrink-wrapping). Some warehouses also provide special services such as labelling. This part of warehouse operations is called _____⁵.

The final stage in warehouse operations is the _____⁶ area. The goods are brought together to form vehicle loads and are then loaded onto vehicles for onward dispatch.